



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone 91-11-25074100/25074200

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No.11041/283-Misc./2014-Misc.

Dated: 19.1.2015

CIRCULAR

Sub: Aadhaar based Biometric Attendance System.

1. As part of the "Digital India" programme of Government of India, it has been decided by GoI to implement common Biometric Attendance System (BAS) in all the Central Government Offices all over India. Department of Personnel & Training has issued OM No.11013/9/2014-Estt(A-III) dated 21.11.14 in this regard. BAS has to be installed in all the offices of Central Government including attached/Sub-ordinate offices in Delhi/New Delhi by 31st Dec. 2014.
2. Keeping in view the Diety guidelines, all employees of NHAI have to register on attendance.gov.in. Form for registration is mandatory and is to be filled by all employees/contract employees/consultants it is enclosed as Appendix-"A". All employees should furnish one photograph and copy of Aadhaar Card alongwith the form duly signed.
3. Division wise applications duly consolidated be forwarded in one lot by 27th January 2015 for collective uploading at attendance.gov.in.
4. This has the approval of competent authority.


(Col.S.S.Kapur)
GM(HR/Admn)-I

PS to Chairman

PS to all Members / CVO

All CGMs / GMs

All Officers / Employees of NHAI HQs

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Aadhaar based Biometric Attendance System
(attendance.gov.in)

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

Aadhaar Number	
Employee Name	
Organization Name	
Designation	
Organization Employee ID	
GPF Number	
Department	
Office Location	
DOB (dd-mm-yyyy)	Gender: M/F/T
Communication Address	
District	
State	
Phone	
e-Mail	
Photograph	

Instructions:

- a. Aadhaar number is mandatory for on-boarding in the system
- b. Please provide a valid e-mail & mobile number for system alerts.



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Dated: 18.3.2015

CIRCULAR

Sub: Aadhaar enrolment Camp at NHA HQ.

1. UIDAI will be organising Aadhaar enrolment Camp at NHA HQ as per schedule given below:

Place of Event	:	Auditorium Ground Floor of NHA
Date of Event	:	23 rd March, 2015
Time of Event	:	10.30 AM to 4.00 PM

2. Officers/Staff who have not enrolled for Aadhaar Number so far may be requested to get themselves enrolled for the same alongwith supporting documents as per list attached.

3. This has the approval of Competent Authority.


(Col.S.S.Kapur)
GM(HR/Admn)-I

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Supported Proof of Identity Documents Containing Name and Photo

- Passport
- PAN Card
- Ration / PDS Photo Card
- Voter ID
- Driving License
- Government Photo ID Cards / service photo identity card issued by PSU
- NREGS Job Card
- Photo ID issued by Recognized Educational Institution
- Arms License
- Photo Bank ATM Card
- Photo Credit Card
- Pensioner Photo Card
- Freedom Fighter Photo Card
- Kissan Photo Passbook
- CGHS / ECHS Photo Card
- Address Card having Name and Photo issued by Department of Posts
- Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead
- Disability ID Card / handicapped medical certificate issued by the respective State / UT Governments / Administrations

Supported Proof of Address Documents Containing Name and Address

- Passport
- Bank Statement / Passbook
- Post Office Account Statement / Passbook
- Ration Card
- Voter ID
- Driving License
- Government Photo ID cards / service photo identity card issued by PSU
- Electricity Bill (not older than 3 months)
- Water bill (not older than 3 months)
- Telephone Landline Bill (not older than 3 months)
- Property Tax Receipt (not older than 3 months)
- Credit Card Statement (not older than 3 months)
- Insurance Policy
- Signed Letter having Photo from Bank on letterhead
- Signed Letter having Photo issued by registered Company on letterhead
- Signed Letter having Photo issued by Recognized Educational Institution on letterhead
- NREGS Job Card
- Arms License
- Pensioner Card

- Freedom Fighter Card
- Kissan Passbook
- CGHS / ECHS Card
- Certificate of Address having photo issued by MP or MLA or Gazetted Officer or Tehsildar on letterhead
- Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)
- Income Tax Assessment Order
- Vehicle Registration Certificate
- Registered Sale / Lease / Rent Agreement
- Address Card having Photo issued by Department of Posts
- Caste and Domicile Certificate having Photo issued by State Govt.
- Disability ID Card/handicapped medical certificate issued by the respective State / UT Governments / Administrations
- Gas Connection Bill (not older than 3 months)
- Passport of Spouse
- Passport of Parents (in case of Minor)

Supported Proof of Relationship Documents containing Relationship details to Head of Family

- PDS Card
- MNREGA Job Card
- CGHS / State Government / ECHS / ESIC Medical card
- Pension Card
- Army Canteen Card
- Passport
- Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.
- Any other Central / State government issued family entitlement document.