

Important Circular
(Urgent Action is requested)

No. AN/1/1023/Biometric
O/o the CDA (Army)
Meerut Cantt
Date: 01.01.2019

To,

All Officers-in-Charge
All Sections (Local)
All Sub Offices

Sub: Registration of all CDA (Army) Meerut employees on AEBAS

Ref: This office's letter No. ए एन/1/1023/बायोमेट्रिक dt. 04.12.2018

With reference to the letter cited above, it has been observed that many employees, currently serving under CDA (Army) Meerut have still not registered their Aadhaar-based Biometric ID on AEBAS. It is to inform that the registration of all employees on AEBAS is **mandatory** and must be completed in a time-bound manner.

The list of steps to create an on-boarding request for new employee registration as Annexure-'A' is enclosed herewith for information and necessary action.

It is requested that all the officers-in-charge make sure that the employees working under them are registered on AEBAS latest by **10th January, 2019.**

Kindly accord top priority.

-sd-xx
SAO (AN)

Copy to:

✓ OA Cell (Local)

for uploading on CDA (Army), Meerut website


SAO (AN)

Steps to register new employee on AEBAS

1. Go to the following URL: <https://cdaarmymut.attendance.gov.in/>
2. Click on the “**Employee Registration**” tab on the left-hand side.
3. On the next page, fill up the mandatory fields of **Personal Details** i.e.
Employee Name, Date of Birth, Gender, Aadhaar Number and Mobile No.
4. Click on the “**Next**” button.
5. Under the **Organization Details** tab, select “**Employee Type**” as
“**Government Employee**”.
6. “**Division/Unit within Organization**” should be the office/sub-office where
the individual is currently working.
7. “**Designation**” should be the post which the individual is currently holding.
8. “**Office Location**” should be the name of the city where the office is located.
9. Scan a recent passport-size photograph (in .jpg format only & not greater
than 150 kb in size) and upload it using the “**Browse**” button.
10. Fill the captcha code and check the underlying checkbox.
11. Click on the “**Submit**” button.

Important Note: “**Employee Name**” and “**Date of Birth**” must be same as mentioned on the individual’s Aadhaar Card. The format for “**Date of Birth**” must be **DD-MM-YYYY**.


SAO (AN)