



# OFFICE OF THE PRINCIPAL

## Govt. College for Women, Nawakadal, Srinagar

(NAAC Re-Accredited Grade A)

(CGPA-3.10)

[www.gcwnk.ac.in](http://www.gcwnk.ac.in)

Telefax:0194-2503456

[Email:principal@gcwnk.ac.in](mailto:principal@gcwnk.ac.in)

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## NOTICE

All the staff members Gazetted / Non Gazetted / Local Fund are directed to get themselves registered on Aadhaar Enabled Bio-Metric Attendance System by or before 21<sup>st</sup> July, 2018 upto 3:30 PM Positively.

### Procedure for registration of employees within Attendance portal

- a) Open the link <http://jkhed.attendance.gov.in>.
- b) Click on Employee Registration and a web form will get opened on the right side with two tabs (screens), one with personal details and one with organizational details.
- c) Enter your full name as per Aadhaar.
- d) Enter Date of Birth format MM:DD:YY) and select gender.
- e) Please provide 12 digits Aadhaar number. In case your aadhaar number is incorrect, employees will not be able to mark his/her attendance.
- f) Enter your personal email and personal 10 digits Mobile number. Mobile number is mandatory for an employee to receive One Time password (OTP) to login into the portal and check their attendance on real time basis.
- g) Select Employee Type.
- h) Enter the name of Division/unit within the Organization (you can choose from suggestions)
- i) Select designation.
- j) Select office location.
- k) Upload scanned digital picture in “jpg” format of max file size (50KB).
- l) Please enter the CAPTCHA code and please review the form before submission.
- m) After registration on the portal, employee can start marking his attendance immediately through the device installed at a specific place.
- n) Employee can click on “Employee login” link for login into the portal and see attendance reports pertaining to self.

Sd/-

**Prof. Rifat Gillani**  
**Principal**

Govt. College for Women  
Nawakadal, Srinagar

CC/-

1. Staff secretary for Information.
2. All concerned to note and prompt action.
3. Office record file.