



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश, उत्तराखण्ड
All India Institute of Medical Sciences, Rishikesh, Uttarakhand-249203

No.AIIMS/RISHI/AO/203/2025/ 634

Date: 06.03.2025

OFFICE MEMORANDUM

Subject: Introduction of Online Attendance Management System for monthly attendance of Contractual/ Outsourced staff – reg.

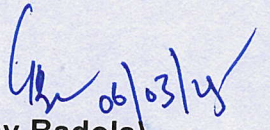
As on date, manual attendance on monthly basis is being taken from all Departments/Section for processing salary of Contractual/ Outsourced Staff. This is a tedious task and usually delay salary payment process.

2. It is, therefore, decided by the Competent Authority to implement an Online Monthly Attendance System w.e.f. 01.04.2025. The attendance for the month of March, 2025 and onwards for outsourced manpower will be accepted through online mode only.

3. The attendance of February, 2025 will be sent on manual basis. However, for trial of Online Attendance Management System, all HoDs/ In-charges are requested to send the attendance of February month online also.

4. The process of sending attendance online is attached at **Annexure-I**. In case of any technical problem or for feedback/ suggestion, Administrative Officer or Sh. Mahendra Singh, Jr. Admin. Officer may be contacted at Mob: 9760363934 and e-mail at nofac.es@aiimsrishikesh.edu.in.

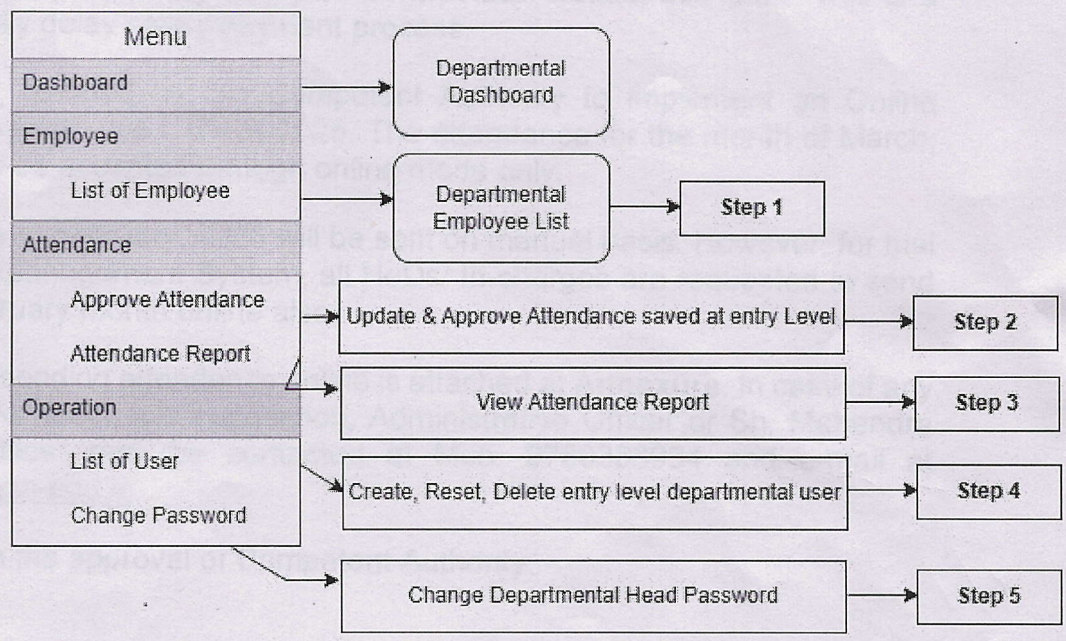
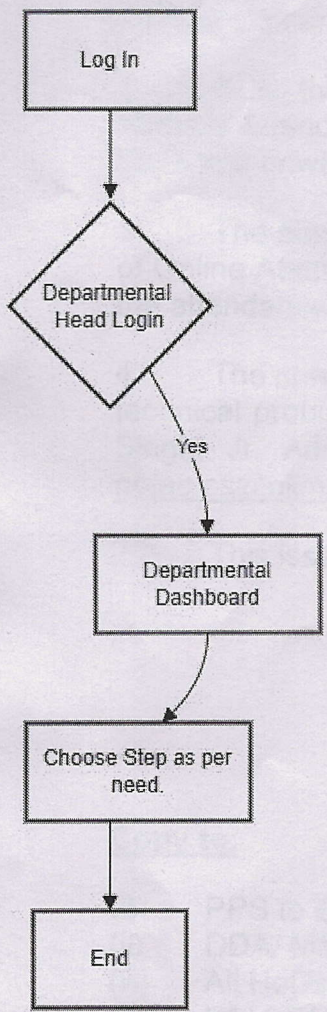
This issues with the approval of Competent Authority.


(Gaurav Badola)
Administrative Officer

Copy to:

- (i) PPS to Executive Director
- (ii) DDA/ MS/ Dean(A)
- (iii) All HoDs / In-Charge (s)
- (iv) FA/ SE/ CNO/ SAO/ PRO/ F&CAO/ Dy. CSO/ ACE/ SPCSO
- (v) Law Officer / Accounts Officer(s)/ Store Officer
- (vi) IT Cell – for uploading on Institute website
- (vii) All employees / staff through Website / Notice Boards
- (viii) Guard File.

Departmental Head Login



User Manual

1. Create Entry Level departmental user from Departmental Head Login Id. (From Step 4)
2. Incase of wrong Id creation, Head can reset password or delete it. (From Step 4)
3. Departmental Head please change default password. (From Step 5)
4. Cross-check saved departmental employees data & incase of any correction please update it. (From step 1)
5. From Step 2, approve & make corrections & submit it for further process it before last submission date provided by Admin.
6. Entry level created user will submit the attendance of departmental employee which will be verified & correction will be done by departmental Head Login Id & final submission will be sent to Administrator before last submission date.
7. In case of any further issue please contact your administrator.