



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-RPS/12/2022-CREW-DGS

Dated: 13.01.2023

DGS CIRCULAR NO. 03 of 2023

Subject: Modification of Online e-governance module for the processes pertaining to Recruitment and Placement of Seafarers License (RPSL).

1. Whereas the on-line e-governance module for the processes pertaining to the Recruitment and Placement of Seafarers License (RPSL) was launched vide Merchant Shipping Notice No.6 of 2018 dated 11.10.2018.
2. Whereas in the said e-governance module the Directorate has developed various online procedures. Creating an 'online profile of the existing RPS License holder' is one of the online procedures of the said module.
3. Whereas in the online profile of the existing 'RPS License holder procedure' provides the following sections: Company Profile, Liaison/Branch Address, Authorized Signatory, Employer Agreements (s), Ship (s), Management Personnel, Sponsorship Letter(s), Memorandum of Understanding (MOU), Bank Details, Payment Details.
4. Whereas it was noticed that many unscrupulous RPSL companies misused the edit option for e-migrating seafarers by making false entries. After careful examination of the matter it was decided to block the automatic edit option in the module.
5. Therefore at present the automatic edit option is not available for updating Company profile, Ship(s), and Manning Agreements. In case any amendment required to be made in these sections, the user needs to send e-mail requests to the jurisdictional Director, Seamen's Employment Offices who in turn after scrutiny send the same to the E-governance Cell/Directorate with his recommendation for the required amendment.

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6. Whereas the Directorate has received representations from RPSL Companies/Shipping Companies/Agents Association stating that this process is long drawn and takes a lot of time and follow-up, resulting in delays in sign on and sign off of crew members on board and other various challenge such as uploading of renewed P&I Certificates of the ship.
7. Whereas, it has been noticed by the Directorate that many RPSL companies have not updated all the required fields/documents in their RPSL profile.
8. The matter has been examined by Directorate and it has now been decided to modify the RPSL module by enabling 'edit' facility in the sections 'ships' and 'Manning Agreements' for creation or modification of RPSL profile of existing RPSL companies.
9. One shall note the following while editing 'ships' and 'Manning Agreements' details:
 - (i) 'Ships' Tab : All the fields are made mandatory which are marked with * (asterik) except 'Official No.'
 - (ii) IMO No., Gross Tonnage, Kilowatt & Ship Type cannot be edited once submitted.
 - (iii) 'Manning Agreement' Tab: All the fields are mandatory which are marked with * (asterisk).
10. Upon implementation of the said revised RPSL module, those ships in the RPSL profile with incomplete data or 'nil' data in any of the mandatory field will get deactivated. Therefore, the edit option in the RPS Module will be opened with effect from 15th January 2023 for RPSL companies to ensure that all the fields in their profile and any fields corresponding to ship have been filled/updated.
11. All the existing RPSL companies are directed to complete and update all fields of their online profile latest by 31st January, 2023. After this due date if in case RPSL companies fails to upload mandatory fields/documents in their online profile shall be unavailable for e-migration.
12. Edit facility will remain functional after 31st January, 2023 except IMO No., Gross Tonnage, Kilowatt & Ship Type of the vessel.
13. It may be noted that the nature of data to be filled in each column along with a flow chart and screen shot of modified RPS module is given in **Annexure - I**.
14. Any request of the RPSL company for making changes in the RPS Profile after the due date of 31st January, 2023 shall apply to the jurisdictional Director, Seamen's Employment Office(SEO) by paying a penalty of Rs.5000/- per field. The concerned Director, SEO shall further forward the same to the Directorate General of Shipping for activation of their RPSL profile.

15. This issues with the approval of the Director General of Shipping and Additional Secretary to the Govt. of India.

(Ashish Sinha)

Deputy Director General of Shipping

Encl: As above

To

1. All the stakeholders through DG Shipping Website.
2. Computer Cell for placing this Circular at DG Shipping Website.
3. E-Gov Branch.
4. AD(OL) for Hindi version

Annexure- I

PROCESS PERTAINING TO ADD/EDT 'SHIPS DETAIL' IN MODIFIED ON-LINE E-GOVERNANCE MODULE OF RECRUITMENT AND PLACEMENT OF SEAFARERS LICENCE (RPSL)

1. Go to DGS website at www.dgshipping.gov.in
2. Click on e-Governance link
3. Login with user Id & password as RPSL
4. Click on 'Recruitment and Placement Link
5. Click on profile login with profile password.

To add/edit 'ship' details

1. Go to 'Ship' Tab.
2. All fields marked with (*) Asterik are mandatory
3. Select .pdf file only and upload file with name similar to field name.
4. IMO No., Gross Tonnage, Kilo watt and ship type cannot be edited once submitted.
5. Start filling of each field as explained below.

Sr. No.	Description	Remarks
<u>Details to be filled</u>		
1.	Name of Employer	As per Form VII / Manning Agreement
2.	Ship Name	Mandatory & editable
3.	IMO No.	Mandatory & non editable
4.	Official No.	Not Mandatory & editable
5.	Call Sign	Mandatory & editable
6.	Gross Tonnage	Mandatory & non editable
7.	Ship Type	Mandatory & non editable
8.	P&I Policy No.	Mandatory & editable
9.	MLC Certificate No.	Mandatory & editable

10.	Issue Date	Mandatory & editable May be renamed to "MLC issue date"
11.	Validity Date	Mandatory & editable May be renamed to "MLC validity date"
12.	Validity Policy Date	Mandatory & editable May be re-arranged next to P&I Policy No. and renamed to "P&I Validity Date"
13.	Ship Flag	Mandatory & editable
14.	Financial Security Document Number	Mandatory & editable
15.	Financial Security Document Validity	Mandatory & editable
<u>Documents to be uploaded</u>		
16.	MLC Certificate	Valid MLC Certificate issued by Maritime Administration
17.	Financial Security Document	Two Financial Security Documents issued under Regulation 2.5.2 and 4.2 of MLC 2006.
18.	Collective Bargaining Agreement (CBA)	Applicable CBA
19.	Seafarer Employment Agreement (SEA)	Sample SEA for the vessel
20.	P&I Document	Valid P&I Insurance copy
21.	DMLC Part 1	Issued as per applicable Maritime Authority regulations
22.	DMLC Part 2	Issued as per applicable Maritime Authority regulations

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