



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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No.12-Admn(3)/2014

Date 27.03.2015

## C I R C U L A R

Vide O.M. No.11013/9/2014-Estt(A-III) dated 21.11.2014 of Ministry of Personnel, Public Grievances and Pensions, DOPT, a 'Aadhar Enabled Biometric Attendance System' [AEBAS] has been introduced for all the Ministries /Departments of Central Government. In order to implement the system, the Directorate has procured and installed 10 Finger Print Scanner devices, on the desktops of the officials /branches, as given below:

Sr.No.	Branch Name	User name
1.	Personnel Branch	Shri Bijay Bhaskar
2.	Finance & Account	Shri Amol Raut
3.	Engineering Branch	Smt. Sarita Kamble
4.	NT Branch	Shri P.L. Muttu
5.	Hindi Branch	Ms Priyanka Rajput
6.	Jt. DG's Secretariat	Smt. Sarada Ramkrishnan
7.	Administration Branch	Shri Ravinder Kumar
8.	Training Branch	Shri Praveen Tamore
9.	ADG (admin)	Lt. Cdr. Ranjan Biswas
10.	Admin (Reception)	Shri D.V. Pathrabe

2. This is to inform to all the officials of the Directorate General of Shipping, that the 'Aadhar Enabled Biometric Attendance System' [AEBAS] shall commence w.e.f. 06.04.2015. The officials shall record their attendance while 'arrival' and 'departure' from the office, as per the following procedure :

- The official shall open the 'BAS' software [showing icon of the clock] installed on the above mentioned desktops.
- The official shall enter last 8 digit of Aadhar Card number as a registration ID.

.....P.T.O.....

- c. After entering the Registration ID, the light in the finger scanner device will start blinking. The official shall put any one finger of left or right hand, on the device.
- d. When the attendance is recorded, the photograph and the message will appear on the screen. Click "OK" button to finish the process.

3. All the officials are requested to record their attendance through AEBAS w.e.f. 6.4.2015, as per the process as given at para 2. Those officials, who have not yet registered themselves with the said system, are once again advised to register themselves on the website 'dgosmu.attendance.gov.in' immediately.

4. This is issued with the approval of the Director General of Shipping & Ex-Officio Additional Secretary to Govt. of India.



[ Lt. Cdr. Ranjan Biswas ]  
Asstt. Director General of Shipping

To,  
All officials of the Directorate

Copy to :

1. Sr.PS to DG
2. Computer Cell for hosting the same on the website.