From

        Director Secondary Education,
        Haryana, Panchkula.

To

        All District Education Officers
        All District Elementary Education Officers

        Memo No. 1/36-2015 e-Gov. /IT Cell
        Dated, Panchkula, the 03|02|2017

Subject: - Regarding Deactivate/ Delete/ Transfer of Employees (AEBAS) in case of their transfer within District and Inter District.

Reference Order No. KW 1/55-2015 e-Gov./IT Cell dated 04.01.2017 on the subject cited above.

It is intimated that in compliance with the directions/instructions issued by the State Govt. and Director Secondary Education Haryana, it is mandatory for all the TRO/TNO of AEBAS to maintain 100% attendance in AEBAS at their Districts website it is observed that still partial attendance is being recorded on all the AEBAS Portals of Districts. Further it has also been observed that some teachers/employees are transferred from one District/School to another District/School but such updation not performed on AEBAS portal and the name of employees who got transferred to another District/School stand in the previous District/School, due to which attendance percentage of previous District/School shown low.

To maintain accuracy of physical strength on AEBAS portal it is requested to update all transactions by using the steps given in the enclosure for the procedure of Deactivate/Delete/Transfer of Employees/Teachers.

                Additional Director Admin-II
                O/o Director Secondary Education,
                Haryana, Panchkula.

Procedure to Clean the Data on Attendance Portal

Actions required to be taken to maintain data updation on attendance portal

1. **"Transfer out" and "Transfer in"** : these two activities are required when one employee is transferred to an office/School which is registered on another attendance portal. For example a teacher is registered in a school, attendance of which is marked on hrsedukrl.attendance.gov.in. If such teacher is transferred in a school attendance of which is marked on hrseduamb.attendance.gov.in . In this case the Technical Resource of DEO Karnal will "Transfer out" such employee. Thereafter, Technical Resource of DEO Ambala will "Transfer in" this employee.

2. **Change location**: If an employee is transferred from a school to another school and attendance of both these schools is marked on the same attendance portal, location of such employee would require updation by the concerned Technical resource. For example a teacher registered in "School A" is transferred to "School B" and attendance of both the schools is marked on hrseduamb.attendance.gov.in. In such case technical resource of DEO Ambala update the location of this employee from "School A" to "School B".

3. **Delete**: If an employee has been retired/died and permanently left the department such employee can be deleted permanently from the portal by following the procedure given below.

Note: It may happen that an employee has registered himself/herself on a portal and has mentioned wrong location/division. Data of such employees also need to be cleaned by adopting the above mentioned activities

New features:

1. From now onwards, all registered employees will be visible under a new option "Aadhaar Bypassed Employee" instead of Employee New Request. Any kind of modification to any employee detail will now be possible only through this option.

2. A new "Process" button appears at the end of employee list. All Technical Nodal Officers (TNOs) will have to press this button to activate an employee.

3. E-mails are being delivered now while creating Nodal Admin/Report Viewer User.

Process to Deactivate/ Delete/ Transfer Out any Employee:

1. Activate the concerned employee: Manage Employee --> Aadhaar Bypassed Employees --> Select Concerned Employee --> Process --> Action to be taken --> Activate.

2. The concerned employee will now be visible under Manage Employee --> Active Employees.

3. Select the concerned employee and click "Details".

4. Now the options for **Deactivating, Deleting & Transferring Out** this employee are visible. You can select the appropriate action as per your requirement.

How to Transfer In any employee:

Once the employee has been transferred out, he/ she becomes available to be pulled in any domain.

1. The transferring department will do the transfer out as per the procedure mentioned above.

2. The department who has to add this transferred employee into its attendance portal will follow Manage Employee --> Transfer 'IN' (Employee).

3. Write down the attendance ID of the employee. Kindly note if the said employee has not been transferred out, this option will generate an error "This employee is not marked for transfer". Kindly ask the transferring deptt. to do the needful first.

4. If the attendance ID is accepted, the employee will get transferred to your attendance portal with all previous details.