

Southern Railway

Divisional Office
Personnel Branch
Salem
Dt.10.01.2018

No.SA/P.483/AEBAS/17/04

All Branch Officers/Dvnl. Office/SA

Sub: Introduction of Biometric Attendance System on Indian Railways-Registration of employees reg.,

Ref: This office letter No.SA/P.483/AEBAS/17/02 Dt.13.11.2017

In connection to the above reference, the employees of your branch are to register their details in the portal <http://railwaysrsa.attendance.gov.in> for Biometric Authentication.

In this regard a meeting is scheduled to be held at New Multipurpose Meeting Hall on 12.01.2017 (Friday) @ 10.30 hrs. The instructions regarding employee registration in the portal will be briefed along with the details of login credentials.

All Branch Officers may kindly nominate one of their designated staff who will henceforth look after the Biometric Attendance System in their Department on their behalf for the briefing session. The Ch.OS's in turn will help in registering the employees of their departments at their offices itself.


Instructions for filling the Employee On-boarding request form:

1. Login to the portal <http://railwaysrsa.attendance.gov.in>
2. Select employee registration at the left corner below Dashboard. You will see a screen as in screen shot 1.
3. Enter your Full Name as in AADHAAR Card.
4. Enter date of birth (format DD-MM-YYYY)
5. Select your Gender.
6. Please provide your 12 digit Aadhaar number
7. Employee's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data
8. Enter your email. (Not Mandatory)
9. Enter your 10 digit mobile number.
10. The Org. Emp Code is your Employee/PF Number
11. Hit the "Next" button or click on Organization details tab to complete the second part of the form. You will see a screen as in screen shot 2.
12. Select Employee Type (Government Employee)
13. Select the name of your Division/Unit within the Organization (Your Department)
14. Select your Designation (only when Employee Type is Government)
15. Select your office location. (e.g. your office building name)
16. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
17. Please enter the captcha code.
18. Please check the consent box.
19. Please review the form before submission.

Note:

- a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the Computer Section (Rly. Ph. 65720) to get the details updated.
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

Encl: Screen Shot 1 & 2


(S.Thirumurugan)
Divisional Personnel Officer
Salem

Copy to:

PS to DRM for kind information of DRM

PS to ADRM for kind information of ADRM

Dashboard | Central Attend.

Page Safety Tools

Central Attendance

Aadhaar Enabled Bio-metric Attendance System (AEBAS)

Employee Registration

Personal Details Organization Details

Organization Name
Southern Railway Salem Division-Tamil Nadu


Employee Type *
- Select Type -

Division/Unit within Organization *
- Select Division/Unit -

Designation *
- Select Designation -

Office Location *
- Select Office Location -

Photograph (only .jpg format and size upto 150 KB) *
Browse

Enter the code exactly as it appears:  Get another CAPTCHA

Confirm Captcha Code

Please Select the checkbox

Disclaimer: I, owner of above Aadhaar Number, agree that the Aadhaar Enabled Biometric Attendance System (AEBAS) uses my Aadhaar Number for authentication with UIDAI data repository for creating attendance record. I have no objection to the same as per Aadhaar Act 2016. Myself / NIC have informed me that my biometric data will not be stored or shared except as per provisions of Aadhaar Act 2016.

Submit

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name
2. Enter date of birth (format DD/MM/YYYY)
3. Select your Gender
4. Please provide your 12 digit Aadhaar number
5. Employee's demographic data (New Date of Birth, Gender and Aadhaar Number should match with UIDAI data)
6. Enter your email
7. Enter your 10 digit mobile number
8. Hit the "Next" button or click on Organization details tab to complete the second part of the form
9. Select Employee Type
10. Select the name of your Division/Unit within the Organization
11. Select your Designation (only when Employee Type is Government)
12. Select your office location (e.g. your office building name)
13. Upload your recent scanned/digital picture in 'jpg' format of max file size 100 KB
14. Please enter the captcha code
15. Please Check the consent box
16. Please review the form before submission

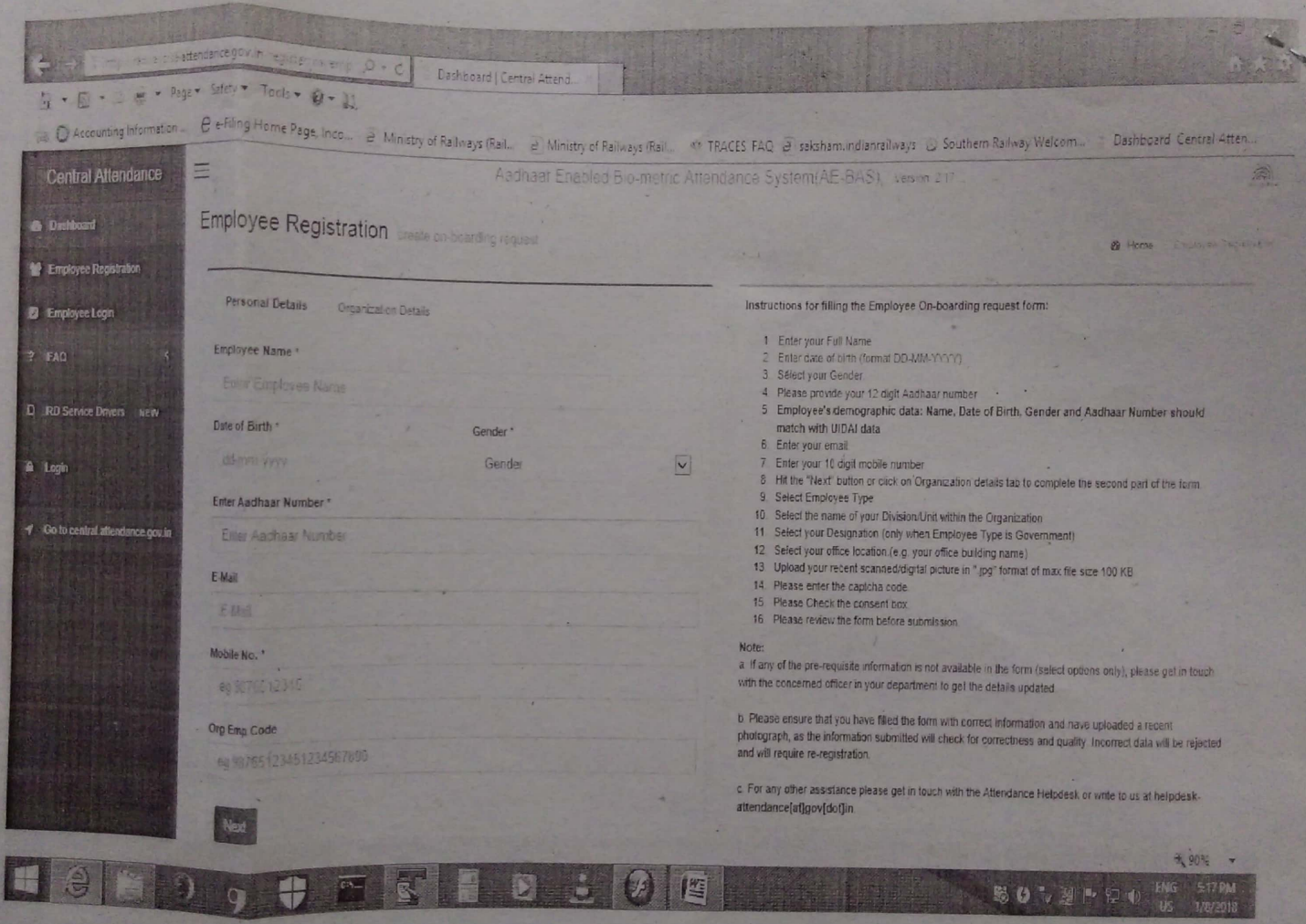
Note:

- a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration
- c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at helpdesk-attendance[at]gov[dot]in

100%

ENG 5:23 PM
US 1/8/2018

Screen Shot 2



Screen Shot 1