Organisation Registration

- Logon to attendance.gov.in > organisation registration and download on board form.
- Fill the Contents and mail it to **helpdesk-attendance@gov.in** and copy to apvis@nic.in.
- After successful registration a code will be sent to nodal officer mobile and URL,userid/password to his mail id.
- In given URL using userid / passwd update the maters.
- Finalise the Office location and inform to helpdesk to update in your URL.
- Once the masters being updated enter your employee details using employee registration.
- Install the biometric and BAS s/w as given in the procedure.