List of Nodal Admin (AEBAS)

Sr. No.	Circle Name	Appointed Nodal Admin (AEBAS)	Email ID
1	Ambala Circle	EE, PHED Ambala City	admbas.phed.ambala@gmail.com
2	Bhiwani Circle	EE, PHED No.2, Bhiwani	admbas.phed.bhiwani@gmail.com
3	Gurgaon Circle	EE, PHED, Gurgaon	admbas.phed.gurgaon@gmail.com
4	Palwal Circle	EE, PHED No.3, Palwal	admbas.phed.palwal@gmail.com
5	Hisar Circle	EE, PHED 2, Hisar	admbas.phed.hisar@gmail.com
6	Jind Circle	EE, PHED, Jind	admbas.phed.jind@gmail.com
7	Karnal Circle	EE, PHED No.1, Karnal	admbas.phed.karnal@gmail.com
8	Rohtak Circle	EE, PHED No.3, Rohtak	admbas.phed.rohtak@gmail.com
9	Rewari Circle	EE, PHED No.1, Rewari	admbas.phed.rewari@gmail.com
10	Sirsa Circle	EE, PHED No.1, Sirsa	admbas.phed.sirsa@gmail.com
11	Sonipat Circle	EE, PHED (D&P), Sonepat	admbas.phed.sonipat@gmail.com
12	Jhajjar Circle	EE, PHED No.2, Jhajjar	admbas.phed.jhajjar@gmail.com
13	Kaithal Circle	EE, PHED No.1, Kaithal	admbas.phed.kaithal@gmail.com
14	Ambala Mech. Circle	EE, PHED Mech. ,Ambala	admbas.phed.ambalamech@gmail.com
15	Narnaul Circle	EE, PHED No.2, Narnaul	admbas.phed.narnaul@gmail.com

Sr. No.	Duties & responsibilities of Nodal Admin (AEBAS)
1	Adding/ changing the Biometric Admin
2	Generation of Activation Code
3	Activate/ Reject employee from registered employee
4	Update Personal detail of Employee like Name, DOB, email ID & Mobile No.
5	Update Organization detail like Employee Type, Division, Designation, office Location & Photograph etc.
6	Add reporting officer detail of each employee along with their salary detail like Grade Pay & Basic Pay etc.
7	To deactivate the Active Employees due to some reasons.
8	Submit attendance report of each employees working in Circle office and its Divisions/ Sub Divisions to concerned office in-charge on monthly basis, by generating various reports
9	Approve the Leave/ Tour request of employee working in concerned Circle & its Divisions/ Sub divisions
10	To send a Certificate on monthly basis to Head office on prescribed format **(Annexure-1)** duly signed by concerned Nodal admin & SE.
11	Training to employees (working in concerned Circles & its Divisions/ Sub Divisions) regarding entry of leaves/ tours etc.

CERTIFICATE (Annexure-1)

Name of Circle:-_____

Subject:- Certificate regarding AEBAS.

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It is certified that the details given below are accurate and correct to the best of my knowledge and belief. Further, it is also certified that the complete entry of all the employees working in offices (whose salary are being drawn through e-Salary site) working under jurisdiction of this Circle offices have been made on the web portal of AEBAS (http:// hrphed.attendance.gov.in) and all the devices at their designated location have been installed. Further, 100% employees are marking their attendance through this system." :-

Sr. No.	Description	Nos. of registered Employee	Nos. of Active Employee	Nos. of employees are marking attendance	Nos. of Devices installed	Remarks
1	**Type of office**					
	Name of office					
a)	Circle					
b)	Division					
	Div. No. 1,__					
	Div. No. 2,__					
	Div. No. 3,__					
	Div. No. 4,__					
	and so on……					
		Total				

Note:- **All the employees of Divisions/ Sub-Divisions/ Labs working under jurisdiction of this Circle have been included.**

Signature of:-

Nodal Admin (AEBAS),

PHE Circle_____

Signature of:-

Superintending Engineer,

PHE Circle,_____