



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 20-16/4/2020-O/o TRG - DGS

Date 18.03.2021

DGS Order No. 13 of 2021

Addendum IV to DGS Order 28 of 2020.

Sub.-Re-Opening of Maritime Training Institute for practical under controlled conditions and further relaxation in the issued SOP for Pre-Sea and Post –Sea

1. Whereas vide DGS Order No 28 of 2020 dated 01.10.2020 MTIs were allowed for resumption of practical training after compliance with necessary conditions detailed in Standard Operating Procedures (SoP) attached therewith. The SoP was issued for phase-wise unlocking of training activities at MTI to enable safe resumption of Training/Teaching activities.
2. Whereas Ministry of Home Affairs, Government of India has issued fresh guidelines for Surveillance, Containment and Caution vide Order No.40-3/2-020-DM-I(A) dated 27.01.2021.
3. Whereas Ministry of Youth Affairs and Sports, Government of India has accordingly issued the circular on Standard Operating Procedures (SOP) & Guidelines for operation of Swimming Pool vide F. No. J-17011/42/2020-SP.V dated 30.01.2021 and provided detailed SOP & Guidelines for operation of Swimming Pool in COVID-19 Environment.

(Url:<https://yas.nic.in/sites/default/files/Revised%20SOP%20for%20operation%20of%20Swimming%20Pools.pdf>.)

4. In view of the latest guidelines for resumption of more activities, the Directorate General of Shipping, Ministry of Ports, Shipping and Waterways, Government of India hereby amends the Standard Operating Procedures issued vide DGS Order No 28 of 2020 dated 01.10.2020 to enable safe resumption of more training/teaching activities at Maritime Training Institutes (MTIs). The amendments in the SoP shall be subject to any further orders/SoP/Guidelines issued by Government of India or the State Government/any concerned authority within the jurisdiction of which the Maritime Training Institute is located. The details about the clauses mentioned in the existing SOP and amendments thereof is mentioned as below;

Sr. No.	Paras in the existing SoP issued vide DGS Order 28 of 2020	Amendments in SoP issued vide DGS Order 28 of 2020
1	<p>Para B 4(c) (i) ...However, the number of students to be permitted in the institute campus at any point of time shall be on the basis of infrastructure/hostel facility or 1/3rd of batch strength, whichever is less.</p>	<p>(for Pre-Sea Institute) The Directorate hereby permits complete opening of MTIs conducting pre-sea courses, that is with 100% of approved capacity</p>
2	<p>Para C 1(f) MTI shall be allowed to conduct practical per day for only those number of students of a particular course or different courses as calculated based on 1/3rd of the students per batch from all courses being</p>	<p>(for Post-Sea Institute) MTI can now conduct practical for 50% of the batch strength instead of 33% provided earlier. Further, the MTIs approved for Simulator Courses are allowed to take 100% candidates of the approved batch strength.</p>

	<p>conducted every day under normal situation or the number of students based on an assessment on the below mentioned aspects, whichever is less.</p>	
3	<p>Para B 4{c} (iii) Prior start of practical, the MTI shall ensure that each candidate joins the MTI with a negative COVID-19, RT-PCR test report, carried out within 48 hours prior joining and the candidate stays in quarantine for a minimum period of 14-days. During the period of quarantine separate toilet seat shall be ensured to each candidate. After 14-day quarantine period, the MTI may relax the requirements after ensuring that candidates under quarantine do not mix with candidates who have come out of quarantine.</p>	<p>(Pre-Sea Institute) Prior start of training, the MTI shall ensure that each candidate joins with a negative COVID-19, RT-PCR test report, carried out within 72 hours prior joining and the candidate stays in quarantine for a minimum period of 7-days. The MTIs to ensure that candidates under quarantine do not mix with candidates who have come out of quarantine.</p>
4	<p>Para C {1} (d) Ensure that students do not enter the water in case any activity is planned in a</p>	<p>(Post-Sea Institute) The practical part of any course which require student to enter inside water is permitted as per the Guidelines</p>

	water body. The practical part of any course which require student to inside water is not permitted.	issued by the Ministry of Youth Affairs and Sports, GOI dated 30.01.2021.
5	Para C {3} (k) Swimming pool (wherever applicable) shall remain closed. Training at any water body should not involve students going in the water.	(Post-Sea Institute) Swimming pool (wherever applicable) shall be opened . The practical part of any course which require student to enter inside water is permitted as per the Guidelines issued by the Ministry of Youth Affairs and Sports, GOI dated 30.01.2021.
6	Para 4 of the DGS order No. 28 of 2020 Recognizing that the Gol has not permitted use of swimming pools, those part of all STCW courses, which require a candidate to enter inside water are not permitted, and after satisfactory completion Three-Tier Mechanism of learning comprising of E-Leaning, virtualClasses/Live Video Sessions/Remaining Practical at MTI and Exit exam, a candidate shall be issued course completion certificate valid for 18 months pending completion of remaining practical after opening of Swimming Pools	(Post-Sea Institute) Recognizing that the Gol has now permitted use of swimming pools, those part of all STCW courses, which require a candidate to enter inside water are permitted w.e.f. 04.04.2021 , and after satisfactory completion Three-Tier Mechanism of learning comprising of E-Leaning, virtualClasses/Live Video Sessions/ Practical at MTI and Exit exam, a candidate shall be issued course completion certificate valid for Five Years. The certificates with five years' validity will be issued to the candidates enrolled in the batches commencing from 04.04.2021 onwards. The MTIs are instructed to schedule their batch detail accordingly. With effect from 04.04.2021 , no batch details shall be uploaded by an MTI for

after which the provisional certificate will be made a regular certificate for full period.

conducting courses such as BST, PST, PSCRB, Refresher in PST and Combined Refresher in PST/PSCRB unless it is prepared to conduct complete practical including ones requiring entry into water bodies. All Certificates generated for batch details uploaded on/after 4th April, 2021 shall be for a period of 5-Years after satisfactory completion of Three-Tier learning. All MTI shall complete all such batches (details for which are uploaded on/prior to 4th April, 2021) and generate digital certificate prior to mid-night of 3rd April, 2021.

The Medical-Care Certificate shall continue to be issued for a period of 18-Months pending completion of hospital visit.

5. All Pre-Sea MTI should endeavor to complete all on-shore Training, that is theoretical, practical and exam so that candidates are able to join ships for shipboard training after completion of all mandatory aspects of on-shore training.

6. All MTIs who are conducting both Pre-Sea and Post-Sea Courses are required to ensure proper segregation of the seafarers undergoing long duration pre-sea courses from those who are coming for short duration for completion of post-sea courses in accordance with their infrastructure and the SoP for the same may be prepared, which will be reviewed at next CIP/Audit.

Section II

Extension of Validity of Short Term STCW Certificates

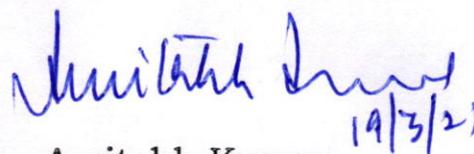
1. Whereas vide DGS Order 20 of 2020, the Directorate permitted issuance of Certificates pertaining to Refresher Course in Personal Survival Techniques(PST), Fire Prevention and Fire Fighting(FPFF), Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boat(PSCRB), Advanced Fire Fighting (AFA) and Medical First Aid (MFA) for a period of 18-months (instead of regular 5-year validity pending completion of practical at MTI) after completion of a Three-Tier Mechanism of Learning comprising of E-Learning, Virtual Classes/live Video Sessions and passing an On-Line Exit Examination.
2. Whereas vide DGS Order 28 of 2020 the Directorate issued Standard Operating Procedures for opening of MTI for conduct of practical training required for completion of approved STCW courses where still entering into water for practical purpose was not permitted.
3. Whereas vide DGS Order 38 of 2020 and 40 of 2020, the Directorate provided a comprehensive table for conduct of each approved course at MTI through the Three-Tier Mechanism of Training now comprising of E-Learning, Virtual Classes/live Video

Sessions/Practical at MTI and passing an On-Line Exit Examination. This was done to ensure that Seafarer/Faculty/Instructor visit MTI only when necessary and thus ensuring both, that is, completion of a course in accordance with STCW requirements and safety of Seafarer/Faculty/Instructor in these pandemic times.

4. Whereas with the opening of MTI for practical many seafarer with 18-Months Certificates for Refresher courses in FPDF, AFA, MFA, Ref. PSCRB, Ref. PST and BST would be completing their practical to get these Certificates extended for a period of 5-years.
5. Whereas many of these seafarers may have completed these Refresher courses in accordance with DGS Order 20 of 2020 from MTI located far-off instead of near-by their home-towns due to many reasons such as non-availability of seat, MTI not operational etc. The Directorate has decided to facilitate these Seafarers by now permitting them to complete practical training required for extension of Refresher Course Certificates for FPDF, AFA, MFA, Ref. PSCRB, Ref. PST and BST from any MTI approved for conduct of these refresher courses.
6. The necessary changes have been made on the E-Governance system to ensure that a MTI can upload details under same batch number of both type of Seafarers, that is, those who are required to complete the full course and those who are required to complete only the practical.
7. On completion of practical, a Part "B" of the said Digital Certificate shall be issued by the MTI conducting practical digitally, with same

issue date and Certificate number as the old certificate and validity 5-years and both the old certificate and this certificate shall be available on Master Checker for verification.

8. The SOP for uploading batch details for these Seafarer and generation of digitally signed Part "B" of the Certificate is attached as **Annexure.**



Amitabh Kumar
Director General of Shipping &
Additional Secretary to the GOI

Process flow for

1. **Submission of Batch details,**
2. **Generation of certificate number &**
3. **Conducting Practicals (Part B of the course)**

1. Submission of batch details

Step 1: Go to DGS website at www.dgshipping.gov.in

Step 2: Go to *E-Governance* tab and click on *e-governance*.

Step 3: Login with user id and password provided by DGS.

Step 4: Click on *Training* module link and go to *Submit details* tab.

Step 5: From the drop down list, click on *Batch Details (New)*.

Step 6: Enter the data in the requisite fields.

Step 7: In the INDoS Number field, the INDoS numbers for all the candidates undertaking the particular maritime course must be entered. Each INDoS number shall be entered separated by a comma (,). The system shall not process the INDoS number which is not separated by a comma.

Step 8: Ensure that the entered data is correct in all respect and click on *Continue*.

Step 9: The system shall generate list giving personal details of the seafarer including photograph & signature against each INDoS numbers entered.

Step 10: Choose *Name of course in charge* from the drop down menu.

Step 11: Verify the details and click on *Submit* tab to submit the batch details.

Step 12: An acknowledgement will be generated on successful submission of the batch details.

2. Generation of Certificate number by MTI

Step 1: Go to DGS website at www.dgshipping.gov.in

Step 2: Go to *E-Governance* tab and click on *e-governance*.

Step 3: Login with user id and password provided by DGS.

Step 4: Click on *Training* module link and go to *Submit details* tab.

Step 5: Click on *Generate certificate number/Withdraw from batch* link.

Step 6: Select from name of the course, Batch start date & Batch ID and click on *View batch details*.

Step 7: Batch details corresponding to the selected details will appear on the screen.

Step 8: Select *Generate Certificate number* or *withdraw* to generate the certificate number for each candidate and to withdraw in case the candidate's certificate number.

Step 9: Click on *Update* to save the data.

3. Conducting Practicals (Part B)

a. Steps to be followed before commencement of Part B (Practicals)

Step 1: The part B of the course (Practical) may be done by same MTI where part A of the course was done or any different DGS approved MTI, provided the candidate has successfully completed Part A of the course.

Step 2: MTI logs into the e-Governance system.

Step 3: Clicks on Training.

Step 4: Clicks on Update details for Part B (Practical's)

Step 5: Enters INDoS number of the candidates, Selects Course Name and fetches the details.

Step 6: The system displays the details of the course (Part A) which was done with validity of 18 months.

Step 7: MTI enters Part B (Practical's) details like start date & end date.

Step 8: MTI selects the Course In-charge for Part B (Practicals)

Step 9: MTI submits the data.

b. Steps to be followed after completion of Part B (Practicals)

Step 10: MTI confirms completion of Part B (Practical's) by fetching the details submitted in step 9.

Step 11: MTI generates e-Certificate as per existing procedure after appending the digital signatures of the course in charge and the principal.

Step 12: The e-Certificate is generated with 5 years of validity from date of issue of previous e-Certificate.

Step 13: The e-Certificate is generated with same certificate number as the previous e-Certificate issued for Part A.

Step 14: The latest e-Certificate is issued with a note stating "this certificate supersedes the certificate issued by the institute XXXXX with validity of 18 months bearing the same certificate number"

Step 15: Both the e-Certificates will be available to view wherever required.

Process flow for course certificate – Practical

Login to eGovernance system of DGS & Click on Training module.

User Id
 Password

[New User](#) [Forgot Password](#)

[View Registration Status](#)

[Seafarer Registration](#)



The Directorate General of Shipping Government of India

The Director General of Shipping is the statutory Maritime authority, appointed by Govt. of India under the Merchant Shipping act 1958 and is responsible for implementation of the provisions of the act. The Directorate General ensures implementation of various International Conventions, relating to safety requirements for prevention of pollution and other mandatory requirements of International Maritime Organization.

Important Links

Internal Reference Links

Ships	Seafarer	Independent Modules
Ship Registration & Mortgage	SMD-Other Activities	Administration
Licensing & Chartering	CDC Management & CoC as Cook	Equipments & Service Station
Ship Survey	Update Seafarer Profile	Portlet
Coastal Shipping	Request for Personal Details Correction in Seafarer Profile	Meetings & Resolutions
Plan and Manual Approval	Examination	Rules & Regulation Information System
	CoC and CoC Revalidation	MPSO
	DC Endorsement GMDSS Radio Operator	MTD Renewal
	Migration declaration for Master & Chief Engg.	CIP Reporting
	Grievance Report for Female Seafarer	Medical Fitness
	Grievance Redressal Mechanism	Liferaill Service Station
	Training	
	Recruitment and Placement Services	
	Sailing Vessel Identity Card	
	e-Pass for Seafarer and Non Seafarer	
	Stranded Seafarer Details for Repatriation	
	Crew Manifest for Charter Fleet	

Rules

Contact Us
 dgshipping@gov.in
 Tel: 91-22-25752940/41/42/43/45
 Fax: 91-22-25752028/25

Instruction :

Information :

[DGS e-Learn](#)

[Request all the](#)

[Click to read Fri](#)

Submit batch details for Pratical

DG Shipping
Directorate General of Shipping, Mumbai

Welcome ABC Institute (Thursday 07/01/2021 02:01 PM)

Submit Application Old
Submit Request Old
Submit Details Old
Reports
Other
View Acknowledgement
Profile NEW
Application for Course Approval
INDoS in INDoS
Correction in INDoS
Temporary INDoS

Submit Details » Batch Details for Pratical

Batch Details for Pratical

Read the Instructions Carefully

1. Enter the data in the requisite fields.
2. In the INDoS Number field, the INDoS numbers for all the candidates undertaking the practical of particular maritime course must be entered.
3. Each INDoS number shall be entered separated by a comma (,). The system shall not count the INDoS number which is not separated by a comma.
4. Ensure that the entered data is correct in all respect and click on "Continue".
5. The system shall populate Name (Sir Name / Last Name + Given Name), Date of Birth , Email Id, Mobile No. and Photo of seafarer's profile against each INDoS numbers who had completed 18 months course and got the digital certificate.
6. Verify the details and click on "Submit" tab to submit the batch details.
7. The eligibility of the candidates shall be verified by the course incharge.
8. An acknowledgement will be generated on successful submission of the batch details.

Data Submission For

Year* Month*

Course Details

Course*

Approved Intake Capacity* No. of Students*

Batch No.*

Batch Start Date* Expected Batch End Date*

Average Course Fee per Candidate

Fee (₹)*

SR_NO001

INDoS Nos *
(e.g. MNKL1098,12PL9867,14EL1453)

Eligible candidate details will appear for submission of data against INDoS. Select Eligibility , Course in charge & click on submit.

DG Shipping Directorate General of Shipping, Mumbai

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[Submit Application Old](#)
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[Profile NEW](#)
[Application for Course Approval](#)
[INDoS in INDoS](#)
[Correction in INDoS](#)
[Temporary INDoS](#)

Submit Details » Batch Details for Practical

Batch Details for Practical	
Data Submission For(Month-Year)* : 01-2021	Name of the Course* : Basic Safety Training
No. of Students(At the time of admission) * : 1	Batch No.* : 001
Batch Start Date* : 08-Jan-2021	Expected Batch End Date* : 11-Jun-2021

Details of students having 18 months validity certificate for said course					
Sr. No.:1	INDoS No.* : SR_N0001	Candidate Name* : Kumar Rakesh	Date of Birth* : 11-AUG-1981	Email Id* : SDADASD@ASDD.COM	Mobile No.* : 1231313131
	CDC No. :	Admission Taken for* : Basic Safety Training	Name of MTI* : ABC Institute		
	Course Start Date* : 01-DEC-2020	Course End Date* : 03-DEC-2020	Certificate No.* : 10016101200044	Certificate Issue Date* : 03-DEC-2020	Certificate Expiry Date* : 02-JUN-2022
	Eligible ?* : <input type="button" value="Select"/>				

Course Incharge Details

I hereby certify that all the above mentioned candidates selected found eligible for undertaking the course.

Name of Course Incharge* :

Batch Data is submitted with acknowledgement details.

DG Shipping Directorate General of Shipping, Mumbai

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Submit Application Old	Submit Request Old	Submit Details Old	Reports Old	Other	View Acknowledgement	Profile NEW	Application for Course Approval	INDoS in INDoS	Correction in INDoS	Temporary INDoS
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Acknowledgement of Batch Details data submission for practical

Acknowledgement No. : BT_01-2021_TL8100_07_JAN_2021_03:44:52
Date of Submission : 07-JAN-2021
Submitted for Month & Year : 01-2021
User Name : ABC Institute

Out of 1 record(s), 1 record(s) have been successfully uploaded.

[Go to upload batch details for practical](#)

[Click to view the result of Batch Details submitted](#)

After practical is successfully completed, Click on "Update Attendance" & enter details & click on View batch details.

File Edit View Favorites Tools Help

DG Shipping Directorate General of Shipping, Mumbai

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Submit	Submit	Submit	Reports	Other	Profile	Application	INDoS	Correction	Temporary
Application	Request	Details	Old	View	NEW	for Course	in INDoS	INDoS	
Old	old		Acknowledgement	Approval					

Submit Details » Update Attendance for Practical

Update Batch Details

Instructions

1. Select name of course, Practical Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.

Search Batch Details for Practical

Name of the Course : *	<Select>	v
Batch Start Date : *	<Select>	v
Batch ID/No. : *	<Select>	v

Click on check box to certify the attendance & click on "Update attendance"

Welcome ABC Institute (Thursday 07/01/2021 02:01 PM)

- Submit Application Old
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- Submit Details Old
- Reports
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- INDoS in INDoS
- Correction in INDoS
- Temporary INDoS

Submit Details » Update Attendance for Practical

Update Attendance

Search Batch Details for Practical

Name of the Course for Practical : * Basic Safety Training

Basic Safety Training Practical Batch Start Date : * 08-JAN-2021 Batch ID/No. : * 001

Basic Safety Training Practical Batch End Date : * 11-JAN-2021

Batch Details for Practical								
Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-MON-YYYY)	Course Start Date (DD-MON-YYYY)	Course End Date (DD-MON-YYYY)	Attendance Entered by Course Incharge	Attended the Course ?
1.	Basic Safety Training	Kumar Rakesh	SR_H0001	11-AUG-1981	08-JAN-2021	11-JAN-2021		Yes <input type="checkbox"/>

Course Incharge Details

I hereby certify that all the above mentioned candidates attendance selected are correct.

Name of Course Incharge*: Mr. Rakesh Kumar

Select Certificate generation from the drop down, enter details & click on "View Batch details"

DG Shipping Directorate General of Shipping, Mumbai

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Submit Application Old	Submit Request Old	Submit Details Old	Reports	Other View Acknowledgement	Profile NEW	Application for Course Approval	INDoS in INDoS	Correction in INDoS	Temporary INDoS
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Submit Details » Generate Certificate / Withdraw from batch

Update Batch Details for Pratical

Instructions

1. Select name of course for pratical, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.

Search Batch Details for Pratical

Name of the Course : * Basic Safety Training	▼		
Batch Start Date : * 08-JAN-2021	▼	Batch ID/No. : * 001	▼

Select "Generate Certificate" from the drop down and click on "Update"

DG Shipping Directorate General of Shipping, Mumbai 

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[INDoS](#)
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[Temporary INDoS](#)

Submit Details > Update Batch Details

Update Batch Details

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.
5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the Institute.

Search Practical Batch Details

Name of the Course : * ▼

Basic Safety Training Practical Batch Start Date : *

Batch ID No. : *

Details of students having 18 months validity certificate for said course

Sr. No.:	INDoS No.:	Candidate Name:	Date of Birth:	Email Id:	Mobile No.:
	SR_N0001	Kumar Rakesh	11-AUG-1981	SOADASD@ASDD.COM	1231313131
	CDC No.:	Admission Taken for:	Name of MTI:		
		Basic Safety Training	ABC Institute		
	Course Start Date:	Course End Date:	Certificate No.:	Certificate Issue Date:	Certificate Expiry Date:
	08-JAN-2021	11-JAN-2021	10016101200044	03-DEC-2020	02-JUN-2022
	Practical Start Date:	Practical End Date:	Practical Attended ?:	Select to Withdraw / Generate New Certificate*:	
	08-JAN-2021	11-JAN-2021	Yes	<input type="text" value="Select"/> ▼	

Certificate number is generated.

Submit Application Old Submit Request Old Submit Details Old Reports Old Other View Profile NEW Application for Course Approval INDoS in INDoS Correction in INDoS Temporary INDoS

Submit Details Update Batch Details

Updated Successfully

Update Batch Details

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.
5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the Institute.

Search Practical Batch Details

Name of the Course: * Basic Safety Training

Basic Safety Training Practical Batch Start Date: * 03/01/2021

Batch ID/No.: * 001

Details of students having 18 months validity certificate for said course

 	Sr. No.: 1 INDoS No.: SR_N0001 Candidate Name*: Kumar Rakesh Date of Birth*: 11-AUG-1961 Email Id*: SDADASD@ASDD.COM Mobile No.*: 1231313131
	CDC No.: Admission Taken for*: Basic Safety Training Name of MTI*: ABC Institute
	Course Start Date*: 06-JAN-2021 Course End Date*: 11-JAN-2021 Certificate No.*: 10016101200044 Certificate Issue Date*: 03-DEC-2020 Certificate Expiry Date*: 02-JUN-2022
	Practical Start Date*: 08-JAN-2021 Practical End Date*: 11-JAN-2021 Practical Attended?*: Yes Select to Withdraw / Generate New Certificate*: <input type="button" value="Select"/>
	Status : New certificate generated with expiry date : 02-DEC-2025 View Certificate