



भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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CR/CDC (Special)/ 2013

Dated: 22.03.13

### DG Shipping Order No. 8 of 2013

Sub: Issuance of Indian CDC to hospitality crew working on cruise vessels and also to seafarers who are working on board trading vessels without an Indian CDC – reg.

Water borne cruise tourism and related activities are gaining an increasing popularity, globally. As a result the world shipping fleet has experienced an increase in the number of cruise vessels. The Indian shipping industry has also ventured in to this line and the possibility of more Indian flag cruise vessels entering the arena is likely. Unlike any other category of merchant ships, a cruise vessel is manned with specially trained hospitality crew to look after the entertainment, catering and hospitality departments on board thereof.

2. A large number of Indians are engaged, world over, in foreign flag cruise vessels, as hospitality personnel. However, they are, at present, not in possession of an Indian Continuous Discharge Certificate-cum-Seafarers Identity Document (CDC). It is reported that non-possession of Indian CDCs by these personnel brings in its wake procedural difficulties, especially for their sign-on and sign-off. Further, due to this, their employability & employment prospects are stately, also reduced. The DGS Order No.5 of 2011 [F.No.18 (2) CR/2007 dated 16.05.11], had granted only a dispensation to hospitality crew of merely of Indian flag vessels from carrying CDCs. The likely increase in the cruise vessels worldwide also give scope for new aspiring Indian Seafarers, to venture for career in the hospitality category of cruise vessels. Similarly, a number of seafarers, of all categories are now working on vessels without Indian CDCs. Such seafarers are also facing similar difficulties during their career on-board ships.

3. These issues were, therefore, scrutinized holistically, especially with an overall view of enhancing the employability & employment potential of Indian seafarers, globally, and to boost the share of Indian seafarers in the global shipping arena. Now, therefore, the Director General of Shipping, in pursuance of the power conferred on him under section 456 of the M.S. Act, 1958, read together with the Gazette Notification of the Ministry of Shipping, GoI, S.O. No. 3144 dated 17.12.60, here by directs that Indian CDCs shall be issued to the following additional categories of Indian citizenship seafarers [only] also.

#### 4. Categories

##### 4.1. Hospitality staff of cruise vessels (with experience):

Hospitality staff already working on cruise vessels and possess sea experience.

*A*

**4.2. Hospitality staff of cruise vessels (New Entrants):**

New entrant, who is opting for a career in the hospitality department of a cruise vessel shall be issued CDC in that category only.

**4.3. Serving Seafarers:**

Seafarers who have working experience on board merchant vessels and have worked without an Indian CDC.

**5. Definition of Hospitality Staff:**

For the purpose of issuance of an Indian CDC, the hospitality staff include: Hotel Manager, Guest Relations Manager, Front Desk Attendant, F&B Manager, Executive Chef, Cook, Galley Utility, Restaurant Manager, Waiter, Housekeeper, Cabin Steward, Deck Cleaner, Laundryman, Security, Doctor, Bar Manger, Casino Manager, Spa Manager, Massagers, Accounting Manager, Cruise Director Hair Dressers, Entertainers, Musicians, and such other categories working in the hospitality department of a cruise vessel.

**6. The eligibility criteria & details of documents prescribed for the application & issuance of such CDCs are;**

**6.1. Hospitality staff of cruise vessels (with experience):**

The candidates with the following eligibility criteria may submit an application with the following documents, each page of the document duly self attested by the applicant.

6.1.1. Copies of certificates of 4 basic STCW modular courses.

6.1.2. Copy of INDoS No.

6.1.3. Copy of a valid Indian passport in proof of his Indian Citizenship.

6.1.4. Two years of sea experience on board vessels in the rank in a cruise vessel for which an Indian CDC is applied for. The said experience should be on a foreign CDC duly authenticated for the whole period of sea service claimed, copies of which have to be submitted alongwith copies of the corresponding Indian passport immigration entries concerned.

6.1.5. An affidavit on ₹ 100 stamp paper to the effect that the sea service claimed is genuine and has been performed by the applicant on the particular vessels for the said period. (In Original)

**6.2. Hospitality staff – new entrant on a cruise vessel:**


The candidates with the following eligibility criteria may submit an application with the following documents, each page of the document duly self attested by the applicant. Such CDCs shall be restricted to cruise vessels only.

- 6.2.1. Copies of certificates of 4 basic STCW modular courses.
- 6.2.3. Copy of INDoS No.
- 6.2.4. Copy of a valid Indian passport in proof of his Indian Citizenship.
- 6.2.5. A letter of intent from a licensed RPS company which is engaged in business of recruiting Indian seafarers for cruise vessels.(In Original)
- 6.3. Serving crew on foreign flag merchant vessels

The candidates with the following eligibility criteria may submit an application with the following documents, each page of the document duly self attested by the applicant.

- 6.3.1. Copies of certificates of 4 basic STCW modular courses.
- 6.3.2. Copy of an INDoS No.
- 6.3.3. Copy of a valid Indian passport in proof of his Indian Citizenship.
- 6.3.4. Two years of sea experience in the rank on a merchant vessel for which an Indian CDC is applied for. The said sea experience should be on a foreign CDC, duly authenticated for the whole period of such service claimed copies of which have to be submitted alongwith copies of the corresponding Indian passport immigration entries concerned.
- 6.3.5. An affidavit on ₹ 100 stamp paper to the effect that the sea service claimed is genuine and has been performed by the applicant on the particular vessels for the said period.(In Original)
7. These CDCs are individual category CDCs and shall be applied in Form-A, as prescribed in the M.S. Notice No. 24 of 2012 [F. No.3(8)CR/2006 dated 04.12.12] and appended herewith(Annexure -I: 12pages) . Applicants can apply for such CDCs to the Shipping Masters, Govt. Shipping office, Mumbai, Chennai and Kolkata.
8. This order shall come into force with an immediate effect and shall remain inforce, until further orders.

Encl: As above

  
(Gautam Chaterjee)  
Director General of Shipping &  
ex- officio Additional Secretary to  
the Government of India

I. Copy to forwarded for an information & necessary action to the;

1. Shipping Masters, Mumbai, Chennai & Kolkata
2. Surveyors-in-Charge, Mercantile Marine Departmens, Vizak/Tuticorin/Port Blair/Jamnagar/ Marmagao/ New Mangalore/ NOIDA.
3. Principal Officers, MMDs, Mumbai/Kolkata/Chennai/Kochi/Kandla.
4. Directors, Seamen's Employment Offices, Mumbai/Chennai/Kolkata.
5. Indian Maritime University, Chennai/LBS College, Mumbai.

6. DGS approved Maritime training institutes.
7. INSA/FOSMA/MASSA.
8. Seafarers Unions.
9. N.T. Branch/ Training Branch/ Engineering Branch, DGS, Gol.
10. Hindi Branch, DGS , Gol, for translation.
11. Computer Branch, DGS, Gol.
12. Sr. P.S.to the DGS.

II. Copy submitted for an information to:

The Secretary to the Govt. of India, Ministry of Shipping, Transport Bhavan, 1,  
Parliament Street, New Delhi - 110001.

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**INSTRUCTIONS FOR APPLICATION FORM FOR FRESH CDC**

**GENERAL INSTRUCTIONS :**

- I. Ensure your eligibility as per M.S. CDC Rules, 2001 & DGS Orders, M.S. Notices, Circulars issued subsequently from time to time, before filling up Form.
- II. Column No. 1 to 17 are mandatorily to be filled in.
- III. Use capital letters only
- IV. Use Black/Blue ball point pen only
- V. Avoid over-writing
- VI. Specimen signatures should be strictly within the box without touching the boundaries
- VII. Envelope containing the application should clearly indicate the category of CDC applied for, on the top left hand side in block letters
- VIII. Column No. 1 to 18 and Declaration / List of Enclosures and Specimen Signatures are common to all applicants, which are to be completed and forwarded. Column No. 19 (a to c) is applicable depending on the category of CDC being applied for and only the concerned entries relevant to the applicant may be filled-in and forwarded.
- IX. All individual applications must be sent in the given format. Applications sent in any other format or incomplete or not containing relevant documents or not filled by the applicant in own handwriting are liable to be rejected.
- X. **NO APPLICATION WILL BE ACCEPTED IN PERSON**
- XI. Applications can be sent by Registered / Speed post / Courier service to :  
The Shipping Master, Government Shipping Office, Nau Bhavan, 10, R.K. Marg,  
Ballard Estate, Mumbai - 400 001. (Phone No. 022-2269 7971/ 2269 7972, Fax No.  
022-22693053, Email: [gsomumbai@dgshipping.com](mailto:gsomumbai@dgshipping.com)).

**ISSUE OF CDC DOES NOT GUARANTEE A JOB, WHICH IS THE PREROGATIVE OF THE EMPLOYERS**

**SPECIFIC INSTRUCTIONS AND GENERAL INFORMATION FOR OBTAINING CDC**

1. Instructions to the applicants and General information about CDC may be retained by the applicant and are not to be sent along with the application.
2. CDCs in respect of Cadets, TMEs, Petty Officers and Ratings who have undergone pre-sea training courses approved by DGS shall be forwarded by the Training Institutes in accordance with the M.S. Notice 18 of 2002 dated 5th September, 2002 and 4 of 2007 dated 9.4.2007. Individual applications in respect of these candidates will not be entertained by the Shipping Master.

3. Xerox copies of relevant certificates / documents, as applicable, shall be submitted by the applicant, by self-attesting their certificates and other documents, along with their name in full and date of self-attestation there under.  
**(NO ORIGINAL CERTIFICATES/ DOCUMENTS ARE TO BE SENT ALONGWITH THE APPLICATION FORM. HOWEVER, THE SHIPPING MASTER IS AT LIBERTY TO DEMAND PRODUCTION OF ORIGINAL OF ANY OF THE DOCUMENTS / CERTIFICATES SUBMITTED BY THE APPLICANTS AND VERIFY THE SAME WITH THE ISSUING AUTHORITY, IF DEEMED NECESSARY BY HIM)**
4. All the applicants are required to mandatorily register themselves as per Directorate's notice no. 1 Computer Cell (INDOS)/2010/1 dated 09.11.2011 and DGS Circular No. 01 of 2012 dated 13.03.12 were enclose with application for CDC a print out copy of their registration under the said notice, failing which their CDC application shall be rejected.

**FOLLOWING DOCUMENTS DULY ATTESTED ARE TO BE ENCLOSED ALONGWITH THE APPLICATION FORM.**

1. Copies of 4 STCW modular courses
2. Copy of INDOS
3. Copy of S.S.C. Certificate with mark list.
4. Copy of CoC/Degree/Diploma with mark list /Orientation Course Certificate (for Cooks)/CoS/IN. 271/Release Certificate for Ex-Naval/Coast Guard/MEO-CL.IV/NCV/CoP Watchkeeping/GMDSS, etc. as the case may be.
5. Medical fitness certificate, in original.
6. Two passport size photographs (3.5 cm X 3.5 cm) in white shirt ( in addition to the photo affixed). Name of the applicant should be written on reverse of the photographs).
7. One self-addressed Post Card with Rs. 5/- Postage Stamp affixed on it.
8. One self addressed envelope (size: 5" x 12") with Rs.50/- (Rupees Fifty only) postage stamp affixed (to forward the CDC to the applicant by speed post.
9. Non-refundable fee of Rs.500/- (Rupees Five Hundred only) vide Account Payee Demand Draft drawn in favour of Shipping Master, Mumbai payable at Mumbai. (Demand Draft should be kept on top of the application).  
**(Please write your name on the reverse side of the D.D.)**
10. Copy of the profile registration print out under Directorate Notice No. 1 Computer Cell (INDOS)/2010-I dated 09.11.2011.
11. Copy of valid passport.

N.B.: This Form is available free of cost in all Government Shipping Offices and Offices of the Mercantile Marine Departments. The Form can also be downloaded from [www.dgshipping.com](http://www.dgshipping.com). The list of Medical Examiners approved by DGS and courses approved by DGS are also available at [www.dgshipping.com](http://www.dgshipping.com) and <http://dgshipping.nic.in>.

The person who fulfill the eligibility criteria for issuance of a CDC as per M.S. CDC Rules 2001 & DGS Orders/M.S. Notices/DGS Circulars issued upon that from time to time, may apply. The incomplete applications or the applications not having appropriate documents or not filled by the applicant himself/herself shall not be entertained and rejected.



GOVERNMENT OF INDIA  
MINISTRY OF SHIPPING  
GOVERNMENT SHIPPING OFFICE

Form-A  
(Revised-2011)

APPLICATION FORM FOR  
CONTINUOUS DISCHARGE CERTIFICATE-CUM-SEAFARER'S IDENTITY  
DOCUMENT (CDC)

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM

FOR OFFICE USE ONLY

File No. : \_\_\_\_\_ Category : \_\_\_\_\_

Remarks : \_\_\_\_\_

Name/Designation/Signature of D.A. \_\_\_\_\_ Officer \_\_\_\_\_

**TO BE FILLED BY THE APPLICANT IN OWN HANDWRITING**  
**All the columns are to be filled neatly in BLOCK LETTERS**  
**(Use only A4 size paper for the format and enclosures).**

**BANK DRAFT No.** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Amount : Rs.** \_\_\_\_\_

**Bank :** \_\_\_\_\_

**Affix here a recent**  
**Passport size**  
**(3.5 cm X 3.5 cm)**  
**Photograph of the**



Branch : _____	<u>applicant in white shirt.</u>
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1. Name of the candidate																			

(As entered in the Matriculation Certificate/Passport)

2. Father's Name:																			

D D M M Y Y Y Y

3. Sex								4. Date of Birth										
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(As shown in SLC/Board Cert. /IN 271/release Certificate in case of Ex-Naval/Coast Guard as the case may be)

5. Nationality								6. Place of Birth										
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7. Valid Passport No.									
Place of Issue									
Date of Issue									

D D M M Y Y Y Y

**8. Permanent Address:**

[illegible]

**9. Address to receive CDC by POST:**

[illegible]










### **DECLARATION**

1. I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted.
2. I also affirm and declare that I have not previously been issued with a Continuous Discharge Certificate-cum-Seafarer's Identity Document (CDC) and I have not submitted an application for CDC to any other Shipping Master in India.
3. I am aware that, if at any time, I am found to have concealed/distorted any material information and the Shipping Master has reasons to believe that I have obtained the CDC by presenting false or erroneous information, my CDC will be cancelled/suspended forthwith as per the provisions contained in Rule 10 of the Merchant Shipping (Continuous Discharge Certificate-cum-Seafarer's Identity Document) Rules, 2001, as amended.

Place: ..... Signature of the Applicant.....

Date: ..... Name of the Applicant .....

### **SPECIMEN SIGNATURES OF THE APPLICANT**

**(Signatures are to be confined to each of the boxes)**

1	2	3

### **List of Enclosures:-**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Strike out whichever is not applicable.