
	<p align="center"><u>DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI</u></p>	<p align="center">IS/ISO Clause No.7.1</p>
<p>Ref.: QMS - 7.0 Page 1</p>	<p align="center">Sub: Requirements for implementing Centralized Attendance System (CAS).</p>	<p align="center">No.TR/Cir./6(14)/2019</p>
<p>Approved by the Director General of Shipping.</p>	<p align="center">Training Circular No. 14 of 2020</p>	<p align="center">Date: 13th April, 2020</p>

1. Whereas the Directorate is implementing e-governance for Maritime Training Institutes (MTI).
2. Whereas the Directorate has introduced Biometric Attendance System for recording attendance of Principal, Faculty, Instructors and candidates vide its Training Circular No. 04 of 2018 dated 23 / 01 / 2018. The biometric attendance systems for attendance was subsequently stopped vide DGS Training Circular No. 09 of 2020 dated 13 / 03 / 2020 owing to outbreak of COVID – 19 diseases.
3. Whereas the Biometric Attendance System was localized to MTI and required registration of the candidates.
4. The Directorate has now developed a Centralized Attendance System (CAS) for recording attendance of Principal, Faculty, Instructors and candidates.
 - 4.1. The system hardware requirements for utilizing the Centralized Attendance System are given in **Annexure** to this Training Circular.
 - 4.2. The software to utilize the CAS can be downloaded from following Link
<https://220.156.188.35/DGSA%20Attendance%20System%20Setup.zip>

- 4.3. In case of problem in installing the software, the MTI may contact the training branch / e-governance branch of the Directorate. A complete guide shall shortly be available at the DGS website also to take you through the installation procedure step by step.
5. All MTIs are required to make arrangements to install the CAS system as mentioned in Annexure to record attendance of Principal, Faculty, Instructors and candidates latest by 15 / 05 / 2020.
6. This Training Circular enters in to force with immediate effect.
7. This issues with the approval of the Director General of Shipping.


13 April 2020

(Deependra Singh Bisen)

Assistant Director General of Shipping [Training]

To

1. All the stakeholders through DGS website.
2. All DGS approved Maritime Training Institutes
3. All Mercantile Marine Department [MMDs]
4. Chief Surveyor & Chief Examiner of Engineers, DGS, GoI
5. Nautical Advisor and Chief Examiner of Master and Mates, DGS, GoI