



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

F. No. 23-RPS/24/2024-CREW - DGS (C. No. 30297)

Date: 14.08.2024

**DGS Crew Circular No. 25 of 2024**

**Subject: Changes brought in E-Governance e-migrate system related to SMS alerts, port and country of joining and procedures for viewing acknowledging sea service details by seafarers - reg.**

Whereas, Merchant Shipping (Recruitment and Placement of Seafarers) Rules, 2016, mandates that seafarers are recruited through approved Indian Recruitment and Placement of Seafarers (RPS) agencies when working for foreign ship owners. The said rule ensures that the seafarers are recruited and employed through licensed and registered companies or agencies and further helps in protecting the seafarers' rights, ensures their welfare and well-being. The rule also ensures that the recruitment agencies follow the established recruitment processes applicable as per national and international laws.

2. Whereas, under the Merchant Shipping (Recruitment and Placement of Seafarers) Rules, 2016, mandates that these approved RPS agencies keep accurate and up-to-date records of all seafarers they have recruited or placed onboard their contracted vessels and also, these records are required to be readily available in the online profiles of the seafarers recruited or employed through them at all times for verification by inspecting authorities.

3. Whereas, to streamline the issues record keeping and curb fraudulent practices in recruitment of Indian seafarers working on foreign-flagged ships through unlicensed RPS agencies, the Directorate had introduced the e-Migrate system vide Merchant Shipping Notice No. 07 of 2017 dated 11.08.2017 to monitor and curb such deceitful practices by errant RPS agencies.

4. Whereas, the e-Migrate system not only processes the seafarer's details but also sends this information as an automated alert message to the concerned seafarers registered email. This includes notifications about their recruitment status, such as sign-on ashore, sign-on vessel, sign-off vessel and sign-off ashore details.

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9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

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Additionally, if there are any changes to the entries made in their online profiles, such as cancellations, updates or corrections are also communicated through automated alert message to the concerned seafarers registered email.

5. Whereas, it has come to this Directorate notice that such important updates or notifications related to e-migrate system are not instantly sent or communicated to the seafarers through Short Message Services (SMS) or other communication channels. This leads to a situation where seafarers do not receive timely or clear information regarding changes to their status or other crucial updates that could affect their travel and employment.

6. Therefore, to address the above issue of timely notification of e-migrate system alerts to the seafarers and to further enhance greater transparency in the current E-Governance system, this Directorate is pleased to introduce and implement automated SMS messaging facility within the existing e-Migrate system.

7. This new SMS alerting feature would send automated notifications or updates to seafarers registered mobile number. Any updates made in the seafarer's online profile, including changes to sign-on and sign-off details or modifications and cancellations of any previously entered data, will now be communicated to the seafarers through these official SMS messages and additionally same would also reflect in seafarers' profile in the current E-Governance system.

8. The said SMS alerting system aims to ensure that seafarers are promptly and effectively informed about any relevant changes or important updates, thus enabling them to take necessary actions in a timely manner. By three-way mode of alerting system such as

***(i) Alerting by automated email messages to the seafarers registered email id;***

***(ii) Alerting by automated SMS messages to the seafarers registered mobile number; and***

***(iii) Reflection of changes in seafarers' profile in the current E-Governance system***

The Directorate is working towards providing a more robust and reliable communication system to support seafarers throughout their recruitment and employment processes.

9. Further, the e-migrate system is amended with mandatory filling of “***Port of Joining***” (editable field) and “***Country of Joining***” (choose from drop down menu) options by RPS agencies to fill up mandatorily during the seafarer's sign-on and the same would henceforth reflect in the seafarer's form - 1 and would be also sent through automated alert email messages to the seafarers registered email ID. Seafarers are hereby cautioned to be alert and ensure if correct “joining port and country” details are reflected in form - 1 for the RPS agency to make subsequent necessary relevant travel arrangements such as visa, tickets etc. for joining vessel in the said respective country as mentioned in the form - 1.

10. In lieu of the introduction of the mandatory filling options for RPS agencies to fill up seafarer's sign-on related "Port of Joining" and "Country of Joining" which would henceforth reflect in the seafarer's form - 1, the mandatory submission of details of seafarers currently working in or scheduled to join vessels in Iran, UAE, or Malaysia as mandated by DG Shipping Crew branch circular 15 of 2024 dated 21.06.2024 is hereby withdrawn.

11. For onboard promotion cases being affected in port / country, the RPS agencies may choose relevant port / country. However, onboard promotion cases related to being affected at sea, the RPS agencies may fill up "Port of Joining" (editable field) as "*At Sea*" and "Country of Joining" (from drop down menu) as "*At Sea*".

12. Further, to ensure that accurate processing of seafarers' sign-on and sign-off details, as well as any changes to their online profiles through the e-Migrate system are effectively controlled, the onus also lies on seafarers themselves and hence *Indian seafarers would also be required to acknowledge these updates.*

13. To complete this process, the following procedures are required to be followed for viewing and acknowledging the sea service and Article of Agreement (AoA) details by seafarers themselves as per their convenience:

a) **Accessing the Portal:**

Seafarers are required to access the DG Shipping portal by visiting [dgshipping.gov.in](http://dgshipping.gov.in)

b) **Logging In:**

On the homepage, click the "e-governance" link under the section "I.T AND E-GOVERNANCE." Enter your login credentials and click the "Login" button. Please ensure to take a screenshot of the login page for your records.

c) **Viewing Sea Service and Acknowledging:**

Once logged in, navigate to the "View Sea Service and Acknowledge" link. Note that the acknowledgment option will be available only for sign-on ship dates later than the specified date (XX-XXX-XXXX).

d) **Acknowledging Sign-On Details:**

1. Click on the "Acknowledge" link under the "Acknowledge Sign - on" section.
2. If you agree with the sign-on ship details provided by the company, select the 'Agree' radio button. Add any necessary remarks and submit.
3. If you disagree with the sign-on ship details, select the 'Disagree' button. Enter the correct details, provide any remarks as needed and submit.

e) **Acknowledging Sign-Off Details:**

1. Click on the "Acknowledge" link under the "Acknowledge Sign off" section.
2. If you agree with the sign-off ship details, select the 'Agree' radio button. Add any necessary remarks and submit.

3. If you disagree with the sign-off ship details, select the 'Disagree' radio button. Enter the correct details, provide any necessary remarks, and submit.

f) **Reviewing Submitted Details:**

To review the details you have submitted, click on the “Done” link under both “Acknowledge Sign on” and “Acknowledge Sign Off” sections.

g) **Article of Agreement:**

The process for acknowledging the Article of Agreement is identical to the sea service acknowledgment process. Please follow the same steps for viewing and acknowledging Article of Agreement details.

14. The above amendments in the current e-migrate system have been introduced as an interim measure for improving transparency and for greater accountability on the RPS agents and seafarers themselves. The Directorate is working towards a robust and comprehensive new RPSL module with additional security and safety features for improving transparency and for an effective system for all stakeholders concerned.

15. The detailed step by step flow chart detailing the new amendments in the e-migrate system is explained in Annexure I for stakeholders benefit and compliance. For any related queries, stakeholders may please contact [crews-dgs@nic.in](mailto:crews-dgs@nic.in) for further assistance.

16. This circular comes into force with immediate effect and is effective from the date of issuance of this circular.

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



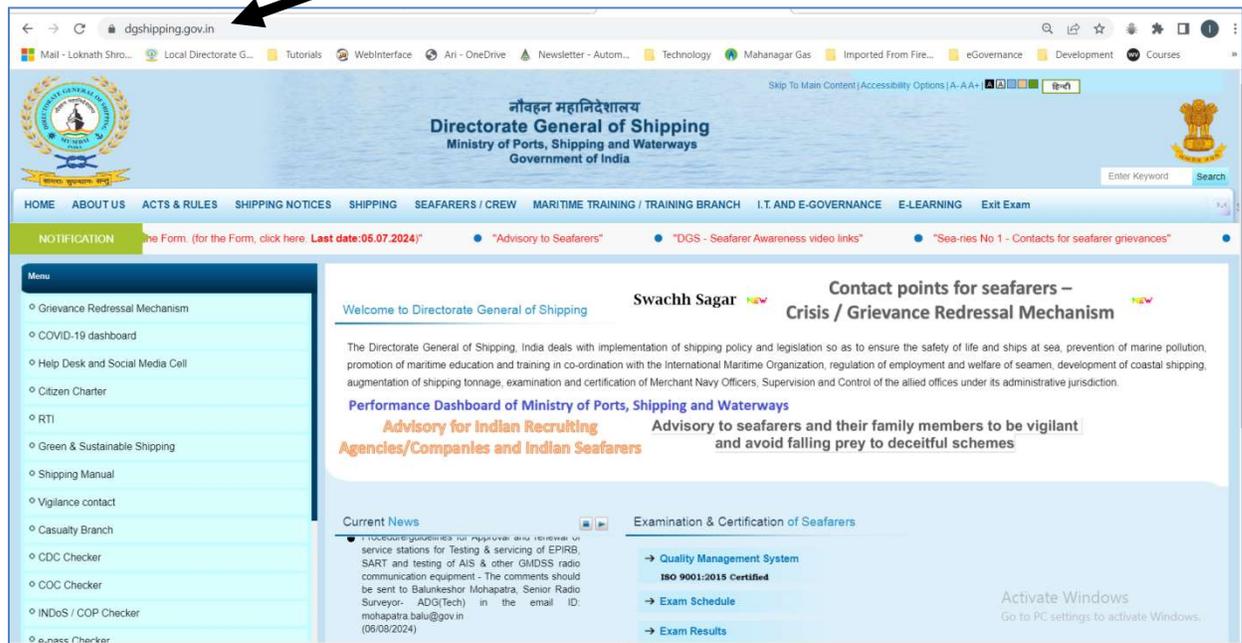
Capt. (Dr.) Daniel J Joseph  
Dy. Director General of Shipping (Crew)

**To,**  
All Stakeholders through DGS Website

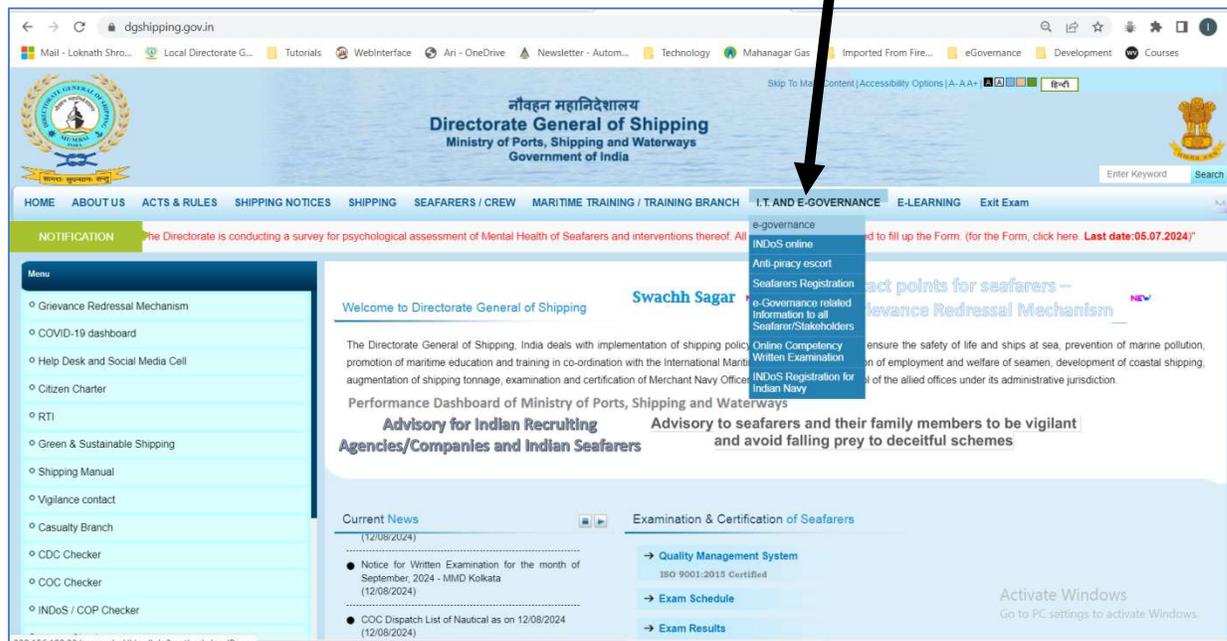
## Annexure I

**User Manual for View Sea Service and Acknowledge for Seafarer**

1. Go to [www.dgshipping.gov.in](http://www.dgshipping.gov.in)



2. Click the “e-governance” link under I.T AND E-GOVERNANCE



3. Enter the credential and click the button “Login”  
Screen shot may be taken for reference

4. Click the link “View Sea Service and Acknowledge”

Sea Service Details													
INDoS Details						Name : Test Seafarer							
INDoS No. : SR_N0001						Date of Birth : 11-AUG-1981							
Discipline : Nautical													
<p>Note: The Acknowledge link will be available for details with a sign-on ship date later than XX-XXX-XXXX</p> <p>Articles of Agreement Details uploaded by RPSL/Shipping Company</p>													
Sr. No.	RPSL/Company Name	Rank	Vessel Name	Flag	Date of Sign On Shore	Date of Sign On Ship	Sign On Port	Acknowledge Sign On	Date of Sign Off Ship	Sign Off Port	Date of Sign Off Shore	Acknowledge Sign Off	
<p>Details not found</p>													
<p>Form I (Earlier Form IIIA) Details uploaded by RPA</p>													
Sr. No.	RPSL/Company Name	Rank	Vessel Name	Flag	Date of Commencement of Contract	Date of Sign On Ship	Sign On Port	Acknowledge Sign On	Date of Sign Off Ship	Sign Off Port	Date of Completion of Contract/Arriving India	Acknowledge Sign Off	
1.	MANNING AGENT TEST CASE	Master (NCV)	GAGAN	FOREIGN	10-AUG-2024	10-AUG-2024	Tokyo	Acknowledge	13-AUG-2024	Tsuk	13-AUG-2024	N.A.	
2.	MANNING AGENT TEST CASE	Watch Keeping Deck Officer (NCV) ODW	GAGAN	FOREIGN	20-JUL-2024	20-JUL-2024	Tokyo	N.A.	20-JUL-2024	Jurong	20-JUL-2024	N.A.	
3.	MANNING AGENT TEST CASE	Chief Officer (NCV)	GAGAN	FOREIGN	15-JUL-2024	18-JUL-2024	on sea	N.A.	19-JUL-2024	tokyo	19-JUL-2024	N.A.	
4.	MANNING AGENT TEST CASE	Second Officer (NCV)	GAGAN	FOREIGN	15-JUL-2024	18-JUL-2024	Tehran	N.A.	17-JUL-2024	London		N.A.	

**Note: The Acknowledge link will be available for details with a sign-on ship date**

5. Click the link “Acknowledge” under Acknowledge Sign on.

6. Select the 'Agree' button if you agree with the sign-on ship details entered by the company. Add any remarks if necessary, and then submit

Acknowledge FORM I Sign On Ship Details	
<p>Note : All fields marked with an asterisk (*) are mandatory.</p> <p>Seafarer Engagement Details submitted by <b>MANNING AGENT TEST CASE</b></p>	
Name of Seafarer* : TEST SEAFARER	Passport No.* : M2565665
Indos No.* : SR_N0001	Rank* : Master (NCV)
CDC No.* : MUM 150115T	IMO No. of Vessel* : 1111111
Name of Vessel* : GAGAN	Name of Foreign Shipping Company* : XYZ LTD
Flag of Vessel* : Finland	Date of Flight Journey (Tentative)* : 10-AUG-2024
Date of Commencement of Contract* : 10-AUG-2024	
Remarks (If any) : TEST	
Migrate Ref.No* : SFXXXXXX	Migrate Date* : 10-AUG-2024
Date of Sign On Ship* : 10-AUG-2024	Signing On Country* : Japan
Signing On Port* : Tokyo	
<p>Declaration</p> <p>Select if agree <input type="radio"/> I, hereby acknowledge and declare that the sign on ship details provided by <b>MANNING AGENT TEST CASE</b> are true, accurate, and complete to the best of my knowledge and belief. I understand that any discrepancies or false statements may lead to disciplinary action, including potential disqualification of my service record.</p> <p>Select if disagree <input type="radio"/> I, hereby acknowledge and declare that I <b>disagree</b> with the sign on ship details provided by <b>MANNING AGENT TEST CASE</b>. I believe the provided information to be inaccurate or incomplete and request a review.</p>	
<p>Remarks</p> <p>Remarks :</p>	
<p>Back Submit Reset</p>	

- Select the 'disagree' button if you disagree with the sign-on ship details entered by the company. Enter the correct details, add any remarks if necessary, and then submit.

**Acknowledge FORM I Sign On Ship Details**

**Note:** All fields marked with an asterisk (\*) are mandatory.

Seafarer Engagement Details submitted by **MANNING AGENT TEST CASE**

Name of Seafarer\*: TEST SEAFARER  
 Indos No.\*: SR\_N0001  
 CDC No.\*: MUM 150112  
 Passport No.\*: M2555055  
 Rank\*: Master (NCV)  
 Name of Vessel\*: GAGAN  
 IMO No. of Vessel\*: 1111111  
 Flag of Vessel\*: Finland  
 Name of Foreign Shipping Company\*: XYZ LTD  
 Date of Commencement of Contract\*: 10-AUG-2024  
 Date of Flight Journey (Tentative)\*: 10-AUG-2024  
 Remarks (if any): TEST  
 Migrate Ref.No\*: SFXXXXXX  
 Migrate Date\*: 10-AUG-2024  
 Date of Sign On Ship\*: 10-AUG-2024  
 Signing On Port\*: Tokyo  
 Signing On Country\*: Japan

**Declaration**

Select if agree  I hereby acknowledge and declare that the sign on ship details provided by **MANNING AGENT TEST CASE** are true, accurate, and complete to the best of my knowledge and belief. I understand that any discrepancies or false statements may lead to disciplinary action including potential disqualification of my service record.

Select if disagree  I, hereby acknowledge and declare that I **disagree** with the sign on ship details provided by **MANNING AGENT TEST CASE**. I believe the provided information to be inaccurate or incomplete and request a review.

**Entered Correct Sign On Ship Details**

Name of Vessel\*:   
 Flag of Vessel\*:   
 IMO No. of Vessel\*:   
 Date of Sign On Ship\*:   
 Signing On Port\*:   
 Signing On Country\*:

**Remarks**

Remarks:

Activate  
Go to PC

[Back] [Submit] [Reset]

- Similarly, may submit for Sign off ship when signed off.

**Sea Service Details**

**INDoS Details**

INDoS No.: SR\_N0001  
 Discipline: Nautical  
 Name: Test Seafarer  
 Date of Birth: 11-AUG-1981

**Note:** The Acknowledge link will be available for details with a sign-on ship date later than **XX-XXX-XXXX**

**Articles of Agreement Details uploaded by RPSL/Shipping Company**

Sr. No.	RPSL/Company Name	Rank	Vessel Name	Flag	Date of Sign On Shore	Date of Sign On Ship	Sign On Port	Acknowledge Sign On	Date of Sign Off Ship	Sign Off Port	Date of Sign Off Shore	Acknowledge Sign Off
Details not found												

**Form 1 (Earlier Form IIIA) Details uploaded by RPA**

Sr. No.	RPSL/Company Name	Rank	Vessel Name	Flag	Date of Commencement of Contract	Date of Sign On Ship	Sign On Port	Acknowledge Sign On	Date of Sign Off Ship	Sign Off Port	Date of Completion of Contract / Arriving India	Acknowledge Sign Off
1.	MANNING AGENT TEST CASE	Master (NCV)	GAGAN	FOREIGN	10-AUG-2024	10-AUG-2024	Tokyo	Done	13-AUG-2024	Tue	13-AUG-2024	Acknowledge
2.	MANNING AGENT TEST CASE	Watch Keeping Deck Officer (NCV) OSRW	GAGAN	FOREIGN	20-JUL-2024	20-JUL-2024	Tokyo	N.A.	29-JUL-2024	Jurong	29-JUL-2024	N.A.
3.	MANNING AGENT TEST CASE	Chief Officer (NCV)	GAGAN	FOREIGN	15-JUL-2024	18-JUL-2024	on sea	N.A.	19-JUL-2024	tokyo	19-JUL-2024	N.A.
4.	MANNING AGENT TEST CASE	Second Officer (NCV)	GAGAN	FOREIGN	15-JUL-2024	16-JUL-2024	Taiwan	N.A.	17-JUL-2024	London		N.A.

9. Click the link “Acknowledge” under Acknowledge Sign off.

**Acknowledge FORM I Sign Off Ship Details**

**Note:** All fields marked with an asterisk ( \* ) are mandatory.

**Seafarer Engagement Details submitted by Recruitment and Placement Services: MANNING AGENT TEST CASE**

Name of Seafarer\*: TEST SEAFARER  
 Indos No.\*: SR\_N0001  
 CDC No.\*: MUM 150115T  
 Passport No.\*: M2565665  
 Rank\*: Master (NCV)

Name of Vessel\*: GAGAN  
 Flag of Vessel\*: Finland  
 Date of Commencement of Contract\*: 10-AUG-2024  
 IMO No. of Vessel\*: 1111111  
 Name of Foreign Shipping Company\*: XYZ LTD  
 Date of Flight Journey (Tentative)\*: 10-AUG-2024

Remarks (if any):  
 TEST

Migrate Ref.No\*: SFXXXXXX  
 Migrate Date\*: 10-AUG-2024

Date of Sign On Ship\*: 10-AUG-2024  
 Signing On Port\*: Tokyo  
 Date of Sign Off Ship\*: 13-AUG-2024  
 Signing Off Port\*: Tuas  
 Date of Completion of Contract\*: 13-AUG-2024  
 Signing On Country\*: Japan  
 Signing Off Country\*: Singapore

**Seafarer acknowledged the Sign On Ship details submitted by the Recruitment and Placement Services (MANNING AGENT TEST CASE)**

Date\*: 13-AUG-2024

Declaration:  I hereby acknowledge and declare that I **disagree** with the sign on ship details provided by MANNING AGENT TEST CASE. I believe the provided information to be inaccurate or incomplete and request a review.

**Details submitted while acknowledge the Sign on Ship details**

Name of Vessel\*: xyz  
 Flag of Vessel\*: Ecuador  
 Signing On Port\*: Tokyo  
 IMO No. of Vessel\*: 8595646  
 Date of Sign On Ship\*: 10-AUG-2024  
 Signing On Country\*: Singapore

The vessel details submitted by the company are incorrect. I have provided the correct vessel details.

Remarks:

**Declaration for Sign Off Ship Details**

Select if agree  I hereby acknowledge and declare that the sign off ship details provided by MANNING AGENT TEST CASE are true, accurate, and complete to the best of my knowledge and belief. I understand that any discrepancies or false statements may lead to disciplinary action, including potential disqualification of my service record.

Select if disagree  I hereby acknowledge and declare that I **disagree** with the sign off ship details provided by MANNING AGENT TEST CASE. I believe the provided information to be inaccurate or incomplete and request a review.

Remarks:

10. Select the 'Agree' button if you agree with the sign-off ship details entered by the company. Add any remarks if necessary, and then submit

11. Select the 'disagree' button if you disagree with the sign-off ship details entered by the company. Enter the correct details, add any remarks if necessary, and then submit.

12. To view the details submitted at the time acknowledge click the link “Done” under Acknowledge Sign on and Acknowledge Sign Off.

**Sea Service Details**

**INDOS Details**

INDoS No.: SR\_N0001  
 Discipline: Nautical  
 Name: Test Seafarer  
 Date of Birth: 11-AUG-1981

**Note:** The Acknowledge link will be available for details with a sign-on ship date later than XX-XXX-XXXX

**Articles of Agreement Details uploaded by RPSL/Shipping Company**

Sr. No.	RPSL/Company Name	Rank	Vessel Name	Flag	Date of Sign On Shore	Date of Sign On Ship	Sign On Port	Acknowledge Sign On	Date of Sign Off Ship	Sign Off Port	Date of Sign Off Shore	Acknowledge Sign Off
Details not found												

**Form 1 (Earlier Form IIIA) Details uploaded by RPA**

Sr. No.	RPSL/Company Name	Rank	Vessel Name	Flag	Date of Commencement of Contract	Date of Sign On Ship	Sign On Port	Acknowledge Sign On	Date of Sign Off Ship	Sign Off Port	Date of Completion of Contract/Arriving India	Acknowledge Sign Off
1.	MANNING AGENT TEST CASE	Master (NCV)	GAGAN	FOREIGN	10-AUG-2024	10-AUG-2024	Tokyo	<a href="#">Done</a>	13-AUG-2024	Tuas	13-AUG-2024	<a href="#">Done</a>
2.	MANNING AGENT TEST CASE	Watch Keeping Deck Officer (NCV) D1NW	GAGAN	FOREIGN	28-JUL-2024	28-JUL-2024	Tokyo	N.A.	29-JUL-2024	Jurong	29-JUL-2024	N.A.
3.	MANNING AGENT TEST CASE	Chief Officer (NCV)	GAGAN	FOREIGN	15-JUL-2024	18-JUL-2024	on sea	N.A.	19-JUL-2024	Tokyo	19-JUL-2024	N.A.
4.	MANNING AGENT TEST CASE	Second Officer (NCV)	GAGAN	FOREIGN	15-JUL-2024	16-JUL-2024	Teheran	N.A.	17-JUL-2024	London		N.A.

 GOVERNMENT OF INDIA MINISTRY OF PORTS, SHIPPING AND WATERWAYS DIRECTORATE GENERAL OF SHIPPING	
<b>Acknowledge FORM I Details</b>	
<u>Seafarer Engagement Details submitted by Recruitment and Placement Services : MANNING AGENT TEST CASE</u>	
Name of Seafarer : TEST SEAFARER	Passport No. : M2565665
INDoS No. : SR_N0001	Rank : Master (NCV)
CDC No. : MUM 150115T	IMO No. of Vessel : 1111111
Name of Vessel : GAGAN	Name of Foreign Shipping : XYZ LTD
Flag of Vessel : Finland	
Date of Commencement of Contract : 10-AUG-2024	
Remarks (If any) : TEST	
Migrate Ref.No. : SFXXXXXX	Migrate Date : 10-AUG-2024
Date of Sign On Ship : 10-AUG-2024	
Signing On Port : Tokyo	Signing On Country : Japan
Date of Sign Off Ship : 13-AUG-2024	
Signing Off Port : Tuas	Signing Off Country : Singapore
Date of Commencement of Contract : 13-AUG-2024	
<u>The seafarer acknowledged the sign-on ship details submitted by the Recruitment and Placement Services</u>	
Date : 13-AUG-2024	
Declaration : I, hereby acknowledge and declare that I disagree with the sign on ship details provided by MANNING AGENT TEST CASE. I believe the provided information to be inaccurate or incomplete and request a review..	
<u>Details submitted while acknowledge the Sign on Ship details</u>	
Name of Vessel : xyz	IMO No. of Vessel : 8595648
Flag of Vessel : Ecuador	Date of Sign On Ship : 10-AUG-2024
Signing On Port : Tokyo	Signing On Country : Singapore
Remarks : The vessel details submitted by the company are incorrect. I have provided the correct vessel details.	
<u>The seafarer acknowledged the sign-off ship details submitted by the Recruitment and Placement Services</u>	
Date : 13-AUG-2024	
Declaration : I, hereby acknowledge and declare that the sign off ship details provided by MANNING AGENT TEST CASE MANNING AGENT TEST CASE are true, accurate, and complete to the best of my knowledge and belief. I understand that any discrepancies or false statements may lead to disciplinary action, including potential disqualification of my service record	
Remarks : Agree with sign off details submitted by the company	

**Note:**

Same process is to be followed for Article of Agreement (AoA) for Indian flagged vessels.