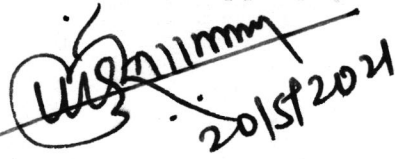<table>
<tr><td colspan="3"><strong>DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVT. OF INDIA, MUMBAI</strong></td></tr>
<tr><td rowspan="2"></td><td><strong>TRAINING BRANCH</strong></td><td>Ref : QMS 7.0<br>IS / ISO Clause No. 7.1</td></tr>
<tr><td><strong>Sub: Addendum to Training Circular No. 22 of 2020.</strong></td><td>File No. 20-16/3/2020-Trg-DGS</td></tr>
<tr><td>Approved by : Director General of Shipping, GoI</td><td><strong>DGS Circular No. : 16 of 2021</strong></td><td>Dated 20.05.2021</td></tr>
</table>

1. Whereas, the Directorate General has issued Training Circular No. 22 of 2020 dated 02.06.2020 on allotment of Unique Identification Number to Principal / Faculty and Instructors of Maritime Training Institutes.

2. Whereas vide Training Circular No. 22 of 2020 dated 02.06.2020 the "Faculty Identification Number (FIN)" has been issued to Principal, Faculty and Instructor who do not have any unique number for identification.

3. Whereas, the Directorate General is receiving regular request from Maritime Training Institute for generation of FIN for their Principal, Faculty and Instructor.

4. Now therefore, the e-Governance of the Directorate has developed a utility for automatic generation of FIN for Principal, Faculty and Instructor. This facility of FIN generation is for those Faculties who are not in possession of FIN number. The detail procedure for generation of FIN is attached as **Annexure**.

5. This issues with the approval of the Director General of Shipping and Additional Secretary to Government of India.

(Dr. Pandurang Raut K)
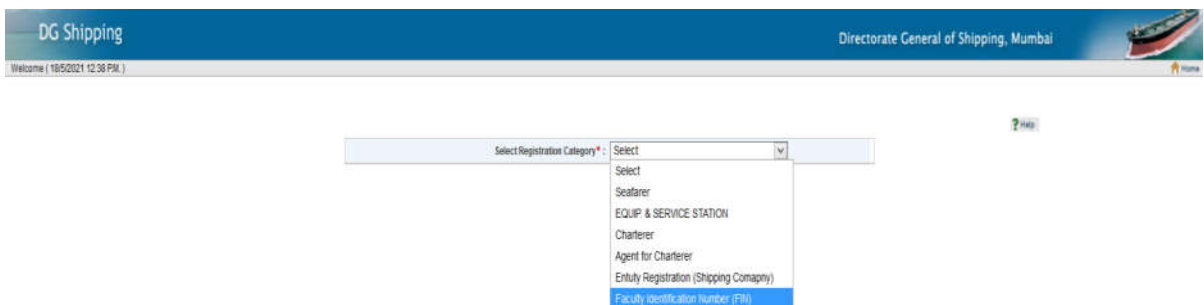Deputy Director General of Shipping (Trg.)

## Faculty Identification Number

- Go to www.dgshipping.gov.in→eGovernance

- Click the link "New User "
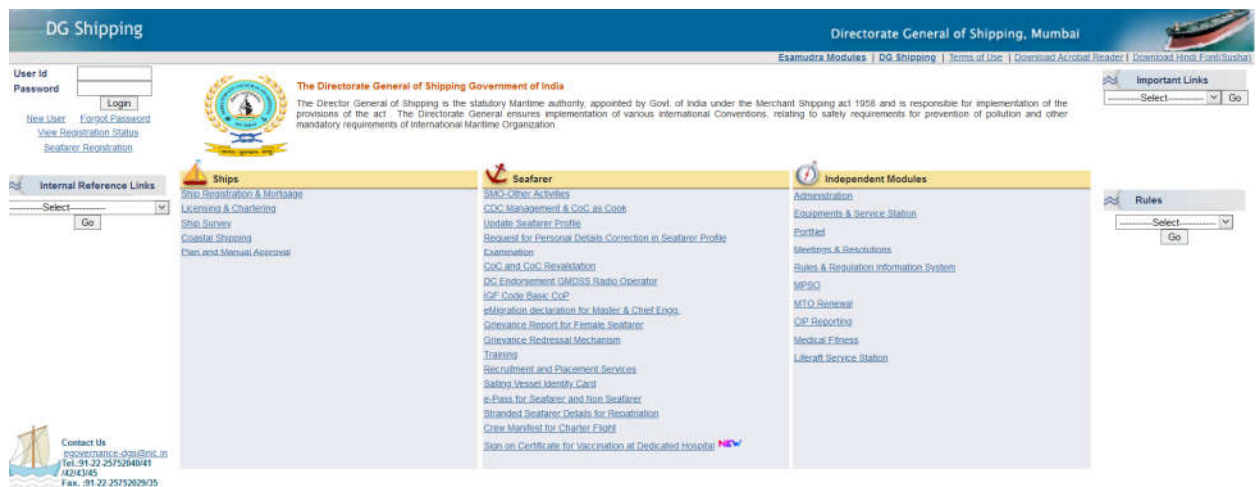


- Select  "Faculty Identification Number (FIN)"

- Click the button "Application" to submit new application.



- Enter details and click the "Continue" button.

- Enter the required details, select scanned copy of Photo, Signature and then upload required documents.  Click on "Submit".



- After submission of documents, system generates application no.



- Click the button "View Application Status" to view the status of submitted application.

- Enter Application No., Application date and click the button "Continue" to view the status.



- Once application approved, system send Faculty Identification Number on submitted email.
- Faculty Identification Number (FIN) will be user ID and password.
- After first Login into the e-Governance system using Faculty Identification Number as User ID and Password, you are requested to change the password.