

Steps for Registration of Employees on Attendance Portal of HSAMB

1. Attendance Portal for Government of India www.attendance.gov.in
2. Attendance Portal for HSAMB hrhsamb.attendance.gov.in
3. Steps for registration of employees
 - i) First collect detail of all employees as per performa below:

Sr. No.	Name of Employee	Designation	Division/Unit (Engineering/ Administration / Market Committee/ Enforcement)	Employee type (Govt./ Contractual/ Outsourcing/ Daily wages)	Gender (Male/ Female)	Date of Birth	Mobile No. (10 Digit) (Can not be repeated)	Email ID (Can not be repeated)	Aadhar Number (Can not be repeated)	Photo (only .jpg format and size upto 150 KB can be uploaded to site)

- ii) Scan the photographs in .jpg format with size less than 150KB. You can take photograph from mobile and transfer it to your desktop computer. It will also serve the purpose.
 - iii) Go to HSAMB attendance website hrhsamb.attendance.gov.in
 - iv) Go to link “Dashboard>Employee Registration” on the left side. Following screen will come.

v)

Dashboard | haryana Atter x

hrhsamb.attendance.gov.in/register/myemp

haryana Attendance

Dashboard

Employee Registration

Employee Login

FAQ

Login

Go to Attendance.gov.in

Employee Registration create on-boarding request

Home > Employee Registration

Personal Details **Organization Details**

Employee Name *

Enter Employee Name

Date of Birth **Gender ***

dd-mm-yyyy Gender

Enter Aadhaar Number *

Enter Aadhaar Number

E-Mail *

E-Mail

Mobile No. *

eg 9876512345

Next

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Enter your email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select Employee Type
9. Select the name of your Division/Unit within the Organization
10. Select your Designation (only when Employee Type is Government)
11. Select your office location.(e.g. your office building name)
12. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
13. Please enter the captcha code.
14. Please review the form before submission.

Note:

a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Enter the detail of employees i.e. Name, Date of Birth, Gender, Aadhar Number, E-mail ID and Mobile Number in the prescribed blocks. Please note that E-mail ID and Mobile No. cannot be repeated for two employees. Aadhar number once entered cannot be changed. All other details can be changed by entering in the option of Editing and right to that are only reserved to TNO of the HSAMB, so requested to enter the detail correctly. After filling all details, press the Next button, following screen will display.

vi)

The screenshot displays the 'Employee Registration' page on the 'haryana Attendance' portal. The browser address bar shows 'hrhsamb.attendance.gov.in/register/myemp'. The page has a dark sidebar with navigation options: Dashboard, Employee Registration, Employee Login, FAQ, Login, and Go to Attendance.gov.in. The main content area is titled 'Employee Registration create on-boarding request' and contains a form with two tabs: 'Personal Details' (active) and 'Organization Details'. The form fields include: Organization Name (pre-filled with 'Haryana State Agricultural Marketing Board (HSAMB)'), Employee Type (dropdown menu), Division/Unit within Organization (dropdown menu), Designation (dropdown menu), Office Location (dropdown menu), Photograph (upload button, currently 'No file chosen'), and a CAPTCHA code 'E8abE7' with a 'Confirmation Code' input field. A 'Submit' button is at the bottom of the form. To the right of the form is a box with 'Instructions for filling the Employee On-boarding request form:' containing 14 numbered steps and a 'Note' section with three sub-points (a, b, c) regarding pre-requisite information, data accuracy, and assistance.

Organisation Name: Haryana State Agricultural Marketing Board (HSAMB) for all the employees.

Employee Type: These are in-built in the software. Should be selected from drop down menu as one of these i.e. **Government/ Contractual/ Outsourcing/ Daily wages.**

Division/ Unit with Organisation: These are created for HSAMB by Head Office. Should be selected from drop down menu as one of these i.e. for SE & EE office it will be **Engineering**, for ZA & Head Office it will be **Administration**, for Market Committee Office it will be **Market Committee** and for ZMEO & DMEO office it will be **Enforcement**.

Designation: These are created for HSAMB by Head Office. Should be selected from drop down menu. All the designations were incorporated. If any designation left out then please send the mail with detail at ID eeroad1.hsamb@gmail.com with **subject AEBAS**. Following designations have already been added.

Designations

Controller of Finance	Engineer in Chief	Assistant Fire Sub Officer	Assistant Draftsman
Chief Engineer	Chief Marketing Enforcement Officer	Plumber	Superintendent
Superintending Engineer	Marketing Development Officer	Electrician	Sweeper
Administrative Officer	Deputy General Manager	Motor Mechanic	Electronic Data Processing Assistant
Executive Engineer	Architect	Driver Operator	Kanungo
Senior Account Officer	Zonal Marketing Enforcement Officer	Leading Firemen	Account (Market Committee)
Sub Divisional Engineer	Assistant Project Manager	Patwari	Draftsman Auto Cad
Executive Officer cum Secretary	Assistant Agriculture Project Manager	Computer Operator-cum-Clerk	Mandi Supervisor-cum-Fee-collection
Account Officer	Assistant Architect	Bus Conductor	Peon-cum-Chowkidar
Divisional Accountant	District Marketing Enforcement Officer	Restorer	Truck Cleaner
Circle Head Draftsman	Assistant General Manager	Steno-Typist	Accountant
Personal Assistant	Librarian	Firemen	Chief Administrator
Deputy Superintendent	Architectural Assistant	Auction Recorder	Accounts Clerk
Head Draftsman	Private Secretary	Tubewell Operator	Auditor
Junior Engineer	Assistant Account Officer/ Section Officer	Daftri	Sub Divisional Clerk
Junior Engineer (Civil)	Senior Draftsman (Architect)	Jamadar	Junior Scale Stenographer
Secretary	Junior Draftsman (Architecture)	Road roller Cleaner	Driver
Senior Scale Stenographer	Assistant District Attorney	Mali	Clerk
Assistant	District Attorney	Ferro khalosi	Data Entry Operator

Office Location: These are created for HSAMB by Head Office. Should be selected from drop down menu. All the office location of District Head Quarter were incorporated. If any office location left out then please send the mail with detail at ID eeroad1.hsamb@gmail.com with **subject AEBAS**. Following Office Locations will be added soon.

Office Locations

Sr.No	Office Location	Sr.No	Office Location	Sr.No	Office Location	Sr.No	Office Location
1	HSAMB Division Panchkula	41	HSAMB DMEO Jhajjar	81	Market Committee Dharsul	121	Market Committee Bahadurgarh
2	HSAMB Division Yamuna nagar	42	HSAMB DMEO Sonapat	82	Market Committee Bhuna	122	Market Committee Beri
3	HSAMB Division Ambala	43	HSAMB DMEO Kaithal	83	Market Committee Gurgaon	123	Market Committee Thanesar
4	HSAMB Division Kurukshetra	44	HSAMB DMEO Hisar	84	Market Committee Farrukhnagar	124	Market Committee Pipli
5	HSAMB Division Jind	45	HSAMB DMEO Gurgaon	85	Market Committee Pataudi	125	Market Committee Ismailabad
6	HSAMB Division Kaithal	46	HSAMB DMEO Fatehabad	86	Market Committee Sohna	126	Market Committee Shahbad
7	HSAMB Division Karnal	47	HSAMB DMEO Yamuna Nagar	87	Market Committee Nuh	127	Market Committee Pehowa
8	HSAMB Division Panipat	48	HSAMB DMEO Bhiwani	88	Market Committee Punhana	128	Market Committee Ladwa
9	HSAMB Division Sonapat	49	HSAMB DMEO Mohindergarh	89	Market Committee Tauru	129	Market Committee Babain
10	HSAMB Division Gurgaon	50	HSAMB DMEO Palwal	90	Market Committee Ferozpur Zhirka	130	Market Committee Mohindergarh
11	HSAMB Division Faridabad	51	HSAMB DMEO Sirsa	91	Market Committee Hissar	131	Market Committee Ateli
12	HSAMB Division Rewari	52	HSAMB DMEO Ambala	92	Market Committee Hansi	132	Market Committee Kanina
13	HSAMB Division Jhajjar	53	HSAMB DMEO Mewat	93	Market Committee Narnaund	133	Market Committee Narnaul
14	HSAMB Division Rohtak	54	HSAMB DMEO Faridabad	94	Market Committee Adampur	134	Market Committee Panipat
15	HSAMB Division Hisar	55	HSAMB DMEO Panipat	95	Market Committee Uklana	135	Market Committee Israna
16	HSAMB Division Fatehabad	56	Market Committee City Ambala	96	Market Committee Barwala(H)	136	Market Committee Madlauda
17	HSAMB Division Sirsa	57	Market Committee Cantt Ambala	97	Market Committee Jind	137	Market Committee Samalkha
18	HSAMB Division Bhiwani	58	Market Committee Barara	98	Market Committee Jullana	138	Market Committee Bapoli
19	HSAMB Division IIHM	59	Market Committee Mullana	99	Market Committee Pillukhera	139	Market Committee Panchkula
20	HSAMB Division Electrical Panchkula	60	Market Committee Naneola	100	Market Committee Safidon	140	Market Committee RaipurRani
21	HSAMB Division Electrical Hisar	61	Market Committee Naraingarh	101	Market Committee Narwana	141	Market Committee Barwala(P)

22	HSAMB Circle Panchkula	62	Market Committee Sahzadpur	102	Market Committee Uchana	142	Market Committee Rewari
23	HSAMB Circle Kurukshetra	63	Market Committee Bhiwani	103	Market Committee Kaithal	143	Market Committee Kosli
24	HSAMB Circle Karnal	64	Market Committee Charkhi Dadri	104	Market Committee Cheeka	144	Market Committee Rothak
25	HSAMB Circle Gurgaon	65	Market Committee Jui	105	Market Committee Pundri	145	Market Committee Meham
26	HSAMB Circle Hisar	66	Market Committee Loharu	106	Market Committee Pai	146	Market Committee Sampla
27	HSAMB Circle Electrical Panchkula	67	Market Committee Tosham	107	Market Committee Dhand	147	Market Committee Sirsa
28	HSAMB ZA Gurgaon	68	Market Committee Behal	108	Market Committee Siwan	148	Market Committee Rania
29	HSAMB ZA Karnal	69	Market Committee Siwani	109	Market Committee Kalayat	149	Market Committee Ellenabad
30	HSAMB ZA Hisar	70	Market Committee Faridabad	110	Market Committee Karnal	150	Market Committee Kalanwali
31	HSAMB ZMEO Gurgaon	71	Market Committee Ballabgarh	111	Market Committee Kunjpura	151	Market Committee Dabwali
32	HSAMB ZMEO Karnal	72	Market Committee Palwal	112	Market Committee Nilokheri	152	Market Committee Ding
33	HSAMB ZMEO Hisar	73	Market Committee Hathin	113	Market Committee Tarori	153	Market Committee Sonapat
34	HSAMB ZMEO Rohtak	74	Market Committee Hodal	114	Market Committee Nighdu	154	Market Committee Ganaur
35	HSAMB DMEO Panchkula	75	Market Committee Hassanpur	115	Market Committee Indri	155	Market Committee Gohana
36	HSAMB DMEO Karnal	76	Market Committee Fatehabad	116	Market Committee Nissing	156	Market Committee Yamuna Nagar
37	HSAMB DMEO Kurukshetra	77	Market Committee Bhattu Kalan	117	Market Committee Ghauranda	157	Market Committee Chhachhrauli
38	HSAMB DMEO Rohtak	78	Market Committee Ratia	118	Market Committee Jundla	158	Market Committee Mustfabad
39	HSAMB DMEO Jind	79	Market Committee Tohana	119	Market Committee Assandh	159	Market Committee Bilaspur
40	HSAMB DMEO Rewari	80	Market Committee Jakhhal	120	Market Committee Jhajjar	160	Market Committee Sadhaura
						161	Market Committee Radaur
						162	Market Committee Jagadhari

Photograph: Digital Photograph of Employee in .JPG format with size less than 150 KB be uploaded.

It will complete the registration of Employee.