



OFFICE OF THE COMMISSIONER OF CUSTOMS
CUSTOMS HOUSE:: PORT AREA :: VISAKHAPATNAM- 35
[PHONE : (0891)2564552: FAX: (0891)2562613]

F.NO.S17/05/2014-Estt.

Dated: 11.12.2014.

CIRCULAR

**Subject: Employee Registration of Aadhaar based Biometric
Attendance – Reg.**

It has been decided by the Ministry to introduce Aadhaar Enabled Biometric Attendance System (AEBAS). As part of this, it is pre-requisite that the information/status of enrollment for Aadhaar Number by all the Officers/staff is obtained and forwarded to DGHRD for further necessary action.

In view of the above all the Officers/staff of Custom House, Visakhapatnam are requested to furnish information as per the format enclosed herewith at the earliest.

This issues with the approval of the Commissioner.

(P GOPICHAND)
Assistant Commissioner(Estt.)

To
All staff (for furnishing information)

Copy to:
EDI Section (for website)

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

Employee On-boarding Form

Aadhar Number		
Employee Name		
Organisation Name		
Designation		
Organisation Employee ID		
GPF Number		
Department		
Office Location		
DOB (dd-mm-yyyy)		Gender : M/F/T
Communication Address		
District		
State		
Phone		
e-mail		
Photograph	Please enclose a photograph along with this Form.	