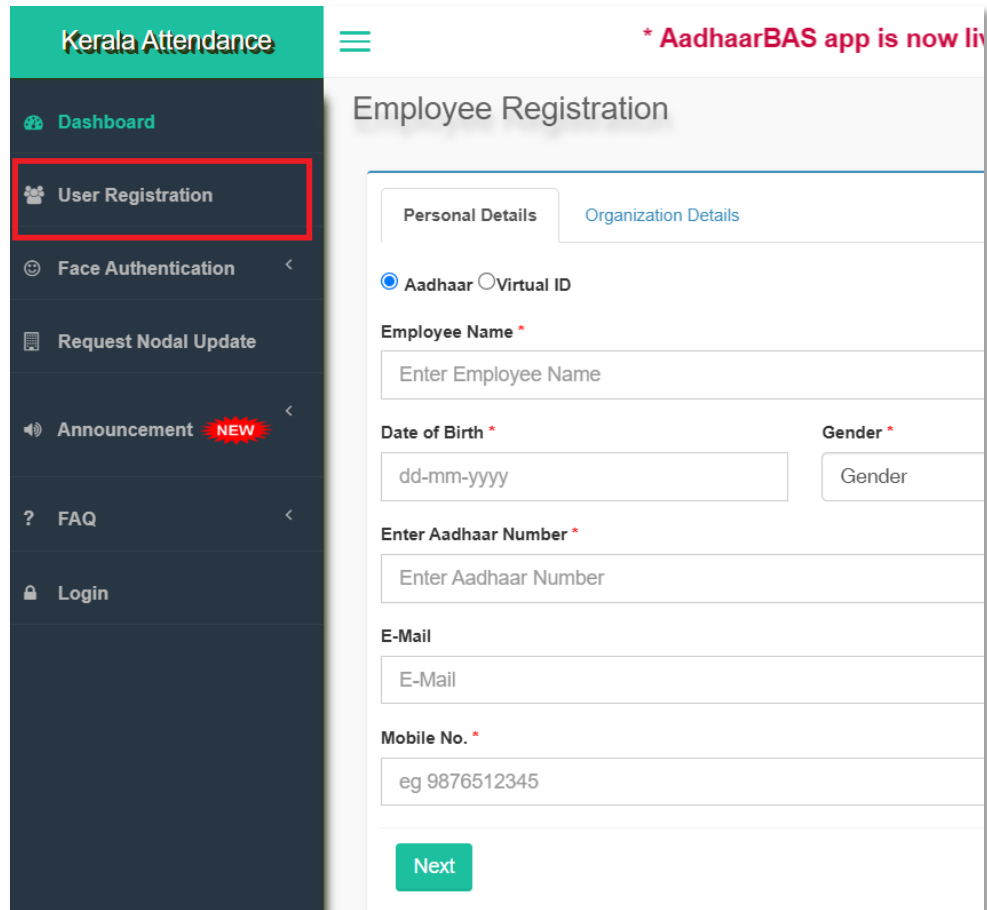




Directorate of Technical Education

KLDTE Attendance Portal
(<https://kldte.attendance.gov.in>)

< KLDTE – New Registration >



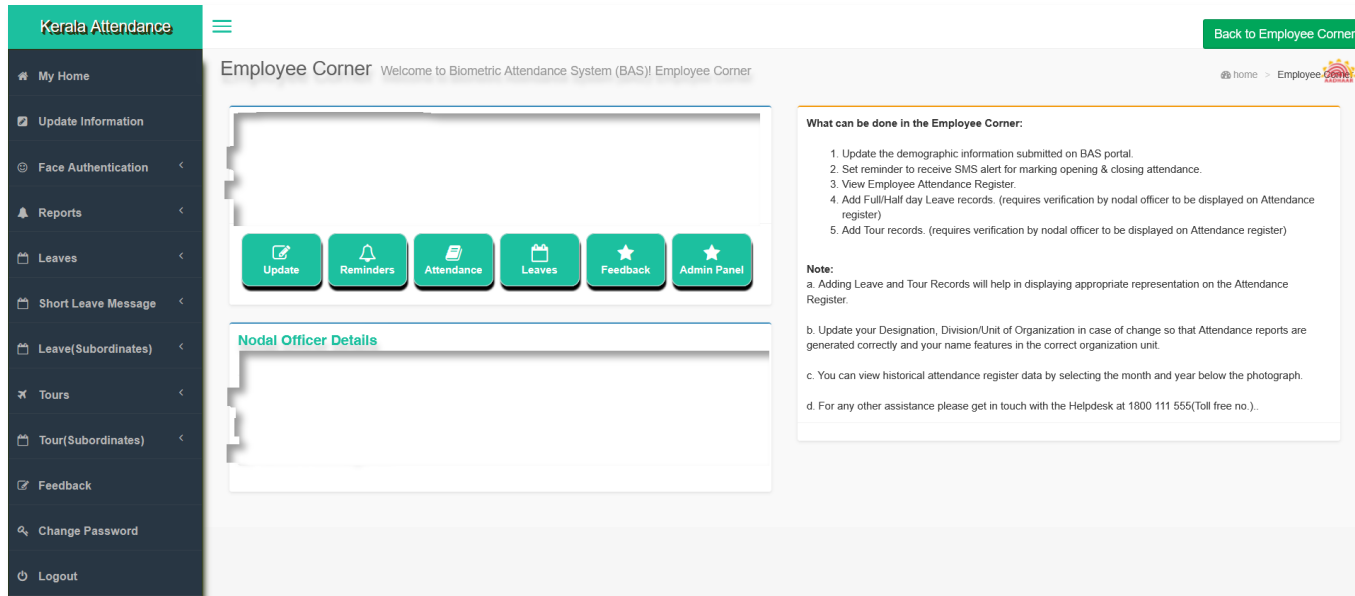
The screenshot displays the Kerala Attendance portal interface. On the left is a dark sidebar with a green header 'Kerala Attendance'. The sidebar menu includes: Dashboard, User Registration (highlighted with a red box), Face Authentication, Request Nodal Update, Announcement (with a 'NEW' badge), FAQ, and Login. The main content area is titled 'Employee Registration' and features a notification: '* AadhaarBAS app is now live'. Below the title are two tabs: 'Personal Details' (active) and 'Organization Details'. The form contains the following fields:

- Registration type: Aadhaar, Virtual ID
- Employee Name:
- Date of Birth:
- Gender:
- Enter Aadhaar Number:
- E-Mail:
- Mobile No.:

A green 'Next' button is located at the bottom of the form.

New Employee registration can be done from the option given in the <https://kldte.attendance.gov.in> portal. Please try to give the Aadhaar linked mobile number while registering.

< KLDTE - Home Page >



The **Home** page shows the basic information of logged in Employee and the Nodal officer.

Admin Panel Button is provided in the Home page for Nodal officers to manage the institution level user management activities.

At any time nodal users can go back to the individual login by clicking the **Back to Employee Corner Button** given on top right side of the page.

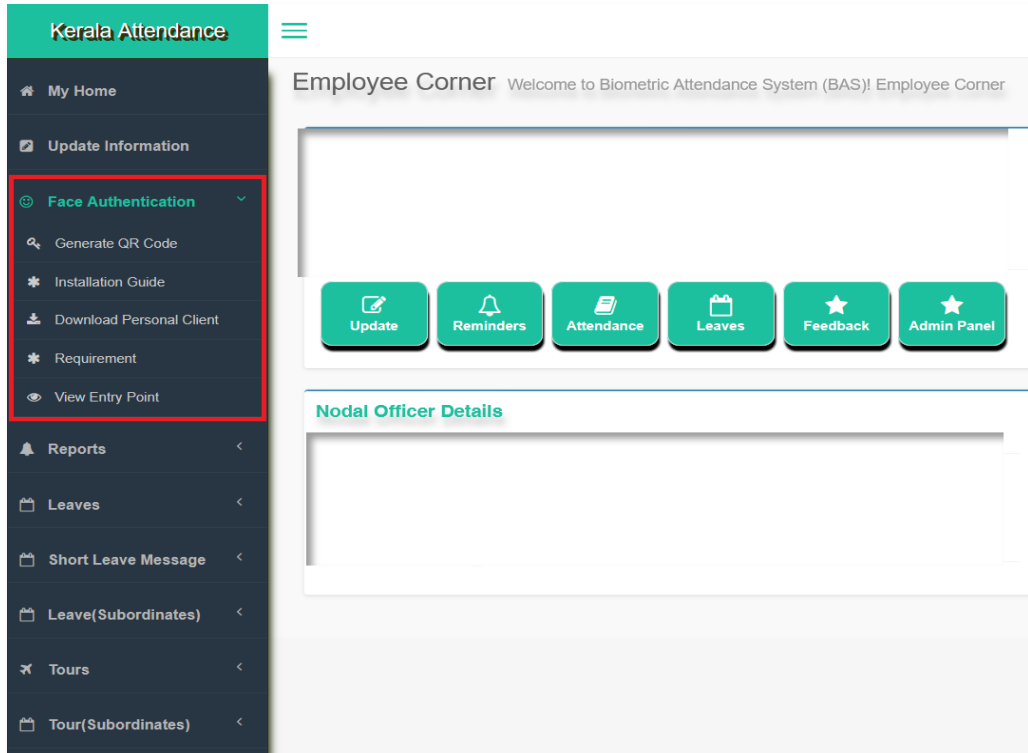
< Update Information >

The screenshot shows the 'Kerala Attendance' application interface. The left sidebar contains navigation options: My Home, Update Information, Face Authentication, Reports, Leaves, Short Leave Message, Leave(Subordinates), Tours, Tour(Subordinates), Feedback, Change Password, and Logout. The main content area is titled 'Employee Registration update Employee information'. It features two tabs: 'Personal Details' (highlighted with a green border) and 'Organization Details'. The 'Personal Details' tab contains three input fields: 'Employee Name *', 'Mobile No. *', and 'E-Mail'. A green 'Next' button is positioned below these fields. On the right side, there is a 'Note' section with instructions.

The screenshot shows the same 'Kerala Attendance' application interface. The 'Organization Details' tab is highlighted with an orange border. This tab contains several dropdown menus: 'Employee Type *' (set to 'Government'), 'Division/Unit within Organization *' (set to 'Govt Engineering Colleges'), 'Designation *' (set to 'Trade Instructor Grade II'), and 'Office Location *' (set to 'Govt Engineering College Thrissur'). Below these is a text input field for 'Current Reporting Officer Name ()' with a red note: 'For Add/Change Reporting Officer Please Contact Your Attendance Nodal Officer.' There is also an 'Organization Employee Code' input field. At the bottom, there is a 'Photograph' section with a 'Browse...' button and the text 'No file selected.' A green 'Submit' button is located at the bottom of the form. The right sidebar contains a 'Note' section with instructions.

The Update Information Page has two tabs, users can update the Personal data like mobile number and email from the **Personal tab**. From the **Organization tab** users can update the Organization division, designation and current office location.

< Face Authentication >



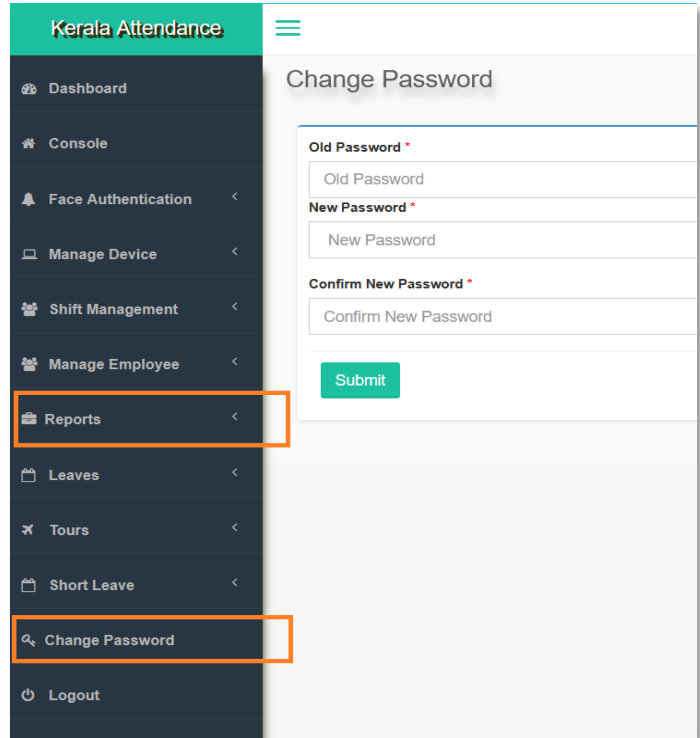
Employees can download the Installation Guide and Personal Client App (apk file) from this page.

For **AEBAS** Face punching we have to install two Apps in our mobile phone/device.

1. **AadhaarFaceRD** – Available in Android PlayStore and iPhone AppStore. Download and Install it. Aadhaar FaceRD is a background application and does not have any User Interface.

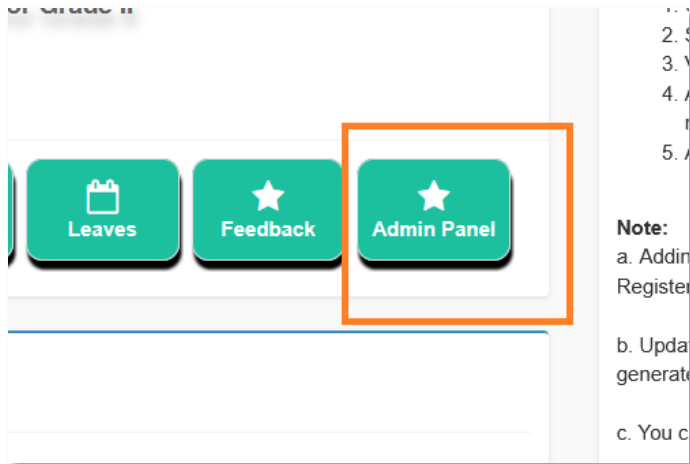
2. **AadhaarBAS** – This is the Personal Client App for Face Punching. For Android mobile users Personal Client App can be download from Face Authentication page. For iOS/iPhone users, the AadhaarBAS can be downloaded from the AppStore only.

< Reports and Passwords >



Employee can view their Attendance and download the reports. Password changing option is also given in the menu

< Admin Panel >



By clicking the **Admin Panel Button** from the Home page, Institution Nodal user will get administration options.

Institution Nodal Officers should activate **Transferred IN** employees within the department and update the office details as required. Employee **Transferred OUT** within the department is also done by current Institution Nodal Officers.

Inter department Transfers of employees are handled by the **State Nodal Office (DTE)**. The Institution Nodal Officer or employee must notify dteitdivision@gmail.com with the relevant information for these transfers.

< Manage Employee – Active Employees >

Manage Employee Active Employees

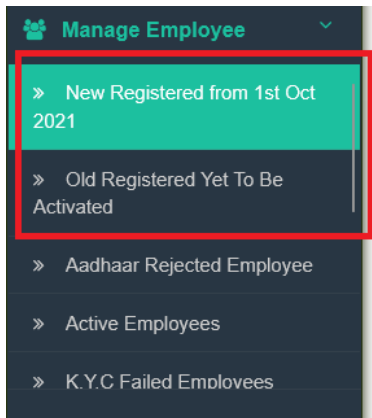
Active Employees on (BAS)

Search by Name/Mobile

<input type="checkbox"/>	S.No.	Attendance ID	Employee Name	Reporting Officer Name	Mobile No.	Designation	Division	Office Location	Detail
<input type="checkbox"/>	1	5					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	2	8					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	3	3					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	4	0					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	5	7					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	6	5					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	7	4					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	8	0					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	9	7					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>
<input type="checkbox"/>	10	0					vt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Edit"/> <input type="button" value="Detail"/>

Active Employees in the institution can be viewed from this menu. If an Employee is not available in this list, please activate his/her account first. Activated Employees basic information and institution data update can be done in this page.

< Manage Employee – Activation >



Manage Employee Employee New Request

Home > Manage Employee > Employee New Request

Employee New Request

Search by Name/Mobile

S.No.	Attendance ID	Employee Name	Mobile No.	Designation	Division	Office Location	
1					Govt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Process"/>
2					Govt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Process"/>
3				ge)	Govt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Process"/>
4				tor	Govt Polytechnic Colleges	Govt Polytechnic College Nedumangad	<input type="button" value="Process"/>

Manage Employee Process Verification Request

Home > Manage Employee > Process Verification Request

Employee Detail

Aadhaar Number :

Employee Name :

Organization Name :

Designation :

Division within Organization :

Office Location :

DOB :

Gender :

Mobile No. :

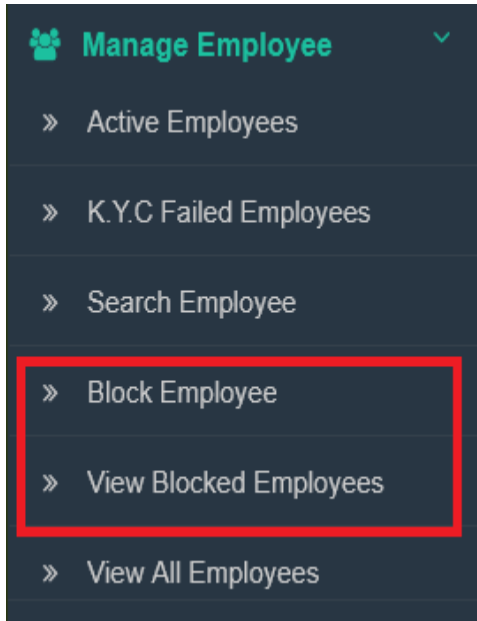
E-Mail :

Aadhaar Status : Aadhaar Verified

Remarks :

Action to be taken :

< Manage Employee – Unblock Employees >



Manage Employee Active Employees

Home > Manage Employee > Blocked Employees

Blocked Employees on (BAS)

Search by Name/Mobile

S.No.	Attendance ID	Employee Name	Mobile No.	Designation	Division	Office Location	Action
1	7:						nur <input type="button" value="Unblock"/>
2	2:						nur <input type="button" value="Unblock"/>
3	9:						nur <input type="button" value="Unblock"/>
4	4:						nur <input type="button" value="Unblock"/>
5	9:						nur <input type="button" value="Unblock"/>
6	5:						nur <input type="button" value="Unblock"/>
7	7:						nur <input type="button" value="Unblock"/>
8	6:						nur <input type="button" value="Unblock"/>
9	4:						nur <input type="button" value="Unblock"/>

Blocked employees can be viewed in this page. Nodal officers can block/unblock an employee from these options.

< Manage Employee – Transferred List >

- Manage Employee
- » K.Y.C Failed Employees
- » Search Employee
- » Block Employee
- » View Blocked Employees
- » View All Employees
- » Transferred Out Employees

Manage Employee Transfer Employees

Transfer Employee List

Search by Name/Att. Id /Mobile

Sl.no	Attendance ID	Employee Name	Email	Mobile	Category	Designation	Division	Office Location	Status	Action
1	9						Govt Polytechnic Colleges	Institute Of Printing Tehnology And Govt Polytechnic College Shoranur	Transfer	Cancel Transfer
2	7						Govt Polytechnic Colleges	Institute Of Printing Tehnology And Govt Polytechnic College Shoranur	Transfer	Cancel Transfer
3	8						Govt Polytechnic Colleges	Institute Of Printing Tehnology And Govt Polytechnic College Shoranur	Transfer	Cancel Transfer
4	3						Govt Polytechnic Colleges	Institute Of Printing Tehnology And Govt Polytechnic College Shoranur	Transfer	Cancel Transfer
5	0						Govt Polytechnic Colleges	Institute Of Printing Tehnology And Govt Polytechnic College Shoranur	Transfer	Cancel Transfer
6	4			4342			Govt Polytechnic Colleges	Institute Of Printing Tehnology And Govt Polytechnic College Shoranur	Transfer	Cancel Transfer
7	66983741	Priya B	priyakbe@rediffmail.com	xxxxxx 9883	GOV	Tradesman	Govt Polytechnic Colleges	Institute Of Printing Tehnology And Govt Polytechnic College Shoranur	Transfer	Cancel Transfer

Employees transferred to other institutions (inside Technical Education dept) can be viewed here. Transferring employees to the departments other than Technical Education is handled by **State Nodal Office (DTE)**.

For more information please visit <https://kldte.attendance.gov.in> portal

https://kldte.attendance.gov.in/assets/doc/AEBAS_FaceAuth_InstallationGuide_PersonalDevice.pdf

https://kldte.attendance.gov.in/assets/doc/AEBAS_Nodal_Presentation.pdf

IT Division
Directorate of Technical Education