**AEBAS**

**(AADHAR ENABLED BIO-METRIC ATTENDANCE SYSTEM) EMPLOYEE DETAILS**

**(Teaching / Non- Teaching – Govt. & Management)**

**School Name :**

PHOTO

**School Udise Number :**

**School Address :**

**Block Name : VELLORE / URBAN / ( Please** √ **)**

**Employee Name :**

**Designation :**

**Date of Birth : Gender : Male / Female ( Please** √ **)**

**Aadhaar Number :**

**Mobile Number :**

**E-Mail Id :**

**Employee Signature Head of the Institution**

**Instructions for filling the Employee Details :**

1. **Enter your Full Name.**
2. **Enter date of birth (format DD-MM-YYYY).**
3. **Select your Gender.**
4. **Please provide your 12 digit Aadhaar number.**
5. **Employee's demographic data: Name, Date of Birth, Gender and**

**Aadhaar Number should match with UIDAI (Aadhaar) data.**

**Enter your email.**

**Enter your 10 digit mobile number.**

**Photograph :**

**Recent scanned/digital picture of the Employee in ".jpg" format of max file size 100 – 150 KB. The file name of the photo should be the employee name.**

**All photographs of a particular school should be stored in a Pen-Drive in a separate folder. Folder name should be the school name.**

**To be submitted :**

**1. Employees Details of (All forms) should be bound together.**

**2. Pen-Drive with Photographs of all Employees.**

**(Pen-Drive will be returned)**