

Training Circular No.2 of 2007

No: 11-TR(4)/2006

Dated: 29th March, 2007

Subject : Implementation of E-Governance System - commencement of 'Batch Details' module and 'Faculty Approval' module

This Directorate has initiated action for implementation of an E-Governance System in order to ensure transparency, increasing efficiency and better utilization of information technology for its operations. The E-Samudra System developed by this Directorate has been implemented in phases from 01.01.2007. One of the components of the system is the 'Training Branch Module'.

In the first phase, two sub-modules under "Training Module" i.e. 'Batch details' and 'Faculty approval' are going online w.e.f. 02.04.2007. The online format for submission of 'Batch details' and online application form for 'Faculty approval' are available on the E-Samudra Link provided on the home page of our official website www.dgshipping.com.

By using the user ID and Password as provided by the Directorate, the user upon his first login will be requested to change his password. The process of login (access) to the system is as per the following steps:-

- 1) Go to site 'www.dgshipping.com'.
- 2) Click on 'E-Samudra' link.
- 3) Login page will appear. By using user ID and Password already provided by the Directorate, enter the User ID and Password in the respective fields appearing on the upper left corner of the page and click on 'login' button.
- 4) After login successfully, you are allowed to access 'Training' & 'CDC Management' Modules (this will appear in blue colour). Click on 'Training Module' under Seafarer Menu. Training Menu screen will appear.
- 5) Move mouse pointer to 'Submit Application' Menu button, which will pop up corresponding the menu. You may click on 'Faculty approval' menu button to access screen for faculty approval.
- 6) On the Main Training Menu, move mouse pointer to 'Submit details' menu button, which will pop-up

corresponding menu. Click on 'Batch details' menu button to access screen for Batch details.

For new training institutes, the registration is free and online form is available on the home page of e-governance system. To access the form, the users are requested to go to www.dgshipping.com and click on the '**E-Samudra**' link provided. The user is then led to E-Samudra home page. The 'New user' registration section at the left corner of the page is available to all who wish to register under different categories. The training institutes are requested to select the 'Training Institute' category only.

The training institutes who have not yet provided real and Master data as required for E-Samudra application are requested to provide the same at the earliest to get unhindered access to the E-Samudra application.

All the approved maritime training institutes are requested to submit the application for 'Faculty approval' & 'Batch details' henceforth, online. It may be noted that no manual data will be accepted by this Directorate w.e.f. 02.04.2007. The other sub-modules will be implemented in due course of time.

Yours faithfully,

Sd/-

(PH. Krishnan)

Dy. Director General of Shipping