

No.CUK/SCH/2023-24/F-51

CIRCULAR

1 APR 2025

Sub: *Resumption of Biometric Attendance through Aadhaar Enabled Biometric Attendance System (AEBAS) for Non-Teaching Employees-Reg.*

Ref: *Hon'ble Vice chancellor approval dated 01-04-2025.*

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It is hereby informed that biometric attendance marking for all Non-Teaching Employees (Permanent / Outsourcing / Contractual) will resume through the Aadhaar Enabled Biometric Attendance System (AEBAS), effective April 2, 2025.

As part of the University's initiative to improve efficiency and facilitate a convenient attendance system, the University has implemented AEBAS Face Recognition Technology. Employees may mark their attendance through any of the following options:

- Using their personal smartphones (as per the procedure below).
- Using University-arranged smartphones available with the Security Officials at the Admin Building (Ground Floor).

Procedure for Marking Attendance via Personal Devices

Employees who wish to mark their attendance through personal smartphones are required to download and install the following mobile applications (available on the Google Play Store):

- AadhaarBAS
- AadhaarFaceRD

Please note that the attendance system is geo-fenced. Attendance can only be marked when the employee is physically present within the Admin Building premises. A step-by-step user guide for device registration and attendance marking is enclosed herewith for reference.

Facility for Employees Without Smartphones

The employees who do not possess smartphones or prefer to use University-provided arrangements may mark their attendance using the smartphones kept with the Security Officials at the Admin Building (Ground Floor). These devices have the required applications pre-installed.

Training Workshop

To facilitate a smooth and seamless transition to the AEBAS Face Recognition System, a training workshop has been scheduled on **April 1, 2025, at 5:00 PM in the Seminar Hall (2nd Floor, Admin Building, CUK)**. All non-teaching employees (Permanent / Outsourcing / Contractual) are requested to attend.

It is hereby informed that the existing Manual Attendance Registers will be discontinued w.e.f. April 2, 2025. Henceforth, salary/wages of employees will be processed only on the basis of the AEBAS attendance statement.

Copy to:

- All the Deans/HoDs/Directors: -To share the contents of the Circular with the Employees.
- PS to Hon'ble VC, O/o Registrar, Academic Section.
- System Analyst. -To upload on University Website.
- Raj Bhasha Section- For Translation.
- Concerned File.


REGISTRAR

11/4/25
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