



भारतसरकार / GOVERNMENT OF INDIA
पत्तन,पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहनमहानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No. 23-68011/23/2020-CREW-DGS

Dated: 23.12.2021

DGS Circular No. 29 of 2021

Subject: Standard Operating Procedure to deal with cases where Sign On Ship / Sign Off Ship, Sign Off Shore / Date of Completion of contract / Arriving India dates are not entered in to the seafarer's sea service details in e-governance system by Shipping company / RPSL which is now suspended / withdrawn / online privileges deactivated - Regarding.

Whereas, vide DGS Crew Branch Circular No. 03 of 2019 dated 20.06.2019, new procedure for uploading seafarers engagement and discharge data [Article of Agreement & Form-I of RPSL] was circulated.

2. And whereas, vide DGS Circular No. 18 of 2021 dated 09.06.2021 procedure for updating Sign Off details of the seafarers was circulated in such cases where RPS License is suspended / withdrawn / online privileges deactivated.

3. And whereas, the cases of seafarers' where Sign On Ship details are not entered / updated by RPSLs which are now suspended / withdrawn / online privileges deactivated are also being received in this Directorate.

4. Now therefore, it is decided to deal with such cases as per the Standard Operating Procedure [SoP] attached as Annex to this Circular.

5. This Circular is issued in supersession to DGS Circular No. 18 of 2021.

6. This issues with the approval of Director General of Shipping & Additional Secretary to the Govt. of India.

(Subhash Barguzer)

Deputy Director General of Shipping

Encl: As above

To,

1. All stakeholders through DG Shipping website
2. Computer Cell (with a request to host this Circular on DGS website).
3. Assistant Director (Official Language) for Hindi Version.

Annexure to DGS Circular No. 29 of 2021

SoP to deal with cases where Sign On Ship / Sign Off Ship, Sign Off Shore / Date of Completion of contract / Arriving India dates are not entered into the seafarer's sea service details in e-governance system by Shipping company / RPSL which is now suspended / withdrawn / online privileges deactivated

1. RPSL concerned shall submit details with following supporting documents to jurisdictional Shipping Offices i.e., Government Shipping Offices at Mumbai, Chennai & Kolkata via email [sm-mum-ship@nic.in ; sm-chn-ship@gov.in ; sm-kol-ship@gov.in].

a) Request letter by the Company / RPSL

[Such a letter should not be insisted by jurisdictional Shipping Offices if the request is made by seafarer himself if such RPSL is not co-operating with the seafarer to give request letter.]

b) Copy of CDC [Front page showing applicants' details, inside pages showing entry details of voyage with Masters' stamp and signature]

c) Copy of Passport [Front page showing applicant's details, inside pages showing departure date and arrival date with immigration stamp]

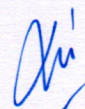
d) Copy of Seafarer Employment Agreement

e) Copies of monthly account of wages/details of remittance of wages into account of seafarer paid to the seafarer during his / her engagement.

f) Copy of fee receipt of Rs. 250/- (Two Hundred Fifty Rupees Only) paid by the RPSL through Bharatkosh for each entry to be made in e-governance system

2. In cases where Sign-On Ship date is missing, the jurisdictional Shipping Master shall obtain necessary data about location of the ship from MDAC/Long Range Identification and Tracking (LRIT) data center to verify the place of Sign-On Ship details provided by the RPS / Seafarer.

3. The jurisdictional Shipping Master after scrutinizing to make recommendation for updation to Crew Branch, DGS within 7 days of the receipt from such RPSL / seafarer, as the case may be, for making required updation in the system.



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4. Crew Branch after the receipt of recommendation from Shipping Master will update the dates in the e-governance system.
5. In cases where applications are submitted by candidates themselves and, if it is found during / at any later stage that the applicant has submitted forged / fake documents, necessary action shall be initiated by jurisdictional Shipping Master as per M.S (CDC) Rules, 2017.

