



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

File No. 23-POL/1/2023-CREW-DGS (C. No. 26079)

Date: 27.02.2024

DGS Circular No. 02 of 2024

**Subject: Correction / deletion / updation of entries in the FORM-I and Article of Agreement uploaded by RPS / Shipping Companies – reg.**

Whereas, the Directorate General of Shipping issued DGS Crew Circular No. 03 of 2019 dated 12.06.2019, regarding new procedure for uploading seafarers engagement and discharge data [Article of Agreement / FORM-I]. The said new procedure for submission of seafarer's data in respect of their engagement and discharge has been implemented and the same is functional from 16.03.2019 as per following formulation and timelines:-

- The ***"Date of Sign-on Shore / Date of commencement of Contract"*** shall be entered within 15 days from the date of contract signed.
- The ***"Date of Sign-on Ship" / Sign-on Date"*** shall be entered within 30 days from ***"Date of Sign-on Shore / Date of commencement of Contract"***
- The ***"Date of Sign-off Ship" / Sign-off Date"*** shall be entered within 15 days from the date of seafarer signs off from the ship.
- The ***"Date of Sign-off Shore" / Date of Completion of Contract"*** shall be entered within 15 days from the date of seafarer signs off from the ship.
- The system will not allow to submit any data if the details are not submitted in the stipulated time frame.
- The system will not allow to submit data of seafarers more than the number of seafarers covered under bank guarantee at any given point of time.

2. Whereas, request are also being made from RPSL / Shipping Companies for change in e-governance / e-migrate records for rectification or deletion of dates already fed and populated in the system.

3. Whereas, these dates fed and populated by RPSL / Shipping Companies are critical data for counting of sea-service and issue of various certificates to seafarers in accordance with IMO conventions.

4. Whereas, Sign-on carried out by the RPSL / Shipping Companies implies that the seafarer has actually joined the vessel based on the confirmation received from the Master / Agent of the vessel.

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Hence, the date of Sign-on uploaded by the RPSL is sacrosanct and is updated after due verification. This is an onerous responsibility given to the RPSL / Shipping Companies, and ordinarily there shall not be any error as the dates are being fed in the system "post-facto", i.e., 15 to 30 days after happening of the event.

5. Whereas, the timelines given in para 1, enables the tracking of the particulars of the seafarers concerned also. Hence, the same attains significance, as a safeguard against fraudulent information and forged documentation and its submission.

6. Whereas, the Section 5(b) of Merchant Shipping (Recruitment and Placement of Seafarers) Rules 2016 states that the Recruitment and Placement Services shall ensure that its management and staff are adequately trained and have relevant knowledge of the maritime industry to the extent of the duties assigned to them in this context.

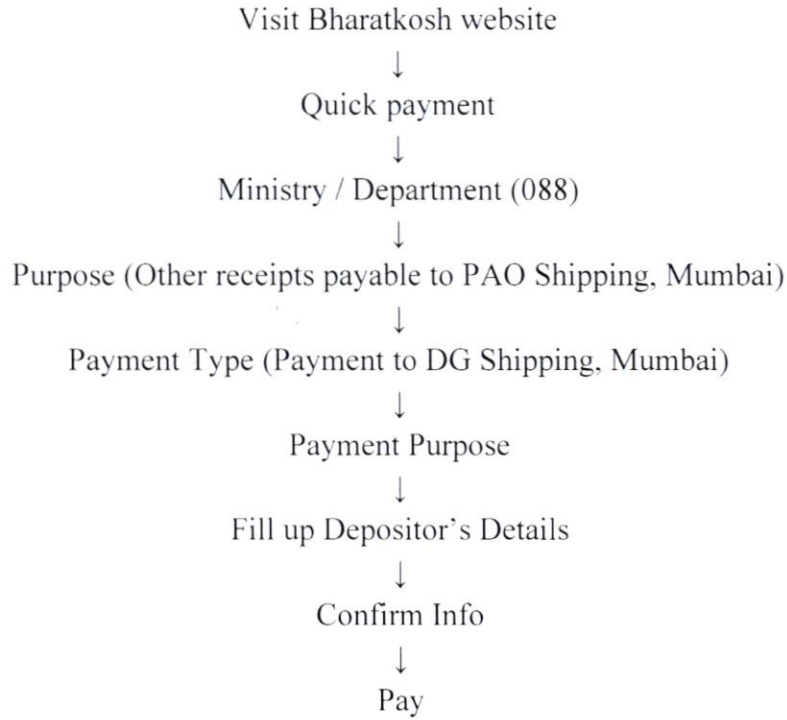
7. Whereas, after due examination of these representations duly received from the RPSL / Shipping Companies, the competent authority has decided that ***henceforth no incorrect entries shall be deleted / modified*** from the online profile of the seafarer without proper investigation. It is the responsibility of the RPSL to update the seafarer's profile with accurate records within the stipulated time frame. If the company fails to update the correct record, the penalty for updating the correct date, after due verification, is henceforth **enhanced to Rs. 1,000/-**.

8. Whereas, if the active RPS / Shipping Companies fail to update Sign-on date / Sign-off date within the prescribed time period, they shall submit all the requisite documents, all pages duly signed by the authorized signatory of the RPS / Shipping Companies, to the jurisdictional DSEO/SM and also on the following email address: [crews-dgs@nic.in](mailto:crews-dgs@nic.in) along with:

- a. Company's Request letter for updation of pending Sign-on date / Sign-off date (also mentioned vessel name with Sign-on / Sign-off date) ***detailing the, extraordinary circumstances with cogent reason and action taken to ensure such event do not occur in future.***
- b. Copy of CDC with front page and Sign-on / Sign-off date endorsed by the Master of the Vessel.
- c. Copy of passport with front page and immigration stamps (India – Departure / Foreign – Arrival & Foreign – Departure / India – Arrival) or copy of manifest wherein the seafarer has Signed-on & Signed-off.
- d. Copy of Seafarer Employment Agreement / Contract signed between the seafarer and the RPS Company.
- e. Bharatkosh Payment Receipt of Rs1000/- per updation (Rs. 1000/- for Sign-on & Rs. 1000/- for Sign-off) under head "Other Receipts Payable to PAO Shipping, Mumbai" made to Directorate General of Shipping, Mumbai.

....3

*Method of making payment through Bharatkosh for updation of pending Sign-on date & Sign-off date.*



9. This issues with the approval of Director General of Shipping.



(Capt. Manish Kumar)  
Nautical Surveyor-cum-  
Deputy Director General of Shipping (Tech/Crew)