



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕಾಲೇಜು ಮತ್ತು ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಸಂಖ್ಯೆ: ಡಿಟಿಇ/ADM10/EST9/2024

ಆಯುಕ್ತರ ಕಳೆರಿ

ಕಾಲೇಜು ಮತ್ತು ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ
ಅರಮನೆ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560001

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ಸುತ್ತೋಲೆ

ವಿವರ: ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ವಾರ್ಷಿಕ್ಯಲ್ಲಿ, ಬರುವ ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ಪಾಲಿಟಿಕ್ಸ್/ಕೆರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳಲ್ಲಿನ ಎಲ್ಲಾ ಭೋದಕ/ಭೋದಕೆತೆರ ಪರ್ಗಾಡವರು Aadhar Enabled Biometric Attendance System ಅಲ್ಲಿ ನೋಂದಾಯಿಸಿಕೊಳ್ಳುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ಸರ್ಕಾರದ ಸುತ್ತೋಲೆ ಸಂ: ಇಡೀ 33 ವಿವಿಧ 2023 ದಿ:04-08-2023

ಮೇಲ್ಮೂರೆ ವಿವರಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ ಪಾಲಿಟಿಕ್ಸ್/ ಕೆರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳಲ್ಲಿ, ಉಲ್ಲೇಖದಲ್ಲಿನ ಸರ್ಕಾರಿ/ಆಯುಕ್ತಾಲಯದ ಆದೇಶದನ್ವಯ ಬಯೋಮೆಟ್ರಿಕ್ ಹಾಜರಾತಿಯನ್ನು ಯಂತ್ರದಲ್ಲಿ ದಾಖಲಿಸುವುದು ಕಡ್ಡಾಯಗೋಳಿಸಿರುವುದು ಸರಿಯವೇ, ಸರ್ಕಾರಿ ಕಚೇರಿಗಳಲ್ಲಿ ಅನ್ನ ಲ್ಯಾನ್ ಹಾಜರಾತಿ ಜಾರಿಗೆ ತರುವ ಸಲುವಾಗಿ Aadhar Enabled Biometric Attendance System ನಲ್ಲಿ ನೋಂದಾಯಿಸಿಕೊಳ್ಳುವುದು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ. ಆದಕಾರಣ ಇಲಾಖೆಯ ಅಧಿನೇಕ್ಕೆ ಒಳಿಪಡುವ ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ ಪಾಲಿಟಿಕ್ಸ್/ ಕೆರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳ ವಾಂಶವಾಲರುಗಳು ತಮ್ಮ ಸಂಸ್ಥೆಯಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಭೋದಕ/ಭೋದಕೆತೆರ ಅಧಿಕಾರಿ/ಸಿಬ್ಯಂದಿಗಳ 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 ಸಂದರ್ಭ ಅಥವಾ ಸ್ಪೃಹಿಕರಣ ಕುರಿತು ಈ ಕೆಳಕಂಡ ಅಧಿಕಾರಿಯವರನ್ನು ಸಂಪರ್ಕಿಸಲು ಸೂಚಿಸಲಾಗಿದೆ.

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

ನಿದೇಶಕರು
ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ
ಬೆಂಗಳೂರು

ಇವರಿಗೆ,

ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್/ ಪಾಲಿಟಿಕ್ಸ್/ ಕೆರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳ ವಾಂಶವಾಲರಿಗೆ ಮುಂದಿನ ಕ್ರಮಕಾಗಿ.

ಪ್ರತಿ:

- ಇ-ಆಡಳಿತ ವಿಭಾಗಕ್ಕೆ ವೆಬ್ ಸೇಟ್ ನಲ್ಲಿ ವ್ಯಬಹಾರವಿಡಿಸಲು.
- ವಿವರ ನಿವಾರಕರು, ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್ ಗಳ ಸಿಬ್ಯಂದಿ ವಿಭಾಗ, ತಾ ಶಿ ಇ ಬೆಂಗಳೂರು.
- ವಿವರ ನಿವಾರಕರು, ಅನುದಾನಿತ ಪಾಲಿಟಿಕ್ಸ್ ಗಳ ಸಿಬ್ಯಂದಿ ವಿಭಾಗ, ತಾ ಶಿ ಇ ಬೆಂಗಳೂರು.
- ಕಚೇರಿ ಪ್ರತಿ.

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(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.

Organization Onboarding Form

Organization Details

Organization Type *

Organization Name *

Parent Organization (if any)

Organization Communication Address *

State *

District *

Pincode *

Landline Phone *

NIC / IT Coordinator Name *

NIC Coordinator Name

NIC / IT Coordinator Mobile *

NIC / IT Coordinator E-mail *

Organization Website (if any)

Number of Employees

Estimated Number of Employees

Office Start Time

Office End Time

Next

Manage Organization On-boarding Form

Step 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/initials.
2. Scan the filled, signed & stamped form and save it in "pdf" format of max file size 500 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

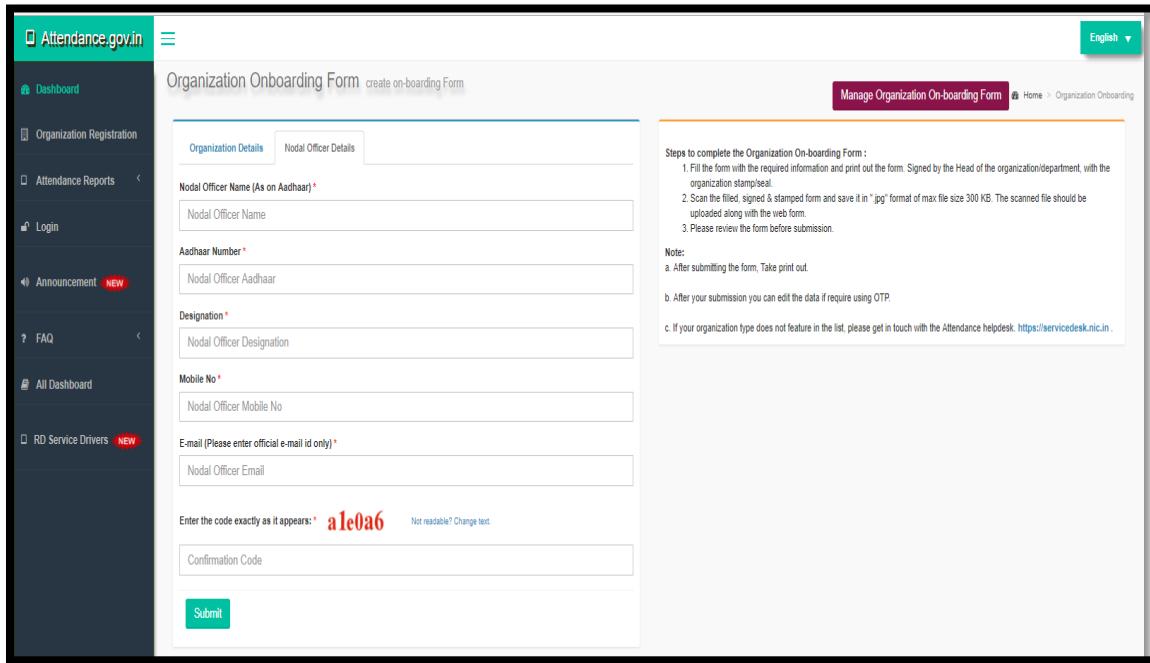
Note

- 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 go in touch with the Attendance helpdesk, <http://tenantdesk.nic.in>

Figure 1.1

Aadhaar Enabled Biometric Attendance System

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The screenshot shows the 'Organization Onboarding Form' page. The left sidebar includes links for Dashboard, Organization Registration, Attendance Reports, Login, Announcement (with a 'NEW' badge), FAQ, All Dashboard, and RD Service Drivers (with a 'NEW' badge). The main content area has tabs for 'Organization Details' and 'Nodal Officer Details'. The 'Nodal Officer Details' tab is active, showing fields for 'Nodal Officer Name (As on Aadhaar)*', 'Aadhaar Number*', 'Designation*', 'Mobile No.*', and 'E-mail (Please enter official e-mail id only)*'. Below these is a CAPTCHA field with the code 'ale0a6' and a 'Submit' button. To the right, a sidebar titled 'Manage Organization On-boarding Form' shows the current page as 'Home > Organization Onboarding'. It includes a note about steps to complete the form, a note about organization types, and a note about after-submission actions.

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 checked for any errors.

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Attendance.gov.in

- Department
- Organization Registration
- Attendance Requests
- Logins
- HRIS
- All Government
- G2G Services Requests

Log Out

Organization onboarding form details

Organization Type	Private
Organization Name	ABC Ltd
Address	123, 1st Road
Industry	Health
State	Delhi
Pincode	110001
Phone	9112345678
HR / IT Coordinator Name	Abhishek Sharma
HR / IT Coordinator Mobile	-----
HR / IT Coordinator E-mail	-----
Organization's Website (if any)	-----
No. of Employees	50
Office Start Time	09:00
Office End Time	17:00
Master Officer Name	Abhishek Sharma
Authorizer Number	-----
Organization	Medical Services

Organization Onboarding Request Initiated

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.

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Figure 1.26

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

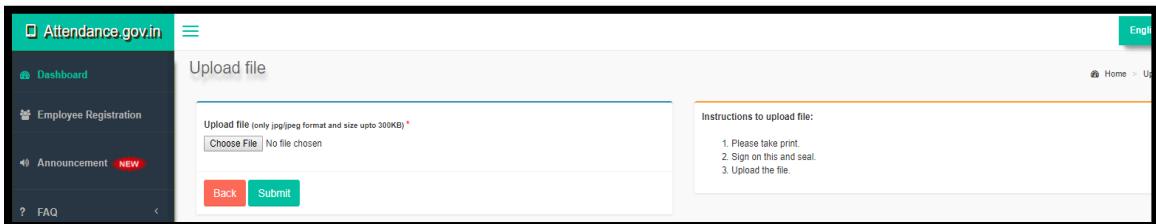


Figure 1.27

Upon submitting the form, the following screen will appear-



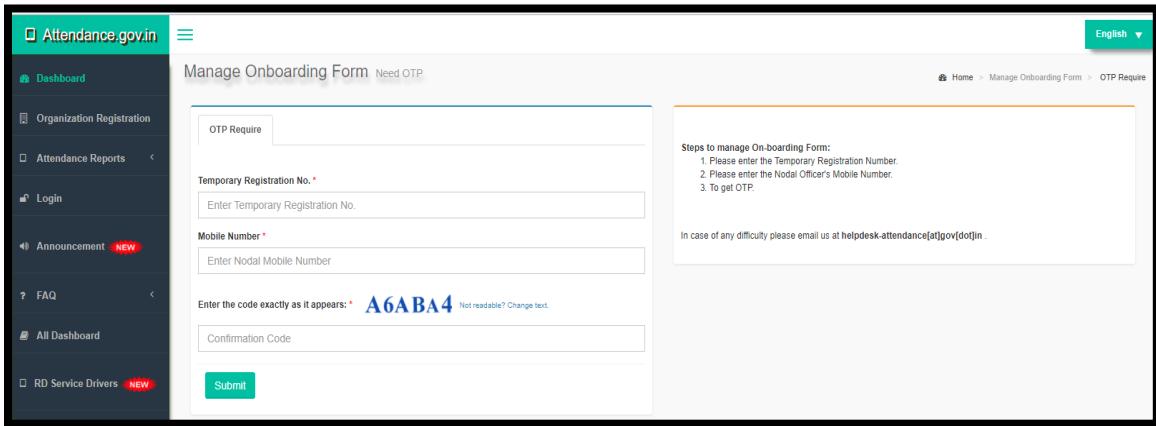
Figure 1.28

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-

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The screenshot shows the 'Manage Onboarding Form' page with the 'OTP Require' tab selected. The page includes a sidebar with navigation links like 'Dashboard', 'Organization Registration', 'Attendance Reports', 'Login', 'Announcement', 'FAQ', 'All Dashboard', and 'RD Service Drivers'. The main content area has fields for 'Temporary Registration No.' (containing 'Enter Temporary Registration No.'), 'Mobile Number' (containing 'Enter Nodal Mobile Number'), and 'Confirmation Code' (containing 'A6ABA4'). A 'Submit' button is at the bottom. To the right, there's a sidebar with '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), an 'In case of any difficulty please email us at helpdesk-attendance[at]gov[dot]in' link, and an 'English' language dropdown.

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



The screenshot shows the 'Manage Onboarding Form' page with the 'OTP Require' tab selected. The 'Temporary Registration No.' field now contains '7167230342'. The 'Mobile Number' field is empty. The 'Confirmation Code' field contains 'A6ABA4'. A 'Submit' button is at the bottom. The sidebar and right-hand sidebar are identical to Figure 1.29.

Figure 1.30

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

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- Click Submit.

Figure 1.31

The following screen will appear.

Figure 1.32

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

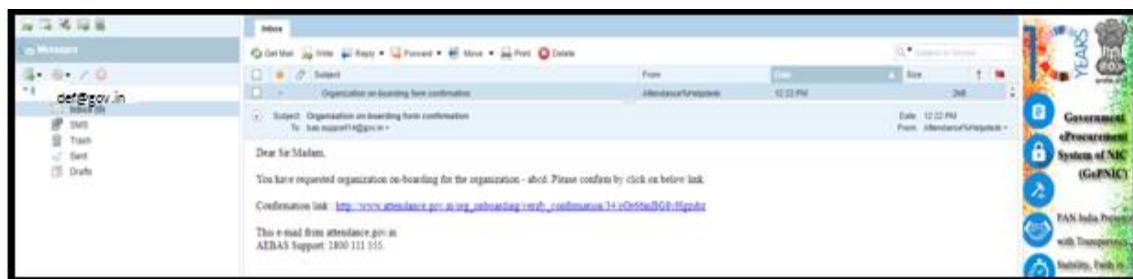


Figure 1.33

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

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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.