



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. MTT-4/2/2022-MTT

Date: 11.07.2022

DGS Circular no. 14 of 2022 (Training Branch)

Sub: Levy of Penalty on MTIs for collection of penalty from candidates for correction in their personal data.

1. Whereas "Indian National Database of Seafarers" (INDoS) number is a unique number issued to a seafarer and this number is required by every aspiring seafarer desiring to undertake any pre-sea course in any Maritime Training Institute (MTI) approved by the Directorate. All persons including foreign nationals can apply for INDoS number.
2. Whereas the Directorate vide Training Branch Circular No. 8 of 2019 dated 30.04.2019 has developed simplified online procedure for registration of candidate for admission in MTI and issuance of INDoS number to facilitate the seafarers and the MTI.
3. Whereas while generating INDoS no. the MTI is required to upload scanned copies of original documents of valid passport, 10th standard mark sheet / passing certificate, signature and photograph of the candidate. Further, the MTI is responsible to verify the personal details of the candidates as per the passport. MTI shall take and upload the photo & signature of the candidate as per guidelines provided in the said circular.
4. Whereas if any correction is required in personal data submitted for the candidate, MTI shall send email to Maritime Training Trust (MTT) for seeking such correction after paying Rs.3,000/- penalty for each correction. Payment of such penalty has to be made by the MTI online into the bank account of MTT as per bank particulars provided in the said circular.
5. **Whereas as per clause 12.3 of the Training Branch Circular No. 8 of 2019, MTI shall not charge penalty amount for correction of data from the candidates. Further, as per the clause, if it comes to the notice of Directorate strict disciplinary action shall be initiated against the concerned MTI.**
6. Whereas on examining the account details of MTT, it has come to the notice of Directorate that in the no. of instances remittances of penalty has been made from candidates' bank account / bank of account of other persons and not from MTI's bank account. It has also come to notice that MTIs are, indirectly, collecting these penalties from the candidates.

(Signature)
12/07/2022

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7. In view of above, it is decided that all the DGS approved MTIs shall submit their bank details like; Name of the MTI, Bank Account no., IFSC Code, name of the Bank & Branch to Maritime Training Trust email - 'ttc-dgs@nic.in' by 31.07.2022, without fail.

8. Further, in view of the clause 12.3 of the Training Branch Circular no. 08 of 2019 dt. 30.04.2019 this Directorate has further decided that if MTI recovers the penalty of Rs.3,000/- from candidates/seafarers/others or directs them to pay such amount to MTT then, in such cases, further penalty of Rs.50,000/- will be charged to the concerned MTI.

9. It has been further decided that if the violation of clause 12.3 of the Training Branch Circular no. 08 of 2019 dt. 30.04.2019 continues, the Directorate shall suspend approvals of the MTI with immediate effect as per issued guidelines.

10. This circular shall come into force with immediate effect.

11. This issues with the approval of the Director General of Shipping & Addl. Secretary to the Govt. of India.



[Handwritten signature]
12/07/2022

(Dr. Pandurang K. Raut)
Dy. Director General of Shipping (Training)

To,

1. All DGS approved MTIs
2. Engineering Branch
3. Nautical Branch
4. E-Governance Branch
5. All MMDs
6. CEO/MTT
7. Computer Cell with request to upload this circular in the DGS website.