

DIRECTORATE GENERAL OF SHIPPING, MUMBAI.
(ADMINISTRATION BRANCH)

No. 12 Admn (3) / 2014

Dated 08.06.2015

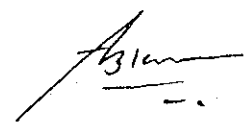
CIRCULAR

I am directed to state that in continuation to this Directorate's Circular No. 12 Admn (3) / 2014 dated 21.01.2015 regarding AADHAR Enabled Biometric Attendance System, all officials are required to log their attendance duly as per the scheduled official working hours of this Directorate.

2. In the event of any official not been able to register his / her attendance through ABMS, for any reason, manual entry is required to be made at the attendance register kept with the EO, Personnel Branch. The staff members, whose biometric feature are not recognized by the system are requested to get their biometric data updated at nearest UIDAI centre, immediately.

3. For this purpose, branch Heads are requested to monitor the attendance of the officials working under them through the ABMS periodically. Branch Heads may facilitate the necessary collection of user name and password of the DGS attendance portal from the Admin Branch.

Cooperation of all in this regard is highly solicited.


(Dr. Amol B. Kirtane)
Dy. Director General of Shipping

To,
All Staff Members