

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH  
INFORMATION TECHNOLOGY CENTRE**

**CIRCULAR**

The Chandigarh Administration has introduced a Facial Authentication Aadhaar-Based Biometric Attendance System across all departments, boards, corporations, and institutes.

All GMCH staff (regular, contractual, and outsourced), **except doctors** (who will use the NMC portal for attendance), are requested to enter their information on the attendance portal at the following URL: <http://www.attendance.gov.in/> under the "**Employee Registration**" category.

It is the responsibility of each employee to register themselves on the above portal to ensure their attendance is recorded properly. Currently, the department and designation details for most GMCH officials have not been entered correctly. All staff members are required to update this information immediately so that their attendance can be forwarded to their respective HOD/Branch In-charge on a daily basis.

All **HODs/Branch In-charges** are also requested to circulate this information among their staff members for strict compliance.

**Steps to register and update user information on the attendance portal:**

1. Open the following link:
2. Click on the **Login** button on the left menu bar.
3. Click on "**Don't have an account?**" as mentioned below.

This may kindly be treated as most urgent and update required information on the said portal within two days positively from the issue of this circular.

Dated :09/06/2025

Prof . AK Attri  
Director Principal,  
Govt. Medical College & Hospital,  
Chandigarh

Endst. No. GMCH/IT/2025 / 926-43

Dated: 09/06/2025

A copy is circulated to the following for information please:

1. The Director Principal, Govt. Medical College & Hospital, Chandigarh
2. The Medical Superintendent, Govt. Medical College & Hospital, Chandigarh
3. The Additional Director (Admn.), Govt. Medical College & Hospital, Chandigarh
4. All HOD's Govt. Medical College & Hospital, Chandigarh
5. Joint Medical Superintendent, Govt. Medical College & Hospital, Chandigarh
6. Deputy Controller (F&A), Govt. Medical College & Hospital, Chandigarh
7. Assistant Controller (F&A) I & II, Govt. Medical College & Hospital, Chandigarh
8. Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
9. Assistant Registrar, Govt. Medical College & Hospital, Chandigarh
10. HOD, MRD, Govt. Medical College & Hospital, Chandigarh
11. All Office Superintendents, Govt. Medical College & Hospital, Chandigarh
12. Nursing Superintendent, Govt. Medical College & Hospital, Chandigarh
13. HOD, Pharmacy, Govt. Medical College & Hospital, Chandigarh
14. Stores officers(I & II), Govt. Medical College & Hospital, Chandigarh
15. Librarian, Govt. Medical College & Hospital, Chandigarh
16. Law Officer, Govt. Medical College & Hospital, Chandigarh
17. In charge RHTC Palsora, Govt. Medical College & Hospital, Chandigarh
18. Genetic Lab, Govt. Medical College & Hospital, Chandigarh

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Director Principal,  
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Chandigarh