

No.EDN-GC-BSR(E-20)/Misc. /2023-24- 852
Office of the Principal
Govt.College Barsar
Distt.Hamirpur (H.P.)174305

Dated: BARSAR 174305 the 27th, Mar, 2026

OFFICE ORDER

In reference to the letter received from the Director of Higher Education Himachal Pradesh Shimla regarding the implementation of **Geofence-based Biometric Attendance** for Teaching and Non-Teaching staff, it is hereby directed that all staff members are ensure the marking of their attendance through **both systems**, i.e:

1. Biometric Attendance Machine installed in the office,
2. Geofence-based Biometric Attendance system.

All Teaching and Non-Teaching staff members must mark their attendance **at the time of arrival and departure** through both modes without fail.

All to note for **strict compliance please**.


27/03/2026
Principal
Govt.College Barsar
Distt.Hamirpur (H.P.)

EDN-HE(14)-1/2025 IT CELL (AEBAS)

Directorate of Higher Education
Himachal Pradesh

To be circulated among teaching
and non-teaching staff for
immediate compliance.

Dated: Shimla-171001

the 24th March, 2026

25/03/2026

To

All the Principals,
Government Colleges,
Himachal Pradesh

Subject: Regarding implementation of Geofence-based Biometric Attendance for Teaching and Non-Teaching Staff.

This is in continuation of this Directorate's letter of even number dated 29th August, 2025 regarding Geofence-based Biometric Attendance and Training Sessions, and letter No. EDN-A-Ja(1)-06/2025 dated 14th July, 2025 received from the Secretary (Education) to the Government of Himachal Pradesh on the subject cited above.

In this regard, training sessions have already been conducted for all Government Colleges by the Department of Digital Technologies and Governance, Himachal Pradesh, to facilitate the registration of employees on the Him Access Portal. Further, DDO accounts for each college have been created to enable proper employee mapping. The *Him Access Step-by-Step Guideline (DDO/Admin Role)* and *HP AeBAS Mobile Application - Office Configuration & Attendance Management Manual for DDOs* have also been shared with all concerned institutions.

However, it has been observed that out of 143 Government Colleges, only 48 colleges are fully marking attendance through the Him Upasthiti App, while 67 colleges are marking attendance partially, and 28 colleges have not started marking attendance as of 23.03.2026.

As per the directions of the Hon'ble Chief Minister, it is mandatory that the attendance of all teaching and non-teaching staff of Government Colleges under this Directorate be recorded through the Aadhaar Enabled Biometric Attendance System (AeBAS) Mobile Application (*Him Upasthiti*).

You are, therefore, directed to ensure that attendance of all staff members, both teaching and non-teaching, is marked strictly through the Him Upasthiti Aadhaar Enabled Biometric Attendance Application without fail. Compliance in this regard may be intimated to this Directorate at the earliest.

Director of Higher Education
Himachal Pradesh