



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN**

F.No. AEBAS/1/2016-eGovernance

Dated : 24<sup>th</sup> August 2016

**OFFICE MEMORANDUM**

Of late it has been observed that punctuality in attendance is not being maintained by the employees at all levels. Non-punctuality in attendance has been viewed seriously by SENIOR OFFICERS OF Council. Since the attendance reports on monthly basis is generated from AEBAS portal for all the employees of the Council, in order to generate correct reports all the employees are requested to update their personal data in AEBAS portal by 31<sup>st</sup> August 2016 as per procedure enclosed.

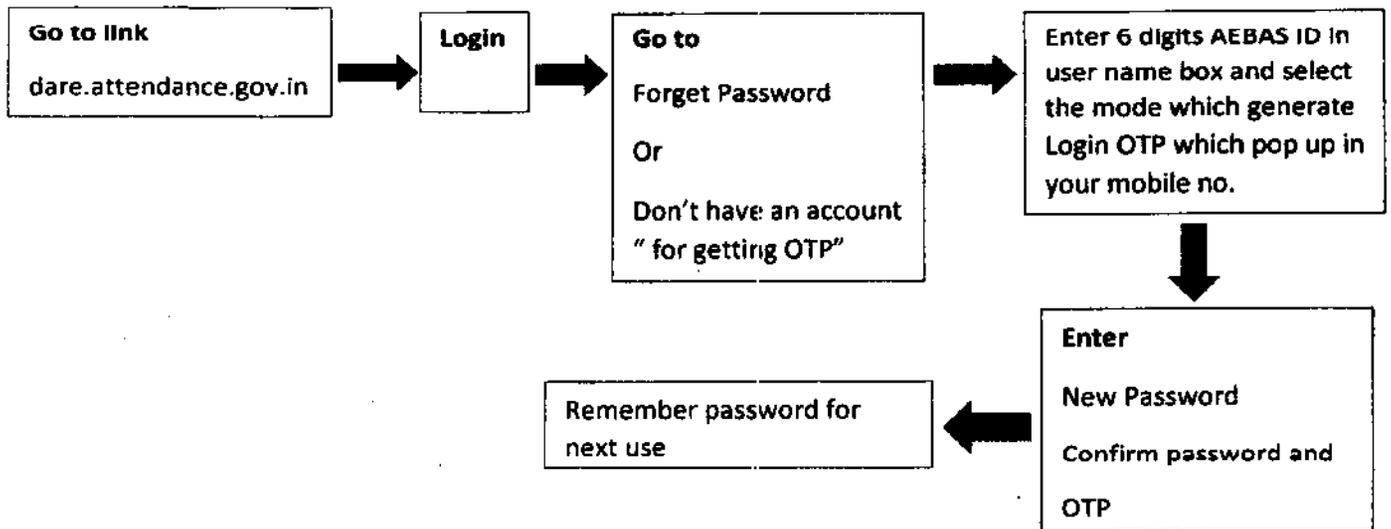
It is also brought to the notice of all concerned that in case updated data is not available in the portal, the employee's attendance record will be taken as 'NIL' for the month.

**(Prabhat Kumar Mishra)**  
Under Secretary (e-Governance)

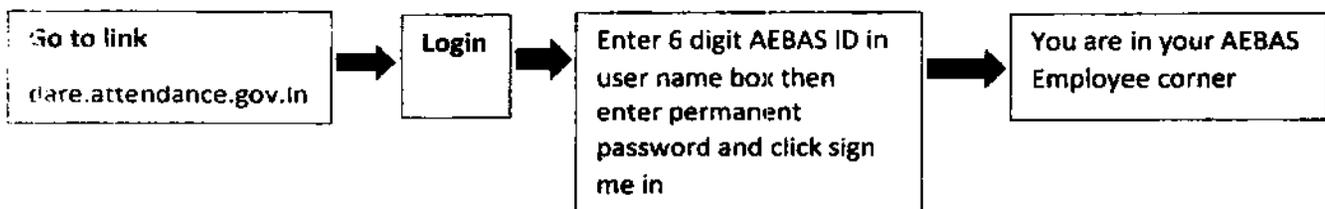
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## Guideline for opening AEBAS portal and update individual account



## After getting permanent password



## To update your personal record

Go to UPDATE, fill your personal details and organizational details