

**Aadhar Based Biometric Attendance System
(attendance.gov.in)**

Employee On-boarding Form (to be filled online only)

Employee Name	First Name : Sur Name :
DOB : (dd-mm-yyyy)	
Gender (M/F)	
Aadhar Number (Copy to be attached)	
Email ID:	
Mobile No.	
Organization Name	
Employee Type	Government/Contractual/Consultant/Outsourced/Daily Wages
Division/Unit with in Organization	
Designation	
Office Location	
Photograph (only .jpg format and size upto 150 KB)	
Address with PIN Code:	

Instructions:

- Aadhar number is mandatory for on-boarding in the system.
- Please provide a valid e-mail & mobile number for system alerts.
- A latest colour passport size photographs is to be attached.
- If email of employee not available an alternate email through which can be noted must be provided.

Date:

Signature of Employee