

From

Labour Commissioner,  
Haryana, Chandigarh

To

1. Additional Labour Commissioner, NCR Gurgaon,
2. All the Presiding Officers in the Labour Courts in the State,
3. All the Deputy Directors, IS & H in the State,
4. All the Deputy Directors, IH in the State,
5. All the Deputy Labour Commissioners in the State,
6. All the Assistant Labour Commissioners in the State,
7. All the Assistant Directors, IS &H in the State,
8. All the Assistant Directors, IS &H, Chemical in the State,
9. All the Assistant Directors, IH-CS in the State,
10. Labour Welfare Officer (Women) Faridabad and Panipat,
11. All the Labour Welfare Officers of the Haryana Labour Welfare Boards in the State,

No. 31826-920 Dated: - 10-8-15

**Subject: - Implementation of AEBAS (Aadhaar Enabled Biometric Attendance System)**

Kindly refer to the subject noted above and the directions of the State Government issued by office of the Chief Secretary, Haryana vide letter No. 6/14/2015-MC dated 27<sup>th</sup> March, 2015, copy of which is available at Daily Order link on [www.hrylabour.gov.in](http://www.hrylabour.gov.in), to implement the AEBAS (Aadhaar Enabled Biometric Attendance System) in all the offices of the Government and Board Corporations. The attendance is to be marked by all the employees irrespective of their type of employment i.e. regular, temporarily, contractual etc.

The implementation of AEBAS is being done in phased manner. It has already been implemented in the Head Office at Chandigarh and Panchkula. Also offices located in the Mini Secretariats at District level would have been covered in first phase.

Now the State Government has directed to bring all the field offices on Board at AEBAS. The first step for implementing AEBAS is to register each and every employee on the [hrlabour.attendance.gov.in](http://hrlabour.attendance.gov.in) portal. This exercise is to be followed only by those offices that have not implemented AEBAS yet.

1. Firstly every employee has to be registered at this URL (Universal Resource Locator) <http://hrlabour.attendance.gov.in/register/myemp> with his personal details and Organizational Details, which are given at this given URL. However, details are reproduced again as under: -

- a) The personal details: -
- i) Employee name
  - ii) Date of Birth
  - iii) Gender
  - iv) Aadhaar Number
  - v) e-mail
  - vi) Mobile
- b) Organizational Detail: -
- i) Organization name - is fixed as Labour Department for Department as well for two Boards.

The below given information of this section would have to be selected from drop down options at the URL.

- ii) Employee type
- iii) Division/ Unit with in the Organization
- iv) Designation
- v) Office Location
- vi) Photo of employee - the size of photo should not be more than 150 Kband it should be in .jpg format only.

You are hereby directed to register each and every employee under your control at the given URL by 25<sup>th</sup> August 2015 and intimate this Office about the progress on [systemanalystlabour@gmail.com](mailto:systemanalystlabour@gmail.com). Although it is very simple process, however, you may send any official at Head Office on any working day to get training on employee registration process. The prior intimation of the trainee may be sent to above mail ID. Any query on the issue may also be sought from IT Cell of the Department at 0172-2702136.

2. Secondly the Finger Print Scanning Devices shall be installed on the net enabled computers in your offices. The order for purchase of Finger Print Scanning Devices has already been placed with HATRON. The devices shall be supplied to your offices once delivered by the supplier. Therefore, for implementing the AEBAS, your office must have a desktop computer and Internet connection. One device shall be supplied for 8 to 10 employees and Officers shall have one device in their personal Office Room.

o/c for  
Labour Commissioner,  
Haryana, Chandigarh

