



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-TRG-DGS

Date 01.05.2021

DGS Order No. 17 of 2021

Subject: Addendum-V to DGS Order No. 28 of 2020 dated 01.10.2020 with respect to conduct of maritime training course.

1. Whereas, vide DGS Order No. 20 of 2020 dated 04.08.2020, the Directorate General had permitted issuance of Certificates pertaining to Refresher Course in Personal Survival Techniques (Ref. PST), Refresher Course in Fire Prevention and Fire Fighting (Ref. FPFF), Refresher Course in Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boat (Ref. PSCRB), Refresher Course in Advanced Fire Fighting (Ref. AFF) and Refresher Course in Medical First Aid (Ref. MFA) for a period of 18-months (instead of regular 5-year validity pending completion of practical at MTI due to COVID-19) after completion of a Three-Tier Mechanism of Learning comprising of E-Learning, Virtual Classes/Live Video Sessions and successfully passing on an On-Line Exit Examination.

2. Whereas, vide DGS Order No. 28 of 2020 dated 01.10.2020, DGS OrderNo. 38 of 2020 dated 12.11.2020 and DGS Order No. 40 of 2020 dated 17.12.2020, the MTIs were allowed to conduct courses and to resume practical training in a phased manner after compliance with necessary conditions detailed in Standard Operating Procedures (SoP) attached with

DGS Order No. 28 of 2020 and with following controls:

2.1. The Conduct of Refresher Courses in AFF, FPFF, PST, PSCRB and MFA without conduct of any practical was discontinued.

2.2. Basic Safety Training (BST) Course comprising of PST, FPFF, EFA & PSSR was permitted and the CoP validity was restricted to 18-months pending completion of training requiring entry into water.

2.3. The Complete Courses for PSCRB and Medical Care was restricted to 18- Months after completion of all practical training except for those requiring entry into water and visit to hospital respectively.

3. Whereas, after the current pandemic situation the Directorate General has received representations from various stakeholders requesting permission to conduct maritime courses like Refresher Courses in AFF, FPFF, MFA, PST & PSCRB necessary for continued sea service of existing seafarers, for limited period without any practical as was permitted via DGS Order No. 20 of 2020.

4. Whereas, all MTIs have to strictly abide by any 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 current wave of COVID-19 pandemic has caused movement restrictions of seafarers and inability of some MTIs in restricted zones to conduct practical's.

5. Whereas, the Directorate General on consideration of above situation, has decided to re-introduce 18 month certificates for certain courses and allow MTI's to conduct such courses in accordance with and in the manner prescribed in the **Annexure** attached to this Order.

6. Whereas, necessary changes have been made in the e-Governance system. The course certificate for the courses specified in the **Annexure** has been divided into two parts i.e. Part 'A' and Part 'B'.

6.1 **Part 'A':** The MTI's can generate Part 'A' course certificate for the specified courses in the **Annexure-I** with a validity of 18 months for those seafarers who have completed the course following three tier learning mechanism without practical's.

6.2 **Part 'B':** The MTI's can generate Part 'B' course certificate with full validity to those seafarers who have acquired Part 'A' certificate as above and have completed practical at the MTI. On completion of practical, Part 'B' of the said Digital Certificate shall be issued.

6.3 This certificate will be issued with the same issue date and Certificate number as that of Part 'A' certificate. Both Part 'A' and Part 'B' certificate shall be available on Master Checker for verification.

6.4 **MTIs under lockdown zone are not allowed to conduct practical required for Part 'B' certificate.**

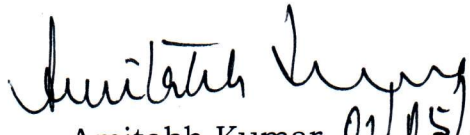
6.5 **The SOP for uploading batch details for Part 'A' and Part 'B' Certificates is attached as Annexure-II.**

6.6 **It is clarified that even in those areas where there is no lockdown or any movement restriction and MTIs are able to conduct the specified courses with practical, the batch details have to be uploaded twice, once Part 'A' for theory and Part 'B' for practical for the courses specified in the Annexure-I.**

7. Whereas, some seafarers may have completed Refresher courses in accordance with DGS Order No. 20 of 2020 dated 04.08.2020 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 General has decided to facilitate these Seafarers by now permitting them to complete practical training required for Part 'B' of the course Certificates for Ref. FPDF, Ref. AFF, Ref.MFA, Ref. Medicare from any MTI approved for conduct of these refresher courses outside restricted zones and conducting practical's. On completion of practical, Part 'B' of the said Digital Certificate shall be issued by the MTI conducting the practical with a validity of five years. The Part 'B' Certificate will be having the same issue date and digital certificate number as the Part 'A'digital certificate. Both Part 'A' and Part 'B' shall be available on Master Checker for verification.

8. Whereas, due to the current phase of pandemic and resultant lockdown and restrictions many seafarers had joined the courses specified in DGS Order No. 40 of 2020 and completed their three tier learning mechanism for the approved courses, but were not able to complete the practical's due to lockdown in the area. In such cases, the MTIs are allowed to generate Part 'A' digital certificate with a validity of 18 months for the courses specified and in the manner prescribed in the **Annexure**.

9. Annexure to the DGS Order No. 40 of 2020 stands amended in view of the revisions made in the Annexure to this addendum.


Amitabh Kumar 01/05/2021

Director General of Shipping &
Additional Secretary to the GOI

ANNEXURE - I

Sr. No.	Name of Course
1	Basic Safety Course Course ID: 6101
a	Personal Survival Techniques
b	Fire Prevention and Fire Fighting
c	Personal Safety and Social Responsibilities
d	Elementary First Aid
2	Personal Survival Techniques Course ID: 6111
3	Fire Prevention and Fire Fighting Course ID: 6121
4	Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boat Course ID:6211
5	Proficiency in Fast Rescue Boat Course ID:6221
6	Advanced Fire Fighting Course ID:6311
7	Medical First Aid Course ID:6411
8	Medical Care Course ID:6421
9	Refresher in Personal Survival Techniques Course Id: 6112
10	Refresher in Proficiency in Survival Craft and Rescue Boat apart from Fast Rescue Boats Course Id: 6212
11	Refresher in Fire Prevention and Fire Fighting Course Id: 6122
12	Refresher in Advanced Fire Fighting Course Id: 6312
13	Refresher in Proficiency in Fast Rescue Boat Course ID:6222
14	Refresher & Updating Course in Medical First Aid Course ID:6412
15	Refresher& Updating Course in Medical Care Course ID:6422

SOP for

- 1. Submission of Batch details,**
- 2. Generation of certificate number &**
- 3. Conducting Practical's (Part 'B' of the course)**
- 4. Process flow for E-Governance**

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 Practical's (Part B)

a. Steps to be followed before commencement of Part 'B' (Practical's)

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

Step 2: MTI login 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.

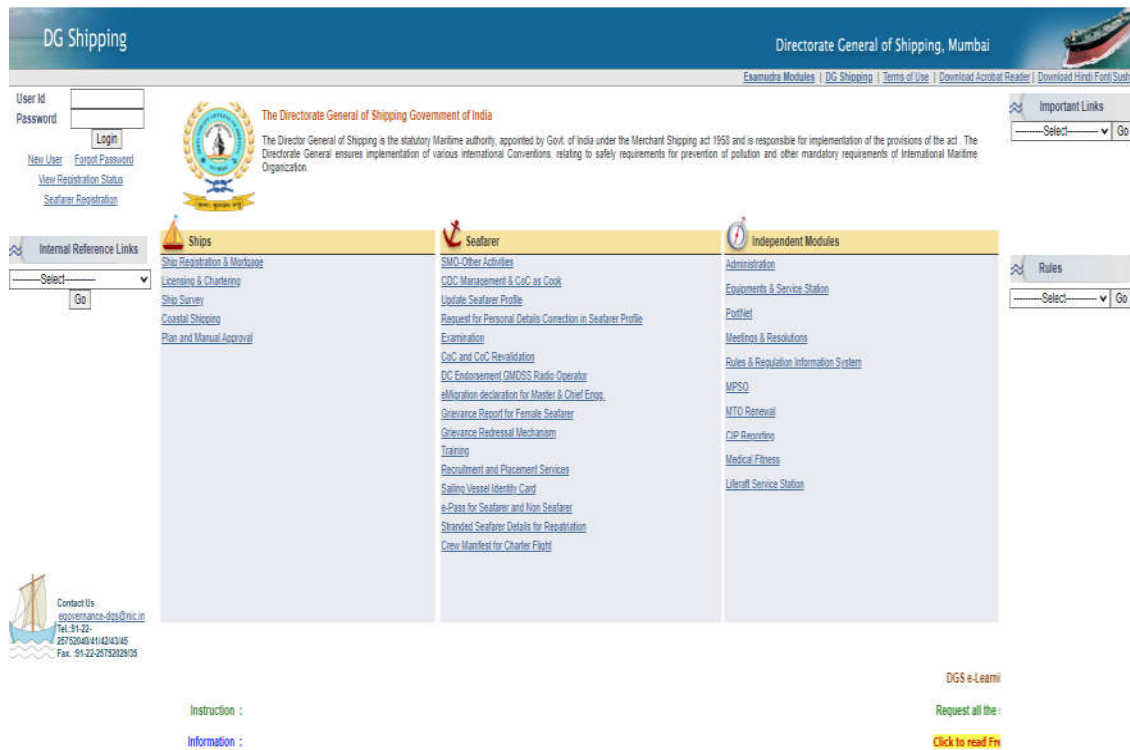
Step 13: The e-Certificate is generated with the same certificate number as that of previous e-Certificate issued for Part 'A'.

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.

4. Process flow for course certificate – Practical

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



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User Id:
Password:
Login

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[View Registration Status](#)
[Seafarer Registration](#)

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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.

Internal Reference Links
Select:
Go

Ships	Seafarer	Independent Modules
Ship Registration & Mortgage Licensing & Chartering Ship Survey Coastal Shipping Plan and Manual Approval	SMO-Other Activities CDC Management & CoC as Cook Update Seafarer Profile Request for Personal Details Correction in Seafarer Profile Examination CoC and CoC Revitalization DC Endorsement GMDSS Radio Operator abandonment declaration for Master & Chief Erog Seafarer Report for Female Seafarer Grievance Redressal Mechanism Training Recruitment and Placement Services Seafarer Vessel Identity Card e-Form for Seafarer and Non Seafarer Stranded Seafarer Details for Repatriation Crew Manifest for Charter Flight	Administration Equipment & Service Station Portfolio Meetings & Resolutions Rules & Regulation Information System MPSO MTD Renewal CIP Reporting Medical Fitness Liferaft Service Station

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b. Submit batch details for Practical

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Reports Old

Other View

Profile Acknowledgement

Application for Course Approval

INDoS in INDoS

Correction in INDoS

Temporary INDoS

Submit Details > Batch Details for Practical

Batch Details for Practical

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 (Sur 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*2021Month*January

Course Details

Course*Basic Safety Training

Approved Intake Capacity*10No. of Students*1

Batch No.*001

Batch Start Date*08-Jan-2021Expected Batch End Date*11-Jan-2021

Average Course Fee per Candidate

Fee (₹)*2000

INDoS Nos *
(e.g. 00KL1090,12PL3867,14EL1453)

SR_N0001

Continue

Reset

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

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Reports Old

Other View Acknowledgement

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-Jan-2021

Details of students having 18 months validity certificate for said course

Sc. 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* : 01-DEC-2020	Certificate No.* : 10016101200044	Certificate Issue Date* : 03-DEC-2020	Certificate Expiry Date* : 02-JUN-2022	
Eligible ?* :	Select				

Course Incharge Details

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

Name of Course Incharge* :

Back Submit Reset

d. Batch Data is submitted with acknowledgement details.

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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

Home

Logout

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

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

File Edit View Favorites Tools Help

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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> ▼

Batch Start Date : * <Select> ▼

Batch ID/No. : * <Select> ▼

View Batch Details Reset

- f. Click on check box to certify the attendance & click on “Update attendance”

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[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

[Back](#)

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_N0001	11-AUG-1981	08-JAN-2021	11-JAN-2021		Yes

Course Incharge Details

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

Name of Course Incharge*: Mr. Rakesh Kumar

[Update Attendance](#) [Reset](#)

g. Select Certificate generation from the drop down, enter details & click on “View Batch details”

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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

Submit Details » Generate Certificate / Withdraw from batch

HomeLogout

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 Practical

Name of the Course : *Basic Safety Training

Batch Start Date : *08-JAN-2021

Batch ID/No. : *001

View Batch Details

Reset

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

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Submit Request Old

Submit Details Old

Reports Old

Other View

Profile NEW Acknowledgement

Application for Course Approval

INDoS in INDoS

Correction in INDoS

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

Basic Safety Training Practical Batch Start Date : * 08/01/2021

Batch IDNo. : * 001

Details of students having 18 months validity certificate for said course

Sr. No.:	INDoS No. : SR_N0001	Candidate Name* : Kumar Rakesh	Date of Birth* : 11-AUG-1981	Email Id* : SOADASD@ASDD.COM	Mobile No.* : 1231313131
	CDC No.:	Admission Taken for* : Basic Safety Training		Name of MTI* : ABC Institute	
	Course Start Date* : 08-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* : <Select>	

Back

Update

- i. Certificate number is generated.

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Submit Details Old

Reports Old

Other View Acknowledgement

Profile NEW for Course Approval

Application in INDoS

INDoS Correction in INDoS

Temporary INDoS

[Home](#) [Logout](#)

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: 08/01/2021

Batch ID No.: 001

Details of students having 18 months validity certificate for said course

Sc. No.:1  	INDoS No.*: SR_N0001	Candidate Name*: Kumar Rakesh	Date of Birth*: 11-AUG-1991	Email Id*: SOADIASQ@ASOD.COM	Mobile No.*: 1231313131
	CDC No.:	Admission Taken for*: Basic Safety Training		Name of MTI*: ABC Institute	
	Course Start Date*: 08-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*: <Select>	
	Status : New certificate generated with expiry date : 02-DEC-2025 View Certificate				

Back

Update