



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕಾಲೇಜು ಮತ್ತು ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಸಂಖ್ಯೆ: ಡಿಟಿಇ/ADM10/EST9/2024

ಆಯುಕ್ತರ ಕಛೇರಿ
ಕಾಲೇಜು ಮತ್ತು ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ
ಅರಮನೆ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560001
ದಿನಾಂಕ: 23-04-2024

ಸುತ್ತೋಲೆ

ವಿಷಯ ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ಪಾಲಿಟೆಕ್ನಿಕ್/ಕಿರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳಲ್ಲಿನ ಎಲ್ಲಾ ಭೋಧಕ/ಭೋಧಕೇತರ ವರ್ಗದವರು Aadhar Enabled Biometric Attendance System ಅಲ್ಲಿ ನೋಂದಾಯಿಸಿಕೊಳ್ಳುವ ಬಗ್ಗೆ.
ಉಲ್ಲೇಖ ಸರ್ಕಾರದ ಸುತ್ತೋಲೆ ಸಂ: ಇಡಿ 33 ವಿವಿಧ 2023 ದಿ:04-08-2023

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ ಪಾಲಿಟೆಕ್ನಿಕ್ / ಕಿರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳಲ್ಲಿ, ಉಲ್ಲೇಖದಲ್ಲಿನ ಸರ್ಕಾರ/ಆಯುಕ್ತಾಲಯದ ಆದೇಶದನ್ವಯ ಬಯೋಮೆಟ್ರಿಕ್ ಹಾಜರಾತಿಯನ್ನು ಯಂತ್ರದಲ್ಲಿ ದಾಖಲಿಸುವುದು ಕಡ್ಡಾಯಗೊಳಿಸಿರುವುದು ಸರಿಯಷ್ಟೆ, ಸರ್ಕಾರಿ ಕಚೇರಿಗಳಲ್ಲಿ ಆನ್ ಲೈನ್ ಹಾಜರಾತಿ ಜಾರಿಗೆ ತರುವ ಸಲುವಾಗಿ Aadhar Enabled Biometric Attendance System ನಲ್ಲಿ ನೋಂದಾಯಿಸಿಕೊಳ್ಳುವುದು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ. ಆದಕಾರಣ ಇಲಾಖೆಯ ಅಧೀನಕ್ಕೆ ಒಳಪಡುವ ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ ಪಾಲಿಟೆಕ್ನಿಕ್ / ಕಿರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳು ತಮ್ಮ ಸಂಸ್ಥೆಯಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಭೋಧಕ/ಭೋಧಕೇತರ ಅಧಿಕಾರಿ/ಸಿಬ್ಬಂದಿಗಳ ವಿವರಗಳನ್ನು ಸದರಿ ಸುತ್ತೋಲೆಯೊಂದಿಗೆ ಲಗತ್ತಿಸಲಾಗಿರುವ Online Organization On-boarding Manual ರನ್ವಯ <https://karnataka.attendance.gov.in> portal ಮೂಲಕ ದಿ:30-04-2024 ರೊಳಗಾಗಿ ನೋಂದಾಯಿಸುವಂತೆ ಸೂಚಿಸಿದೆ.

Note: While Registering, Select Parent Department as "Department of Technical Education" from the dropdown menu, otherwise your application will be rejected.

ಈ ಪ್ರಕ್ರಿಯೆಯಲ್ಲಿ ಯಾವುದೇ ಸಂದೇಹ ಅಥವಾ ಸ್ಪಷ್ಟೀಕರಣ ಕುರಿತು ಈ ಕೆಳಕಂಡ ಅಧಿಕಾರಿಯವರನ್ನು ಸಂಪರ್ಕಿಸಲು ಸೂಚಿಸಲಾಗಿದೆ.

ಶ್ರೀ ಶ್ರೀನಿವಾಸ ಎಂ ಎಸ್,
ಹಿರಿಯ ಶ್ರೇಣಿ ಉಪನ್ಯಾಸಕರು,
ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು
ಮೊಬೈಲ್ ಸಂ - 9741884442

ನಿರ್ದೇಶಕರು
ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ
ಬೆಂಗಳೂರು

ಇವರಿಗೆ,

ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ ಪಾಲಿಟೆಕ್ನಿಕ್ / ಕಿರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳ ಪ್ರಾಂಶುಪಾಲರಿಗೆ ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ.

ಪ್ರತಿ:

1. ಇ-ಆಡಳಿತ ವಿಭಾಗಕ್ಕೆ ವೆಬ್ ಸೈಟ್ ನಲ್ಲಿ ಪ್ರಚುರಪಡಿಸಲು.
2. ವಿಷಯ ನಿರ್ವಾಹಕರು, ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್ ಗಳ ಸಿಬ್ಬಂದಿ ವಿಭಾಗ, ತಾ ಶಿ ಇ ಬೆಂಗಳೂರು.
3. ವಿಷಯ ನಿರ್ವಾಹಕರು, ಅನುದಾನಿತ ಪಾಲಿಟೆಕ್ನಿಕ್ ಗಳ ಸಿಬ್ಬಂದಿ ವಿಭಾಗ, ತಾ ಶಿ ಇ ಬೆಂಗಳೂರು.
4. ಕಚೇರಿ ಪ್ರತಿ.

Aadhaar Enabled Biometric Attendance System

(Online Organization On-boarding Manual)

ONLINE ORGANIZATION ONBOARDING FORM

The Nodal officer will follow the below mentioned procedure to onboard his organization.

- On the attendance portal <https://karnataka.attendance.gov.in> -> Goto 'Organization Registration' from the side menu.
- The Nodal Officer fills up the online form shown in the figure 1.1 and 1.2.

Attendance.gov.in English

Organization Onboarding Form create on-boarding Form Manage Organization On-boarding Form Home > Organization Onboarding

Organization Details Nodal Officer Details

Organization Type *

- Select Organization Type -

Organization Name *

Organization Name

Parent Organization (if any)

- Select Parent Organization -

Organization Communication Address *

Communication Address

State * **District ***

- Select State - - Select State First -

Pincode * **Landline Phone ***

Pincode Eg. 011123456789

NIC / IT Coordinator Name *

NIC Coordinator Name

NIC / IT Coordinator Mobile *

e.g. 09823456789

NIC / IT Co-ordinator E-mail *

org@org.com

Organization Website (if any)

abc.gov.in

Number of Employees

Estimated Number of Employees

Office Start Time

09:00

Office End Time

17:30

Next

Steps to complete the Organization On-boarding Form :

1. Fill the form with the required information and print out the form. Signed by the Head of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in "jpg" format of max file size 100 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP.
- c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk, <https://aebasdesk.nic.in>.

Figure 1.1

Aadhaar Enabled Biometric Attendance System

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The screenshot displays the 'Organization Onboarding Form' on the Attendance.gov.in portal. The interface includes a dark sidebar with navigation links: Dashboard, Organization Registration, Attendance Reports, Login, Announcement (marked NEW), FAQ, All Dashboard, and RD Service Drivers (marked NEW). The main content area is titled 'Organization Onboarding Form' with a 'create on-boarding Form' link. It features two tabs: 'Organization Details' (active) and 'Nodal Officer Details'. The 'Organization Details' tab contains several input fields: 'Nodal Officer Name (As on Aadhaar)*', 'Nodal Officer Name', 'Aadhaar Number*', 'Nodal Officer Aadhaar', 'Designation*', 'Nodal Officer Designation', 'Mobile No.*', 'Nodal Officer Mobile No', 'E-mail (Please enter official e-mail id only)*', and 'Nodal Officer Email'. Below these fields is a CAPTCHA section with the text 'Enter the code exactly as it appears: a1e0a6' and a 'Not readable? Change text' link. A 'Confirmation Code' field and a 'Submit' button are at the bottom. On the right, a 'Manage Organization On-boarding Form' button and a breadcrumb trail 'Home > Organization Onboarding' are visible. A 'Steps to complete the Organization On-boarding Form' section lists three steps: 1. Fill the form with the required information and print out the form. Signed by the Head of the organization/department, with the organization stamp/seal. 2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form. 3. Please review the form before submission. A 'Note' section follows with three points: a. After submitting the form, Take print out. b. After your submission you can edit the data if require using OTP. c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. <https://servicesdesk.nic.in>.

Figure 1.2

Having submitted the form, the details such as *Organization Name, Nodal Email, Nodal Mobile, Status and Creation date* will reflect on the screen along with the *Actions that can be taken- Edit, Print, Upload File, View and Exit*. A temporary registration Number is sent on the mobile through SMS/E-mail. Keep the temporary registration number safe as it will be required to login for edit/upload/Print of organization details before approval from our Helpdesk Team.

- **View-** On selecting the **View** button, the following screen will appear where all details entered in the form can be seen and a checked for any errors.

Aadhaar Enabled Biometric Attendance System

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Figure 1.24

The user can select **Back** to go to the previous screen.

- **Edit**- In case of incorrect entry in any of the fields, the information can be edited by clicking on the **Edit** button. The following screen will appear where changes can be made.




Figure 1.25

Once the details in the screen are corrected, the form can be submitted, so that it can be processed.

- **Print**- The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.

Aadhaar Enabled Biometric Attendance System

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Figure 1.26

- **Upload File-** The user will upload a picture and submit the form for processing.

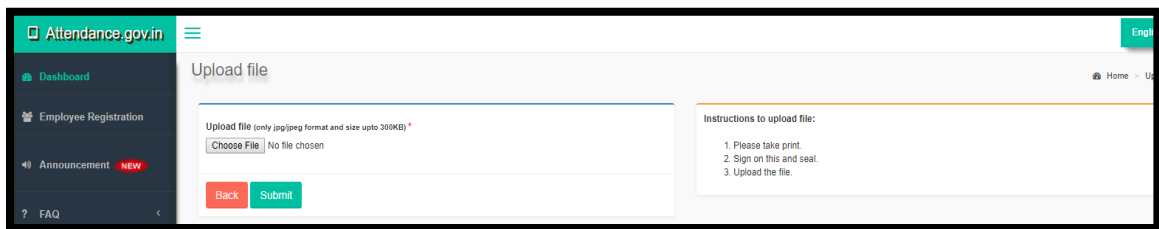


Figure 1.27

Upon submitting the form, the following screen will appear-




Figure 1.28

The form is uploaded successfully. The system generates a *Temporary Registration Number* and sends it on Nodal Officers mobile number.

When the user clicks on Exit, the following screen will appear-

Aadhaar Enabled Biometric Attendance System

(Online Organization On-boarding Manual)

Attendance.gov.in

English

Manage Onboarding Form Need OTP

OTP Require

Temporary Registration No. *

Enter Temporary Registration No.

Mobile Number *

Enter Nodal Mobile Number

Enter the code exactly as it appears: **A6ABA4** Not readable? Change text.

Confirmation Code

Submit

Steps to manage On-boarding Form:

1. Please enter the Temporary Registration Number.
2. Please enter the Nodal Officer's Mobile Number.
3. To get OTP.

In case of any difficulty please email us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Figure 1.29

In case the user wants to edit some information provided in the form earlier it can be done as shown below-

- Enter the *Temporary Registration Number* which is sent on Nodal Officers mobile as SMS.
- Enter Mobile Number.
- Type the Security Code shown.
- Click on Submit

Attendance.gov.in

English

Manage Onboarding Form Need OTP

OTP Require

Temporary Registration No. *

7167230342

Mobile Number *

Enter the code exactly as it appears: **A6ABA4** Not readable? Change text.

A6ABA4

Submit

Steps to manage On-boarding Form:

1. Please enter the Temporary Registration Number.
2. Please enter the Nodal Officer's Mobile Number.
3. To get OTP.

In case of any difficulty please email us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Figure 1.30

- Enter the OTP sent on the mobile of the Nodal Officer.

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- Click Submit.

The screenshot shows the 'Attendance.gov.in' website with a sidebar menu containing 'Dashboard', 'Employee Registration', 'Announcement', 'FAQ', and 'All Dashboard'. The main content area is titled 'Organization Onboarding Form' with a sub-header 'OTP Verification'. It contains an 'OTP Form' section with a text input field containing '614894' and a 'Submit' button. To the right, there are instructions: 'Please enter the OTP number received on mobile.' and 'OTP number valid for 10 minutes.'

Figure 1.31

The following screen will appear.

The screenshot shows the 'Attendance.gov.in' website with a sidebar menu. The main content area is titled 'Manage On-boarding Form'. It displays a table with columns: 'Organization Name', 'Nodal Email', 'Nodal Mobile', 'Status', 'Creation Date', and 'Action'. The table contains one row with the following data: 'abcd', 'abcd@abcd.com', '9876543210', 'Pending', 'January 26, 2019'. The 'Action' column has buttons for 'Edit', 'Delete', 'Download File', 'View', and 'Print'.

Figure 1.32

A system generated confirmatory mail is sent on Nodal Officers Email.

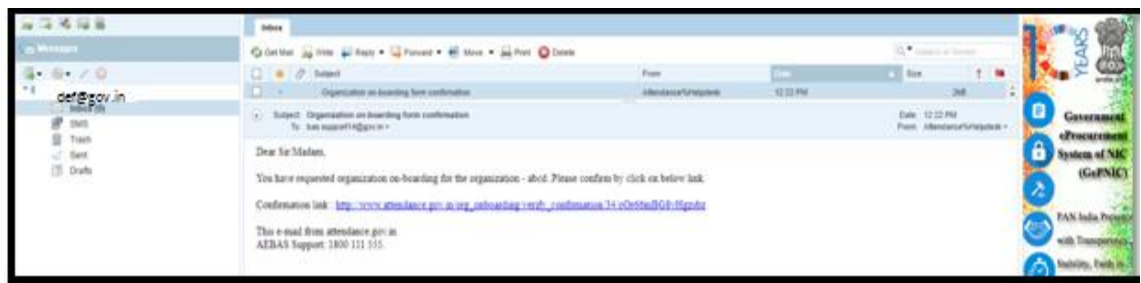


Figure 1.33

The Nodal Officer clicks on the link sent through mail. The following screen will appear-

The screenshot shows the 'Attendance.gov.in' website with a sidebar menu. The main content area is titled 'Confirmation organization on-boarding Request'. It displays a green success message: 'Confirmation organization on-boarding completed successfully.' Below this, it says 'Dear Sir/Madam, Confirmation organization on-boarding form for the organization "abcd" is completed. We will process your request shortly.' To the right, there is a 'Further Process' section with a note: '1. The submitted information will be checked for correctness. Note: For any other assistance please get in touch with Helpdesk on 1800 111 555.'

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Figure 1.34

The request is then sent to the Helpdesk Team. Once it is approved; organization attendance URL and nodal credential are shared. This process may take 2-3 days.

Thereafter Nodal Officer can login into its own attendance portal and get employee registration and other modules ready accordingly.