



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

F.No.20-19016/16/2020-TRG-DGS

Date:23.04.2024

**DGS Circular No.11 of 2024**

**Uploading of Batch details in e-gov module for conduct of classes– reg.**

1. Whereas, as per para 7.7 of Training Manual all the DGS approved MTIs have been provided with the deadline for uploading batch details in the e-Governance module as per the table below:

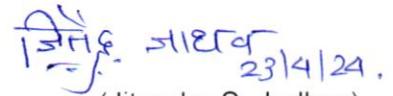
Sr.No.	Type of Course (Pre-sea or post-sea)	Time allowed
1	All pre-sea course	15 days from the date of commencement of the course
2	Post sea courses, modular courses, and basic STCW courses EFA, PST, FPF, PSSR, STSDSD	Till 10:00 hrs same day commencement course
3	Competency courses	7 days from the date of commencement of the courses

2. Whereas, the Directorate is in receipt of representation from various institutes conducting Pre-Sea courses many students seeking admission to various Pre-Sea courses do not possess passport at the time of admission. Thus, they have requested to extend the time of 15 days to the period of 6 months from the date of commencement of Pre-Sea Course.

3. Whereas, the issue was discussed in 22<sup>nd</sup> STCW Compliance Board Meeting held on 13.03.2024 wherein STCW Compliance Board has proposed that the institute shall submit the details of such candidates who do not possess passport such as Name, Date of Birth and Course Name before the start of the course. Once these candidates receive their passport, the MTIs shall request Deputy Director General of Shipping, (Training) to grant back date permission to enter batch details of these candidates.

4. In view of the above, the MTIs should submit the details of such candidates who do not possess passport and seek admission to pre-sea course within 15 days from Batch Start date to the training branch and accordingly, the permission with reference to the date of enrolment and as the reference date with details of the passport once obtained shall be allowed on the portal with retrospective effect with the same being recorded for exception handling on the e-governance portal for the INDOS. This shall be granted only for these candidates on receipt of the passport and INDOS generation.

5. This issues with the approval of the Competent Authority.

  
(Jitendra S. Jadhav)

Asstt. Director General of Shipping (Trg.)