



भारत सरकार/ GOVERNMENT OF INDIA पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई DIRECTORATE GENERAL OF SHIPPING, MUMBAI

## DGS Order 25 of 2020

#### File No. 20-11/1/2020-TRG-DGS

#### Dated: 28.08.2020

#### Subject: Addendum to DGS Order 20 of 2020 dated 04.08.2020.

- Whereas DGS Order 20 of 2020 permitted conduct of few STCW Courses via Virtual Class/Live Video Sessions (VC/LVS) and under certain prescribed conditions.
- 2. Whereas Para 12 of said Order details all relevant requirements so that these Virtual Class/Live Video Sessions (VC/LVS) meet the requirements of STCW Convention 1978 as amended.
- 3. Whereas the Training Circular 21 of 2020 dated 27.05.2020: Issuance of digitally signed certificates for successfully completing maritime courses conducted by Maritime Training Institutes has provided the detailed process of issuance of digitally signed certificates.
- 4. Noting that the process for issuance of digitally signed Certificates detailed in Training Circular 21 of 2020 require some changes due to ongoing COVID-19 pandemic where-in candidates are not able to visit the MTI for physically signing the Certificates.
- Accordingly, the Directorate vide Paragraph 17 of DGS Order 20 of 2020 has stated that the process of issuance of digitally signed certificates shall be issued separately.

- 6. Whereas the issuance of digitally signed e-certificate to a candidate who has completed the course successfully in accordance with DGS Order No. 20 of 2020 would require the Principal and Course In-charge to electronically affix their digital signatures on e-certificates generated on the Directorate e-Governance system.
- 7. Accordingly, the requirements to be fulfilled by MTIs in the process of ecertificate generation are detailed in the Annexure –I attached to this Order.
- 8. The Standard Operating Procedure for generation and issuance of digitally signed certificates by MTIs, accessing the digitally signed certificates by eligible candidates and on-line verification of authenticity of this e-certificate by various authorities are provided in Annexure –II and Annexure –III attached to this Order.
- 9.

This Training Circular enters in to force with immediate effect.

(Amitabh Kumar) 2,8 8

#### ANNEXURE-I

#### **Procedure to be followed by the Maritime Training Institutes:**

#### 1. MTIs shall upload the following onto their MTI Profiles:

- 1.1 MTI Logo (Format: JPG, space: Not more than 1 MB, Size: 2.5 cm width x 3 cm of height).
- 1.2 The MTI shall select Principal and Course In-charge from the drop down menu (As per the Faculty details uploaded) at the time of uploading batch details.
- 1.3 Principal and Faculty (at a minimum all Permanent Faculty) have to enter details of their PAN & allotted FIN number. They shall ensure that entered mobile number is the same as that used for obtaining PAN.
- 1.4 The detailed procedure to upload MTI Logo, Principal and Faculties FIN and PAN number is given in User Manual.

#### 2. Requirement of Digital Signature Certificate by the MTIs:

- 2.1 The Class II of Digital Signature Certificate (DSC) is required.
- 2.2 The MTIs shall procure these (DSC) keys and complete their KYC using the PAN enrollment option. The Principal and Course In-charge shall ensure that the mobile number is same as that used for/linked with PAN. This is a mandatory requirement.

## 3. Technical Specifications of the Digital Signature Keys:

#### **Machine Specifications:**

- 3.1 The machine should be any Standard Windows Desktop or Laptop, with sufficient resolution, and integrated with a web camera of 2 megapixels for facial recognition and an audio microphone (Installation of the Digital Signature Application by MTI).
- 3.2 Recommended minimum specifications of the Desktop or Laptop are:
- 3.2.1 RAM Minimum 2 GB.
- 3.2.2 Hard Disk Minimum 250 GB.
- 3.2.3 Operating System Windows 10 64 bit.
- 3.2.4 Preferred: Intel i3 / i5 CPU processor or higher and with a good graphics capability.

#### 4. DSC Class II Token Specifications (Recommended Specifications):

- 4.1 Gemalto SCSED PKI Token: USB device, ID Bridge K30, with Two-Factor Authentication: the token itself and PIN.
- 4.2 Detailed Technical Specifications:
- 4.2.1 FIPS 140-2 Level 3 Certified, Common Criteria CC EAL5 + (CHIP).
- 4.2.2 Memory Available Min. 64K memory.
- 4.2.3 Crypto Algorithm Supported On board Crypto Algorithm for support of RSA up to 2048 bits, DES, 3DES, Hashing Algorithm support for SHA1, SHA2.
- 4.2.4 2048 bit certificates and key pair's storage.
- 4.2.5 CSP Smart card support through Microsoft Base Smart Card Cryptographic Service Provider.
- 4.2.6 SSO Single Sign Support in the user tool with Timeout parameter setting for Integrated Applications.
- 4.2.7 Desktop OS Supported Windows.
- 4.2.8 32 bit RISC processor with crypto processor.

#### 5. Installation of DSC Class II USB token:

Please follow the instructions provided by your DSC Class II USB token vendor and install the token on the machines of the signatories. Kindly verify with your USB token supplier that the installation has been successful.

#### 6. Download of Digital Certification Application:

Please download the Digital Certification Application only after the USB token has been installed successfully, and the credentials of the signatories have been verified/available with the device driver and the Microsoft certificate store.

The Digital Certification Application and User manual can be downloaded from

#### https://digital.dgshipping.gov.in

The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine. The other pre-requisites for the installation have been mentioned in the Digital Certification Application User manual.

Please e-mail all support related queries to dcasupport@aridigital.com.

Please ensure that you mention the following in your email:

- Your MTI
- Your Name
- Your Mobile Number
- Your Email Address
- Your Role (Course In-Charge or Principal)
- Your FIN
- Your DSC Vendor
- Year of purchase of your DSC Token
- The Windows Operating System version that you are using
- Description of the problem

## Annexure - II

## User manual

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6.	The e-Certificate details will be populated below based on the submitted data	25

## 1. Updating new fields for faculty details in MTI Profile

Enter the login details in eGov login page & click on Login

DG Shipping		[ Esamudra	Directorate General of Shipping, Mumbai a Modules I DG Shipping I Terms of Use I Download Acroba	Reader I Download Hindi Font(Susha)
User Id Password <u>Login</u> <u>New User</u> Forgot Password <u>View Registration Status</u> <u>Seafarer Registration NEW</u>	The Directorate General of Shipping The Director General of Shipping Implementation of the provision requirements for prevention of po	hipping Government of India g is the slatutory Maritime authority, appointed by Govt. of India un s of the act. The Directorate General ensures implementation illution and other mandatory requirements of International Maritime	der the Merchant Shipping act 1958 and is responsible for of various international Conventions, relating to safely Organization.	Important Links
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	2019-10-07	Approved Course			07-OCT-2019	Server Issue	07-0CT-2019	08-OCT-2019	

2020-02-17	Approved Course	17-FEB-2020	Server Issue	17-FEB-2020
2019-10-07	Approved Course	07-0CT-2019	Server Issue	07-0CT-2019
2018-10-05	Approved Course	05-OCT-2018	Server Issue	05-OCT-2018
2018-08-02	Approved Course	02-AUG-2018	Server Issue	02-AUG-2018
2018-07-17	Approved Course	17-JUL-2018	Server Issue	18-JUL-2018
2018-05-29	Approved Course	29-MAY-2018	Server Issue	29-MAY-2018

06-0CT-2018 03-AUG-2018 19-JUL-2018 30-MAY-2018

Please update the name of the latest Principal and his details if required.

Please ensure that the mobile number is the same as the one used for obtaining the PAN.

 
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 ABC Institute
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MIINO. * :	1001	status :	Approved (Allowed for edit in Profile)
Name of Institute* :	ABC Institute	Contact Person * :	Contact Person
Type of Institute* :	Trust 🗸	Date of Registration* :	03-JUL-2018
Name of Trust* :	ZXxzX	Name of Trustee* :	ZXZXZX
Premises * :	Tenancy		
Tenancy Validity Date* :	05-JUL-2021	Provision for Extension* :	Yes 🗸
Expiry Date of ISO Certification :	01-JUL-2019	Last Inspection Date of MMD :	02-JUL-2018
Details of Principal			
Name* :	Test Principal		
Email Id * :	sdasdaa@sdsff.com	Mobile No.* :	sdfsdfsfdfdsf
PAN* :	ATGRG3456G	Faculty Identification Number* :	TZ0001
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Address Details			
Address Line 1 * :	A/45, Kale Park 1111111111	Address Line 2* :	M. G. Rd.,
Address Line 3 :	Sanpada	City* :	Mumbai
District* :	District	State* :	Maharashtra 🗸
Pin* :	400000	Email Id * :	infp@abcinstitute.com
Phone* :	0225566778	Fax* :	0225588776
Web URL :			

Update Reset Next

Click on "Faculty details".

Carefully see the new fields added in the faculty details page i.e.

- a) Faculty identification number (FIN)
- b) Permanent account number (PAN)

MTI is requested to mandatorily update the FIN & PAN for each faculty. Also, they can update any other details like their name, mobile; email ID etc. in case they have changed.

Note: Please ensure the mobile number and email ID is correct as the unique login details for Faculty will be send to their respective email IDs. Also, please ensure that the mobile number is the same as the one used for obtaining the PAN.

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Scanned copy of TOTA/ TOTI / VICT Certificate :	Browse (.pdf file Only)	

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## 2. Uploading of MTI logo

Click on "Upload Documents" in Profile tab.

Read the instructions for file size, Select document type as "MTI Logo", browse from your system and click on "Upload".

The file type will be JPG and this MTI logo will be used in the generation of MTI certificate from eGov system.

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	2.8	Request you to upload the Faculty Matrix and Class room utilization matrix as per given Template			
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	4.R	Request you to upload the MTI logo in .jpg format with maximum size of 1 M.B and the dimensions of 2.5 cm widt	h and 3 cm of height same shall t	e printed online issued certificate.	
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## 3. <u>New batch details submission process</u>

Log in by MTI login details =>Training=>Submit Details =>Batch Details (New)

Fill in the details and click on 'continue' to view the entered details along with candidates personal details.

DG Shipping	•			Directorate General of Shipping, Mumbai	Ż
Welcome ABC Institute (Wednesday 22/04/2020 12	04 PM )			📅 Ham	a 🕺 Logout
Submit Details » Eatch Details					
		Batch Details			
		Read the Instructions Carefully			
1. Enter the data in the requisite fields.					
2. In the INDoS Number field, the INDoS	S numbers for all the candidates undertaking the 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.			
<ol> <li>Ensure that the entered data is correct</li> <li>The parter shall ensulate Name (Curr</li> </ol>	t in all respect and click on "Continue".	tel Mahile Ma and Bhate from conference profile acciment could IMPAC as	univers entrand		
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<ol> <li>An acknowledgement will be generation</li> </ol>	ed on successful submission of the batch details.				
8. Batch No. must be less than or eq	ual to no. of batches approved for the calendar year				
9. The eligibility of the candidates sh	all be verified by the course incharge.				
Data Submission For	Variat	March .	Marth		
Year*	Tear	Month*	wonth		
Batch Details					
Course Conducted*					
Approved Intake Capacity*		No. Of Students (At the time of admission)*			
Batch No.*					
Batch Start Date*		Expected Batch End Date*	<u>8</u>		
Average Course Fee per Candidate					
INDoS Nos * (e.g. 00KL1098,12PL9867,14EL1453)		Ŷ			
		Continue Reset			

Enter the details, select eligibility as "Yes" & click on 'Submit'. Ensure the photo and signature is clearly readable. Only this photo & Signature will be printed in the system generated certificate. For any changes in the photo & signature please request the candidate to update correct details in seafarer's profile.

Shipping	Directorate General of Shipping, Mumbai
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Batch Details	
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Details of Student	
Sr. No.1. NDoS No.*: SR. N001 Candidate Name*: Kumar Rakesh	Date of Birth (DD-MON-YYYY)*: 11-AUG-1981
Email M*: abcd@gnail.com Mobile No.*: 000000000	Eligible ?": Select V
Admission Taken for*: Basic Safety Training  CDC No.:	Course Start Date (DD-MON-YYYY)* : 18-Sep-2020
$\Gamma_{(\gamma'_{E_{j}}, j)}$ Remarks (if any ):	Course End Date (DD-MON-YYYY)*: 30-Sep-2020
Course Incharge Details           I hereby certify that all the above mentioned candidates selected found eligible for undertaking the course.           Name of Course Incharge*:	
DBLX JUDITIL PROCE	

Acknowledgement page after submission of batch details

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DG Shipping											Directora	ate General of Shippin	g, Mumbai	· · ·
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Sr. N	lo.		c	andidate Name			Date of Birth	INDo	DaS No.	Upload Status	Rema	irks		
1.	Te	st B					11-AUG-1981	SR 1	N0001	Uploaded	Record has been upl	oaded Successfully.		

Updating of attendance

Log in by MTI =>Training=>Submit Details =>Update Attendance

Select Name of Course, Batch Start Date, Batch Id and click "*View Batch Details*" to update attendance of candidates details uploaded in the batch details (New).

elcome ABC institute (Wednesday 22)	204200 (24 PM)	ft Hor
umit Submit Submit Reports lication Request Details Old old mit Details » Update Attendance	fs Other Profile Application INDoS Conrection Temporary View NEW for Course in INDoS INDoS Acknowledgement Approval	
	Update Attendance	
	Instructions	
	1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".	
	<ol> <li>Select name of course, Batch start date and Batch ID &amp; Click on 'View Batch Details'.</li> <li>The details corresponding to the batch will be populated.</li> </ol>	
	Select name of course, Batch start date and Batch ID & Glock on "View Batch Details",     The details corresponding to the batch will be populated.     Search Batch Details	
	Select name of course, Batch start date and Batch ID & Glick on "View Batch Details".     The details corresponding to the batch will be populated.     Search Batch Details     Name of the Course : * <a href="#">Select&gt;</a>	

Select the Attendance for each candidate and select the name of Course In-charge and click "Update Attendance" button then system will display success message.

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				Update Atte	ndance			
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	Name o	f the Course : * Basic Safety Training			v			
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				Back				
				Ratch Dot	taile			
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-HON-YYYY)	Attendance Entered By Course Incharge	Attended the Course ?
1.	Basic Safety Training	Test B	SR_N0001	11-AUG-1981	07-MAY-2020	28-MAY-2020		<select></select>
Course Inchar	ge Details			0.	0			Yes
I hereby	certify that all the above mentioned candidates	attendance selected are correct.						

Acknowledgement page after submission of attendance

DG Shipping		Directorate General of Shipping, Mumbai
Velcome ABC Institute (Wednesday 2	204/2020 12:04 PM (	f Ho
Submit Submit Submit Reports oplication Request Details Old d old ubmit Details » Update Attendance	Other Profile Application INDoS Correction Temporary View NEW for Course in INDoS INDOS Acknowledgement Approval	
		ittendnance Updated Successfully
		Update Attendance
		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.	
	Search Batch Details	
	Name of the Course · * Celects	

Note: To view the updated attendance details, repeat the above process to get below screen.

DG Shipping	2/04/2020 12:0	HPM )						Directorate General of Sh	ipping, Mumbai	Hone ala
Submit Submit Submit Reports Application Request Details Old Old old Submit Details » Update Batch Details	s Other Vie Ack	ew NEW for Course in cowledgement Approval	Correction Temporary n INDoS INDOS							
					Update Atte	ndance				
Sea	arch Batch De	tails								
		Name of the	Course : * Basic Safety Training			v				
		Basic Safety Training Batch St	art Date : * 07-MAY-2020 🔽					Batch IDINo. : * 001 🔽		
		Basic Safety Training Batch E	ind Date : * 28-MAY-2020							
					Back					
					Batch Det	ails				
s	Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-NON-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	Test B	SR_N0001	11-AUG-1981	07-MAY-2020	28-MAY-2020	Test2	Yes	

#### Generation of Certificate No. or Withdrawal of candidates from batch

Log in by MTI =>Training=>Submit Details =>Generate Certificate No./Withdraw from Batch.

Select Name of Course, Batch Start Date, Batch Id and click "*View Batch Details*" to populate list of candidates details uploaded in the batch details (New) along with below conditions.

#### For the MTI Courses where 'Exit Exam' is required & with below requirements:

- a. Attendance updated as "Yes"
- b. Completed e-Learning.
- c. Passed the 'Exit exam' for applicable courses with in 3 attempts.

DG Shipping			Direct	orate General of Shipping, Mumbai	
Welcome ABC Institute (Wednesday 22/04/	(2020 12:04 PM )			ft:	Home Lu
Submit Submit Submit Reports OI Application Request Details Old Old old Submit Details » Update Batch Details	Ither Profile Application INDoS Correction Te View NEW for Course in INDoS IND Acknowledgement Approval	mporary oS			
1		Update Batch De	etails		
		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 dropdo	wn to generated certificate number for candidates who have successfully com	pleted the course and click on update.		
	5. The same certificate number issued from system shall be mentio	ned in the certificate issued to the candidate by the Institute.			
	6. An acknowledgement will be generated for the certificate number	r generated & a print of the report may be taken for ready reference.			
	Search Batch Details				
	Name of the Course : *	<select></select>	▼		
	Batch Start Date -	<select> V</select>	Batch ID/No. : * <select> V</select>		

View Batch Details Reset

Select to Withdraw / Generate Certificate No. and click "Update" to complete process.

(  (Webside)  (  (Work of the Course of the		wy 204/2021 (204 MII) onno Other : Profile: Application INDoS Correction Temporary View NEw for Corre in NDoS INDoS Acknowledgement: Approval alla
Update Batch Details           Instructions           1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".         Instructions           2. The details corresponding to the batch will be populated.         Select the option "Withdraw" from the droptown if the candidate has withdrawn from the course and dick on update.           4. Select the option "Censent excitingate number for and/date and be mentioned in the control of the candidate sho have successfully completed the course and dick on update.           5. The same certificate number from the droptom to generated certificate number for candidate sho have successfully completed the course and dick on update.           6. Search Batch Details           Search Batch Details           Name of the Course: * Batics Safety Training           Batics Safety Training           Batic Safety Training Batch Brud Dite: * [16:APR-2020]            Batic Safety Training Batch Brud Dite: * [21:APR-2020]           Batic Safety Training Batch Brud Dite: * [21:APR-2020]           Batic Safety Training Batch Brud Dite: * [21:APR-2020]		
I. 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 to generated certificate number for candidate saw have successfully completed the course and click on update. 4. Select the option "Centrate certificate number" from the dropdown to generated certificate number for candidate saw have successfully completed the course and click on update. 5. The same certificate number issued from system shall be mentioned in the certificate saw have successfully completed the course and click on update. 6. An acknowledgement will be generated for the certificate number generated a print of the resort may be taken for ready reference. 5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the institute. 6. An acknowledgement will be generated for the certificate number generated a print of the resort may be taken for ready reference. 5. The same certificate number issued from system shall be mentioned in the certificate issued to the resort may be taken for ready reference. 5. Sameth Batch Detail 6. An acknowledgement will be generated for the certificate issued to the resort may be taken for ready reference. 5. Sameth Batch Detail 7. Same of the Course :* Samet Safety Training 7. Batch Dotto, :* [101/9] 8. Batch IDNR, :* [101/9] 8. Bat		
Select name of course, fatch start date and Batch ID & Click on Yiew Batch Details".     Select the option "Wethdrawn" from the dropolaned.     Select the option "Wethdrawn" from the dropolaned if the candidate has withdrawn from the course and click on update.     Select the option "Wethdrawn" from the dropolane of generated certificate number for candidates who have successfully completed the course and click on update.     Select the option "Censet act endingene nobel of the candidate select sectificate number issued from system shall be mentioned in the certificate number for candidates who have successfully completed the course and click on update.     An adnowledgement will be generated for the conflicate number generated & a print of the report may be taken for ready reference.     Search Batch Detail     Name of the Course ** Banc Safety Training     W     Banic Safety Training Batch Evid Dite ** [104:PRP-2020]      Banic Safety Training Batch Evid Dite ** [21:4PR-2020]		
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6. An advowledgement will be generated for the conflicte number generated & a print of the report may be taken for ready reference.  Search Batch Details  Name of the Course : * (Batch Safety Training  Batch Evel Batch Safety Training Batch Evel Date : * 101-V  Batch DMos. : * 001-V  Batch DMos. : * 001-V  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020  Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training Batch Evel Date : * 121-APR-2020 Batch Safety Training		<ol> <li>The same certificate number issued from system shall be mentioned in the certificate issued to the candi</li> </ol>
Name of the Course : * Basic Safety Training     Image: Safety Training Batch Sarz Date : * [10.4PR-2020]       Basic Safety Training Batch Evid Date : * [21.4PR-2020]     Basic Safety Training Batch Evid Date : * [21.4PR-2020]		Search Batch Details
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Basic Safety Training Batch End Date : * (21-APR-2020 Basic		Basic Safety Training Batch Start Date : * 10-APR-2020
Back		Basic Safety Training Batch End Date : * 21-APR-2020
Batch Details		
Sr. No.:1.         INDoS No.*: SR 10001         Candidate Name*: Test B         Date of Birth*		INDoS No.*: SR N0001
Email M <sup>+</sup> : add@gmail.com Mobile No.*: X000000000 e-Learning Completion Date Between	*: 11-AUG-1981	Email Id* : abcd@gmail.com
Name of Course <sup>1</sup> : Basic Safety Training Course Start Date (ID-MON-YYYY) <sup>1</sup> : 10.4PR.2020 Course End Date (ID-MON-YYYY) <sup>1</sup>	<ul> <li>11-AUG-1981</li> <li>11-FEB-2020 and 24-FEB-202</li> </ul>	Name of Courses* - Ratio Safety Training
Eligible ?*: Yes Eligible Checked by Course Incharge*: Tes2 Attended the Course ?	*: 11-AUG-1981 n: 11-FEB-2020 and 24-FEB-202 *: 21-APR-2020	manie or course + course course i manufig

Print Report Update Reset

#### For the MTI Courses where Exit exam is not required:

Select Passed Internal Assessment as Yes/No and Select to Withdraw / Generate Certificate No: Generate Certificate No. / Withdraw and click "*Update*" to complete process.

Note: Certificate No. cannot be generated by selecting "No" as Passed Internal Assessment.

			Directorate General of Shipping, Mumbai
ute (Wednesday 22/04/2020 Submit Reports Other Details Old date Batch Details	12 20 4 M) Pontile: Application INDoS: Correction Temporary Vew NEW for Course Acknowledgement Approval		
1. 10		Update Batch Details	
		Instructions	
1. Select n	name of course, Batch start date and Batch ID & Click on "View Batch Details".		
2. The det	ails corresponding to the batch will be populated.		
3. Select t	he option "Withdraw" from the dropdown if the candidate has withdrawn from the	course and click on update.	
4. Select t	he option "Generate certificate number" from the dropdown to generated certifica	te number for candidates who have successfully completed the course and click on update.	
5. The sam	ne certificate number issued from system shall be mentioned in the certificate issu	ed to the candidate by the Institute.	
Search Bate	universigements, will be generated for the benuncate humber generated at a print of th Details	ne report may be taken for recov reference.	
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	Batch End Date : * 26-MAR-2020		
		Back	
		Batch Details	
16			
Sr. No.:1.	INDOS No.*• SD MODA1	Candidate Name <sup>®</sup> • User Text R	Date of Birth* 11,0102 1081
Sr. No.:1.	INDoS No.*: SR_N0001 Finail M*: shrddRomail.com	Candidate Name <sup>a</sup> : User Test B Mobile No.* : 2/01321213	Date of Birth* : 11-AUG-1981 Flearn Complition Date Between : 11-FFB-2020 and 24-FFB-2020
Sr. No.:1.	INDoS No.*: SR_10001 Einsil M*: akci@gmai.com Eligible ?*: Yes	Candidate Nume*: User Test B Mobile No.*: 2421321213 Eligible Checked by Course Incharge*: 7777777777777777	Date of Birth* 11.4UG-1981 Elearn Complition Date Between : 11FEB-2020 and 24FEB-2020 Attended the Course ? : Yes

## 4. <u>Steps for system generated certificate</u>

Step 1: MTI will login in eGov system with login details.

Step 2: MTI will need to select the Course In charge for the batch details submitted on and after 10-Aug-2020.

Shippin	'5							Directo	state Genera	n or snipping, ma	1115 AT
BC Institute (Mo Submit Submit	onday 17/08/2020 09:08 PM ) ht Reports Other	Profile Application	INDoS Correction T	Temporary							÷.
Request Details	Old View Acknowledg	ment for Course Approval	in INDoS IN	Dos							
ls » Update Bate	tch Details										
	-			1	Update Batc	h Details					
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	2. The details correspo	ding to the batch will be pop	eulated.								
	3. Select the option "W	thdraw" from the dropdown i	if the candidate has wi	ithdrawn from the	e course and click o	on update.					
	4. Select the option "G	inerate certificate number* fr	om the dropdown to g	generated certifica	ate number for can	didates who have	ve successfully comp	leted the course	and click on upd	late.	
	5. The same certificate	number issued from system r	shall be mentioned in	the certificate iss	ued to the candidat	te by the Institu	ute.				
	<ol><li>An acknowledgemen</li></ol>	t will be generated for the cer	rtificate number gener	rated & a print of	the report may be	taken for ready	reference.				
	Search Batch Details										
		Name of the Course :	<ul> <li>Basic Safety Training</li> </ul>				~				
		Batch Start Date :	• 14-FEB-2019 V					Batch ID/No. : *	3 🗸		
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Step 3: After selection of the course in charge, MTI will first generate the certificate number as usual.

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3. 4. Savori Sav	Elementary First Ald Elementary First Ald Elementary First Ald Network State State State State State State State State State State Basic Safety Training Basic Safety Training Elementary First Ald Elementary First Ald	Profile Application     Profile Application     Profile Application     None Course     Profile Application     None Course     State and Batch ID & Click on     the batch will be populated.     " from the dropdown if the candidate     cardidate number from the dropdow     generated for the cortificate number     Name of the Course :      Basic St     Training Batch End Date :      [25FEB     Training Batch End Date :      [25FEB     Training Batch Samphare Talk     Rupinder Singh Bedl     Shashank Jaykumar Sawant     Fraveen Kumar Baksh	Correction Terminal Control of the	aporary source of fuely from the course a source of fuely print of the report det of fuely 20-SEP-1983 20-SEP-1983 30-OCT-1981	ITAAA2319 Print Report Update Bal Instru and dick on update of candidate by the candidate by the candidate by the Batch Goues Batch LateE2019 LateE2019 T74EE2019 T14AA2301 Print Report Pr		Iv completed the court           Certificate No.           10013071932           10013071933	Direct Direct Se and click on u Batch IDNo. Essue Date 25-FEB-2019 13-HAR-2019	pdate.	Go to PC I Go to PC I I of Shipping, Mun Select to Webdew Generate Certificate N Cselect Cselect	

Step 4: Once certificate number is generated, a new link '*View certificate*'' will be available.

Step 5: Upon clicking on '*View certificate*' a certificate in pdf format will be generated with image of student's signature.

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Logo A45, T Bisme	ABC Institute Ro. 21000013110003 wind Towr, Kie Perk Mana Gandh Rod : 02506778 Fax : 02508779 Ewal : rbg@domtha.com	-		Directo	orate Genera	l of Shipping, Mumba	Hor
THIS IS TO CERTIFY THAT Praveen Kumar Baks	hi	b Dataila					
Date of Birth 30/10/1951		h Details					
Indian National Database of Seafarers (INDoS No.)	00NL0003	IVIIS					
has successfully completed a training course in							
Elem	entary First Aid						
Liem	entary First Ald	have successful	ly completed the cours	e and click on u	pdate.		
The course is approved by the Directorate General of laid down in: STCW Convention 1978, as amended, A-1/8, A-I/12 and B-I/6 of the STCW Code. The course	Shiping and meets the requirements relevant to the said course as and addresses the requirements of Regulation 1/6 and Sections A-1/6, ie also meets the requirements of IMO Model Course 6.09.	ady reference.					
The candidate has also met the additional onteria certificate. This certificate is issued under the aut Government of India. Date of Issue : <u>13/03/2019</u>	specified in the STCW Convention, applicable to the issue of the hority of the Directorate General of Shipping Ministry of Shipping.			Batch ID/No.	:* 3¥		
for st		tails Course End Date	Certificate No.	Issue Date	Expiry Date	Select to Withdraw /	Status
Signature of Candidate	Name and Signature of Course In charge	(DD-MON-YYYY)				<pre></pre>	
aignature of cantiloate	Mr. Rakesh Kumar	25-FEB-2019	10013071932	25-FEB-2019		<select></select>	Certificate No.Genereated View Certificate
		25-FEB-2019	10013071933	25-FEB-2019		<select></select>	Certificate No.Genereated View Certificate
		13-MAR-2019	2100556131190034	13-MAR-2019		<select></select>	View Certificate
	Name and Signature of Dean / Principal Test Principal	te Reset				Activate V Go to PC setti	Vindows ngs to activate Window
		~					

Step 6: The MTIs has to follow " Digital Certification Application User Manual" after the above process.

Step 7: After the Certificate has been digitally signed by the Course-In-Charge and the Principal of the MTI, an auto email will go to the seafarer informing him about the e-Certificate which can be viewed and downloaded from the seafarer's master checker utility.

### 5. Steps for viewing e-Certificate in DGS website

Go to www.dgshipping.gov.in and click on "INDoS / COP Checker".



Choose the option of " STCW Course" from the drop down list

DG Shipping				Directorate General of Shipping	), Mumbai
Welcome ( 27/8/120 1:41 P.M. )			Search		
	Note : All fields marked with an (*) asterix are mandatory.				
	Search for	*1 Soloct> Detail	b		
		GMDSS COP - DC Endorsement			
		COP - DC Basic COP - Rating[Watch Keeping / AB] COP - Polar Water	Reset Print		
		Others STCW Course			
		INDoS CDC			
				Activat	a Windows
				Go to PC	settings to activate Win

There are two options to search and view the eCert.

- a) Enter INDoS & Date of Birth and click on search.
- b) Enter the system generated certificate number and click on search.

File Edit View Favorites To	ools Heip		
DG Shipping		Directorate Genera	ral of Shipping, Mumbai
Welcome ( 27/8/120 1:41 P.M. )	Search		<b>A</b> H
	Note : All fields marked with an ( $\ast$ ) acterix are mandatory.		
	searching Cimina Search for*: STOW Occurse 🗹 Details		
	NDx5Nx+:	Dels of Birth* :	
	Certificate No.*:		
	Search Reset		
			And only Million downs
			ACTIVATE WINDOWS Go to PC settings to activate Windows.

The eCertificate details will be populated below based on the submitted data. Click on the certificate number to view the eCertificate.

Help				
			Activate Windows Go to PC settings to activate	Windows.
C 🕑 🖉 http://localhott8688/esamul/sit/gp/examination/deckar/Stre File Edit View Favorites Tools: Help	aCourse.jsp./hidSystemDate=27K2F08K2F28288ahdSystemDate1=8hdProcee	id-acmb 🔎 + 🖒 🙋 Directorate Genera	of Ship ×	_ ■ ×
DG Shipping		Di	rectorate General of Shipping, Mumbai	1
wexcone   27/87220 12/3 P.M. }				THane
Defats	Course Details			
Gr. No. Institute Navo	Course Name Refresher Training for Hedical First Aid	Start Date End Date 05-AUG-2020 18-AUG-2020	Cordificate No. Incore Date Expiry Date 10914512230023 18-AUC-2020	
	Back to Ckecker			
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			Activate Windows Go to PC setlings to activate	Windows.

-----The End------

## Annexure - III



Directorate General of Shipping: Govt. of India

# DIGITAL CERTIFICATION APPLICATION USER MANUAL





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1	INSTALLING	G THE APPLICATION	
	1.1 Pre-rec	quisites	
	1.2 Downlo	ad	
	1.3 Installa	tion	
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	2.2 Signatu	ıre 2: Principal	
	2.2.1	Login	
	2.2.2	Certificate Signature	
3	SUPPORT		

## 1 INSTALLING THE APPLICATION

## 1.1 Pre-requisites

Installation of DSC Class II USB token

Please follow the instructions provided by your DSC Class II USB token vendor and install the token on the machines of the signatories. Kindly verify with your USB token supplier that the installation has been successful.

Download of Digital Certification Application

Please download the Digital Certification Application only after the USB token has been installed successfully, and the credentials of the signatories have been verified/available with the device driver and the Microsoft certificate store.

The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine.

Additionally, please also ensure that you have .NET Framework 4.5.2 installed. <u>Visit the official Microsoft download page here</u>.

## 1.2 Download

The Digital Certification Application can be downloaded from <a href="https://digital.dgshipping.gov.in">https://digital.dgshipping.gov.in</a>.

On clicking the above link, you will need to enter your FIN and password to proceed.



FIN		
Passwo	rd	

Access will be provided for a Course-in-Charge or Principal only.

Once a valid FIN and Password is entered, you will be taken to a new page for downloads.



Please complete all the pre-requisites listed in Step 2, before clicking on the "Digital Certification Application" download in Step 3.

The application will be downloaded on to your defined location.





## 1.3 Installation

Open the folder "ARI Digital Certification App Setup" and click on Setup and proceed with the installation process

This PC	📑   🕑 📑 🗢   ARI Digital C	ertification App Setup		— C	z x
<b>\$</b>	File         Home         Share           ←         →         ↑         →         ARI D	View Igital Certification App Setup >	ٽ ~	Search ARI Digital Certifica	<ul> <li>(2)</li> <li>atio ۶</li> </ul>
Network	∧ ★ Quick access Desktop ★	Name  ISSetupPrerequisites Setup	Date modified 26-08-2020 17:25 26-08-2020 16:45	Type Siz	4 037 KB
Recycle Bin	➡ Downloads	File description: Setup Launcher Un Company: ARI File version: 16.0.0.400 Date created: 26.08-2020 17:25	icode	Аррисацон	
SCSED	desk backup ≯ AKD app Cert app screeps	Size: 4.82 MB			
ARI	<ul> <li>Screenshots</li> <li>OneDrive</li> </ul>				
	This PC  3D Objects  Desktop  Desktop				
	Documents  Downloads  Music				
	Videos V K				

Agree to the Microsoft terms and continue with the Installation







#### Continue with Install Shield









On completion of installation a shortcut will be added to the desktop.



## 2 USING THE APPLICATION

The application is intended for two types of users at the MTI

- i) Signature 1: Course-in-Charges
- ii) Signature 2: Principal of the MTI.

Signature 1 (Course-in-Charge) will be done BEFORE Signature 2 (Principal).

## 2.1 Signature 1: Course-in-Charge

### 2.1.1 Login

The Course-in-Charge will login using his/her credentials.

Compliance: Digital Certification Application	C-SERIES
Home	
Sign in	
FIN	
Password	
Sign in	
Visit Support	Version: 1.0.0.1 (Fr
Compliance: Digital Certification Application	C-SERIES
Home	
Sign in	
TLB100	
Sign in	

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#### 2.1.2 Choose MTI

Visit Support

If a Course-in-Charge is enrolled with multiple MTI's, then he/she will have to choose the MTI on whose behalf he/she is Digitally Signing the certificates.



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Version: 1.0.0.1 (Free)



Version: 1.0.0.1 (Free)

Version: 1.0.0.1 (Free)

#### 2.1.3 Select the Candidate

Select the Candidate whose Certificate is to be generated.

The Selection will be based on the Course Name, Start Date, Batch ID and the INDoS Number.

Click Generate Certificate to proceed with the certification signing process.

	Compliance: Dig	ital Certification A	pplication	0 1 G T T C - S E	RIES
lome		MTI Name: [ MTI1 ]	MTI ID: [ 100001 ]	User1 - Course Incharge	Logout
Course Name *	Select Course Name				~
Start Date *	Select Start Date				~
Batch ID *	Select Batch ID				~
INDoS No*	Select INDoS Number				~

Generate Certificate

|--|

	Compliance: Di	gital Certification A	pplication	0 1 G 1 1 C - S E	RIES
Home		MTI Name: [ MTI1 ]	MTI ID: [ 100001 ]	User1 - Course Incharge	Logout
Course Name *	Select Course Name				~
Start Date *	Select Course Name CRS_502				
Batch ID *	CRS_505 CRS_503				
INDoS No *	CRS_504 Select INDoS Number				~

Visit Support

Version: 1.0.0.1 (Free)

Version: 1.0.0.1 (Free)

	pplication	C-SE	RIES
MTI Name: [ MTI1 ]	MTI ID: [ 100001 ]	User1 - Course incharge	Logout
			~
			~
			~
	MTI Name: [ MTI 1 ]	MTI Name: [ MTI 1 ] MTI ID: [ 100001 ]	MTI Name: [ MTI 1 ] MTI ID: [ 100001 ] User1 - Course Incharge

Generate Certificate

Visit	Support	

	Compliance: Digital Certification A	pplication		
Home	MTI Name: [ MTI 1 ]	MTI ID: [ 100001 ]	User1 - Course Incharge	Logout
Course Name *	CRS_501			•
Start Date *	2020-8-10			~
Batch ID *	2			~
INDoS No*	Select INDoS Number			~
	Select INDoS Number 06EL1003 06EL1004			
	Generate Certificate			

Visit Support



ome			MTI Name: [ MTI1 ]	MTI ID: [ 100001 ]	User1 - Course Incharge	Logou
Course Name *	CRS_501					~
Start Date *	2020-8-10					~
Batch ID *	2					~
INDoS No*	06EL1003					~
	By clicking "g	enerate certificate" you consent to Generate Cer	p proceed with the electro	onic transaction.		

Click Generate Certificate to proceed with the certification signing process.

### 2.1.4 Certificate Signature

The generated certificate is displayed.

	Compliance: Digital Certification Application	68888888888888888888888888888888888888
Home	MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge Logou	
Preview Certificate		
	This certificate is issued under the authority of the Directorate General of Shipping, Ministry of Shipping, Government of India.         Date of Issue: 20/08/2020       Date of Expiry: 19/08/2025         Dute of Issue: 20/08/2020       Date of Expiry: 19/08/2025         Signature of Candidate       Name and Signature of Course In-charge Mr. P.K Tripathi	
Visit Support	Name and Signature of Dean / Principal Mr. Anand Kumar Version: 1.0.0.1 (Fr	ee)



Proceed with the Digital Signature process only if all details in the Certificate are correct and have been validated.

	Signature of Candidate	Name and Signature of Course In-charge Mr. P.K Tripathi	
		Name and Signature of Dean / Principal Mr. Anand Kumar	
Please check all the data Sign only if all data in the	in the Certificate. e Certificate is correct.		
Select Signature *	Select signature		~
By clicking "sign/ submit"	you consent to proceed with the electronic tra	ansaction.	
Sign/Submit	er it your correct token is inserted and your va	iio algital token certificate exists on your machine/Microsoft certificate store.	
/isit Support		Version: 1.	.0.0.1 (Free)

Choose the Digital Signature that you want to use for the signing. If multiple signatures exist on your system, kindly choose the appropriate one.

	Signature of Candidate	Name and Signature of Course In-charge Mr. P.K Tripathi	
		Name and Signature of Dean / Principal Mr. Anand Kumar	
		POPULATION PROVIDENTIAL AND A 1978 Average Street	
Please check all the data Sign only if all data in th	in the Certificate. e Certificate is correct.		
Please check all the data Sign only if all data in th Select Signature *	i in the Certificate. e Certificate is correct. P.K Tripathi		~
Please check all the data Sign only if all data in th Select Signature * y clicking "sign/ submit' lease only proceed furth	in the Certificate. e Certificate is correct. P.K Tripathi " you consent to proceed with the electronic transmer if your correct token is inserted and your valid	action. digital token certificate exists on your machine/Microsoft certificate store.	v

	Signature of Candidate	Name and Signature of Course In-charge Mr, P,K Tripathi	
		Name and Signature of Dean / Principal Mr. Anand Kumar	
	Confirmation		
Please check all the data in the Ce	ertificate. DGS name (User1) & sig	gnature name ( P.K Tripathi ).	
Sign only if all data in the Certifica	ate is correct.	Cancel Proceed	
Select Signature " P.I	K Tripathi		~
By clicking "sign/ submit" you con	sent to proceed with the electronic transac	tion.	
Please only proceed further if your	r correct token is inserted and your valid di	gital token certificate exists on your machine/Microsoft certificate store.	
Vicit Support			Version: 1.0.0.1 (Free)
visicouppor			version. 1.0.0.1 (Free)

#### Confirm the Signature that you have chosen for the Course Coordinate signature.

Enter the PIN associated with the Digital Signature.

Windows Security	
Smart Card Close	
Please enter your PIN.	
Click here for more information	
OK Cancel	
	•

Please proceed to Sign/Submit the Certificate.

Home       MT Nm: [MT1]       MT ID: [10001]       User1 - Course includance         Signed Certificate         Signed Certificate         Image: Cerificate         Image: Certificate		Compliance: Digital Certification Application	IGITALL SERIES
Signed Certificate	Home	MTI Name: [ MTI 1 ] MTI ID: [ 100001 ] User1 - Course In	icharge Logout
Message       (************************************	Signed Certificate		
		Message       (************************************	

	Compliance: Digit	al Certification Appl	ication		
Home		MTI Name: [ MTI1 ] MTI	ID: [ 100001 ]	User1 - Course Incharge	Logout
Signed Certificate					
	column 1 of table A-VI/3 of STCW Convention, 1978 This certificate is issued under the authority of the D India. Date of Issue: 20/08/2020	as amended. Directorate General of Shipping, Ministry of Shipping, Date of Expiry: <u>19/08/2025</u> Digitally signed by P.X.Tripath Date: 2020.08.26 17:37:34 +02 Name and Signature of Course I Mr, P.K.Tripathi	Government of		
Visit Support		Name and Signature of Dean / Mr. Anand Kumar	Principal	Version:	1.0.0.1 (Free)



10,10100101010101010010100	Noton and a log and a	10100101010101001001001001000000000000	100 001001001000 0001000	100101101101010101101100101	010011001
Home		MTI Name: [ MTI1 ]	MTI ID: [ 100001 ]	User1 - Course Incharge	Logout
gned Certificate					
	column 1 of table A-VI/3 of STCW Convention, 1 This certificate is issued under the authority of t India.	978, as amended. he Directorate General of Shipping, Ministry of	Shipping, Government of		*
	Date of Issue: 20/08/2020	Date of Expiry: 19/0	8/2025		
	Signature of Candidate	Digitally signed by 1 Date: 2020.08.26 1 Name and Signature Mr, P.K T	?,K Tripathi 7:37:34 +05:30 of Course In-charge ripathi		I
		Name and Signature Mr. Anand	of Dean / Principal Kumar		
isit Support	191 1 77 1 194	Next		Version:	1.0.0.1 (Fr

Home       MTI Name: [MTI]       MTI ID: [10001]       User1 - Course Induarge       Logout         Vou are enrolled with Multiple MTI's, please choose the MTI for this session:         MTI Name       Select MTI Name       Message       Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3"         Select MTI Name       Select MTI Name       Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Image: Colspan="3"         Signed certificate successfully processed.       Image: Colspan="3">Image: Colspan="3"       Image: Colspa="">Colspan="3"       Image: Colsp	C	Compliance: Digital Certification A	pplication	
You are enrolled with Multiple MTI's, please choose the MTI for this session:         MTI Name         Select MTI Name         Message         Signed certificate successfully processed.	Home	MTI Name: [ MTI1 ]	MTI ID: [ 100001 ]	Logout
		You are enrolled with Multiple MTI's, please choose the MT MTI Name Message Signed certificate successfully processed.	T for this session:	



## 2.2 Signature 2: Principal

Signature 2 (The Principal) will be done ONLY after Signature 1 (Course-in-Charge) is complete

### 2.2.1 Login

The Principal of the MTI, will need to Login using the credentials that have been provided.

	Compliance: Digital Certification Application	C-SERIES
Home		1000
	Sign in	
	PR.8100	
	Sign in	
Visit Support		Version: 1.0.0.1 (Free)

#### 2.2.2 Certificate Signature

The rest of the process is similar to the Course-in-Charge.

	Compliance: Dig	ital Certification App	lication		RIES
Home		MTI Name: [ MTI1 ]	MTI ID: [ 100001 ]	PRN1 - Principal	Logout
Signed Certificate					
	Date of Issue: 20/08/2020	Date of Expiry: 19/08/2025			*
	Signature of Candidate	Digitally signed by P.K.Tripat Date: 2020.08.26 17:37:34 + Name and Signature of Course Mr, P.K.Tripathi	thi 05:30 9 In-charge		
		Digitally signed by Anand K Date: 2020.08.26 18.23.28 + Name and Signature of Dean Mr. Anand Kumar	umar 05:30 / Principal		
Visit Support	in alte			Version:	I.0.0.1 (Free)

## 3 SUPPORT

- Please e-mail all support related queries to dcasupport@aridigital.com.
- Please ensure that you mention the following in your email:
  - Your MTI
  - Your Name
  - Your Mobile Number
  - Your Email Address
  - Your Role (Course In-Charge or Principal)
  - Your FIN
  - Your DSC Vendor
  - Year of purchase of your DSC Token
  - The Windows Operating System that you are using
  - Description of the problem