F.No.TR/CIR/6(6)/2018   Dated:11.10.2018

Merchant Shipping Notice No. 6 of 2018

Subject: Online e-governance module for processes pertaining to RPSL

1. Whereas the Directorate has been consistently involved in enhancing ease of business through the e-governance system.

2. Whereas the Directorate is committed to expediting the various processes pertaining to the RPSL companies and has now developed an online module on e-governance.

3. The Directorate has developed following online procedures as given in Annexure – 1.

3.1 Creating online profile of the existing RPS license holder,

3.2 Online procedure for processing annual inspections of RPSL companies,

3.3 Online procedure for processing renewal inspections of RPSL companies,

3.4 Online procedure for processing inspections for change of name / address,

3.5 Online procedure for applying for new RPS license.

3.6 Online procedures for reporting cases of non-payment of wages, abandonment, non-compliance of MLC, Death / Missing / Accident,

Indiscipline by Indian seafarer, Marine casualty / Medical attention / Repatriation / Payment of compensation, Absconding at foreign ports.

3.7   Online procedure for blacklisting Employer / Ship.

4.   All the existing RPSL companies are directed to complete and update their online profile latest by 25 / 10 / 2018. The RPSL companies failing to update their online profile within the due date shall not be able to sign on any seafarer onboard a vessel.

5.   The manual submission of applications for annual inspection, renewal inspection, change of name, change of address, and new applications shall not be henceforth entertained.

6.   The RPSL companies facing any problem related to updating their profile may email their query to dgstrg@gmail.com. The RPSL may also call at 0091 22 25752012 for seeking clarification.

7.   The RPSL companies are requested to provide suggestions and feedback pertaining to the online RPSL module for making the utility user friendly and comfortable. All such suggestions and feedback may be sent by email to dgstrg@gmail.com. The RPSL may also call at 0091 22 25752012.

8.   This issues with the approval of the Director General of Shipping and Secretary to Government of India.

for

Deputy Director General of Shipping
(Crew)

ANNEXURE – 1

Online procedures

General Instructions

1. *The user should upload the documents in '**pdf**' format only.*

2. *Bank guarantee shall be physically verified by DSEO office*

3. *For updating any records in any module, the user shall click on the '**Edit**' link against that record. The 'Edit' option is not available for updating 'Company profile'. In case any amendment required to be made in 'Company profile', the user needs to send email to the Directorate at dgstrg@gmail.com*

4. *Payment of fees for any application is to be made prior to application. Applicant shall upload the payment receipt and enter the transaction reference number.*

5. *The profile should be complete in all respect prior to any application as applicable.*

1. ## Online procedure for creating RPSL profile of existing RPSL companies.

Step 1: Go to DGS website www.dgshipping.gov.in

Step 2: Go to E-GOVERNANCE tab and click on e-governance

Step 3: Login with user id and password

Step 4: Click on 'Recruitment and Placement Services'

Step 5: Click on 'Profile' menu

Step 6: Fill all the details in the sections provided: Company Profile, Liaison/Branch Address, Authorized Signatory, Employer Agreement(s),

Ship, Management Personnel, Sponsorship Letter(s), MOU (Memorandum of Understanding), Bank Details, Payment Details.

2. Online procedure for application for new RPS license

Step 1: Make the payment for application fees of Rs. 40,000/- through the Bharatkosh website.

Step 2: Go to DGS website www.dgshipping.gov.in

Step 3: Go to E-GOVERNANCE tab and click on e-governance

Step 4: Select 'RPSL' from drop down list of 'Internal Reference Links' on the left side of page

Step 5: Click on 'Application for RPS License' link and click on 'New Application'

Step 6: Fill all the details in the sections provided: Company Profile, Liaison/Branch Address, Authorized Signatory, Employer Agreement(s), Bank(s) and Payment.

Step 7: The applicant shall upload the payment receipt and enter the transaction reference number. The applicant shall then select the Recognized Organization (RO) for undertaking the inspection.

Step 8: The applicant shall select Director Seamen's Employment Office 'DSEO Branch' (DSEO) and submit the application. A confirmation message with the auto-generated application reference number shall be displayed.

Step 9: Applicant may view the status of application by following Steps 2 to 4 and click on 'Application for RPS License' link and click on 'View Application'.

Step 10: Once the application is submitted, it shall appear in the inbox of the selected RO.

Step 11: Steps to be followed by RO. Go to DGS website dgshipping.gov.in. Go to E-GOVERNANCE tab and click on e-governance. The RO shall login using the given user id and password. Click on 'Administration' link-> click on 'Inbox' menu -> select 'New Applications'.

Step 12: The RO can view details of the submitted application by clicking on the 'View Details' link provided against each application.

Step 13: The RO shall review the application for correctness.

Step 14: If the RO is not satisfied with the submitted documents, the RO shall raise an online query to the applicant through the 'Remarks / Correspondence' section and send back the online application to the applicant by selecting the 'RPSL' option from the "Send to" drop down list.

Step 15: The applicant can view the query and shall upload the documentary evidence for compliance. The applicant shall reply in 'Remarks / Correspondence' section and send back the application to RO by selecting the 'RO' option from the "Send to" drop down list.

Step 16: Steps 11 to 15 are followed till the time the RO is satisfied with the submitted documents. A maximum of 15 days shall be given to the applicant to comply with the raised query / deficiencies beyond which the RO may propose to reject the application.

Step 17: If the RO is satisfied with the submitted documents, the RO shall liaise with the applicant to finalize the date of inspection of the applicant's office.

Step 18: RO shall carry out the inspection on the mutually agreed date. The RO shall click on the "Create Inspection Report" provided against the online application.

Step 19: The RO shall fill up the inspection report. The RO may also edit the report by clicking on the button **'Update Report'**. Once satisfied, the RO may submit the inspection report by clicking the **'Submit Report'** button. The RO shall then forward the online application to the "Assistant Director" (AD) of the DSEO by selecting the **'AD'** option from the **"Send to"** drop down list.

Step 20: The RO must forward the online application to the AD within 7 days from the date of inspection. Any clarifications required from the applicant and/or deficiencies reported must be addressed within those 7 days.

Step 21: Steps to be followed by DSEO officials. Go to DGS website dgshipping.gov.in. Go to E-GOVERNANCE tab and click on e-governance. The DSEO official shall login using the given user id and password. Click on **'Administration'** link-> click on **'Inbox'** menu -> select **'New Applications'**.

Step 22: Once the online application is forwarded by RO to AD, the online application appears in the inbox of AD.

Step 23: The AD can view details of the submitted application by clicking on the **'View Details'** link provided against each application.

Step 24: The AD shall review the application for correctness.

Step 25: If the AD is not satisfied with the submitted documents, the AD shall raise an online query to the RPSL / RO the **'Remarks / Correspondence'** section and send back the online application to the RPSL / RO.

Step 26: The RPSL / RO can view the query and shall upload the documentary evidence for compliance. The RPSL / RO shall reply in **'Remarks / Correspondence'** section and send back

the application to AD by selecting the **'AD'** option from the **"Send to"** drop down list.

Step 27: Steps 23 to 26 shall be followed till the AD is satisfied. A maximum of 15 days may be given for compliance of any deficiency raised beyond which the AD might process the application for rejection. If the AD is satisfied, the AD shall submit his recommendation on the **"Notesheet"** section and forward the online application to the **DD (Deputy Director)** by selecting the **'DD'** option from the **"Send to"** drop down list.

Step 28: The online application then appears in the inbox of DD. The DD shall review the application. If the DD is not satisfied, he send query to AD by putting his remarks in the **"Notesheet"** section. If satisfied, the DD shall forward the online application to **DI (Director).**

Step 29: The online application then appears in the inbox of DI. The DI shall review the application. If the DI is not satisfied, he may send query to DD by putting his remarks in the **"Notesheet"** section. If satisfied, the DI shall approve the online application by clicking the **"Approved"** button.

Step 30: Similar workflow shall be followed for processing the online application that needs to be rejected. The DI shall reject the online application by clicking the **"Rejected"** button.

Step 31: The applicant will see a confirmation message that the application has been approved by DI. A system generated 'User id' and 'Password' shall be mailed to the applicant on the email id mentioned in the personal details section.

Step 32: The applicant may use the login details and follow 'Online procedure for creating RPSL profile of existing RPSL companies' to update the profile.

3. Application for Annual Inspection of RPSL

Step 1: Go to DGS website www.dgshipping.gov.in

Step 2: Go to E-GOVERNANCE tab

Step 3: Click on e-governance

Step 4: Login with user id and password

Step 5: Click on 'Recruitment and Placement Services'

Step 6: Click on **'Inbox'** link.

Step 7: Click on **'Apply for Annual inspection'** link.

Step 8: The applicant shall select the RO for undertaking the inspection.

Step 9: The applicant shall select Director Seamen's Employment Office 'DSEO Branch' (DSEO) and submit the application. A confirmation message with the auto-generated application reference number shall be displayed for tracking the application status through **'View application Details'** in Inbox menu.

Step 10: Once the application is submitted, it shall appear in the inbox of the selected RO.

Step 11: Steps to be followed by RO. Go to DGS website dgshipping.gov.in. Go to E-GOVERNANCE tab and click on e-governance. The RO shall login using the given user id and password. Click on **'Administration'** link-> click on **'Inbox'** menu -> select **'Annual Inspection'**.

Step 12: The RO can view details of the submitted application by clicking on the **'View Details'** link provided against each application.

Step 13: The RO shall review the application for correctness.

Step 14: If the RO is not satisfied with the submitted documents, the RO shall raise an online query to the applicant through the **'Remarks / Correspondence'** section and send back the online application to the applicant by selecting the **'RPSL'** option from the **"Send to"** drop down list.

Step 15: The applicant can view the query and shall upload the documentary evidence for compliance. The applicant shall reply in **'Remarks / Correspondence'** section and send back the application to RO by selecting the **'RO'** option from **"Send to"** drop down list.

Step 16: Steps 11 to 15 are followed till the time the RO is satisfied with the submitted documents. A maximum of 15 days shall be given to the applicant to comply with the raised query / deficiencies beyond which the RO may propose to reject the application.

Step 17: If the RO is satisfied with the submitted documents, the RO shall liaise with the applicant to finalize the date of inspection.

Step 18: RO shall carry out the inspection on the mutually agreed date. The RO shall click on the **"Create Inspection Report"** provided against the online application.

Step 19: The RO shall fill up the inspection report. The RO may also edit the report by clicking on the button **'Update Report'**. Once satisfied, the RO may submit the inspection report by clicking the **'Submit Report'** button. The RO shall then forward the online application to the "Assistant Director" (**AD**) of the DSEO by selecting the **'AD'** option from the **"Send to"** drop down list.

Step 20: The RO must forward the online application to the AD within 7 days from the date of inspection. Any clarifications required

from the applicant and/or deficiencies reported must be addressed within those 7 days.

Step 21: Steps to be followed by DSEO officials. Go to DGS website dgshipping.gov.in. Go to E-GOVERNANCE tab and click on e-governance. The DSEO official shall login using the given user id and password. Click on **'Administration'** link-> click on **'Inbox'** menu -> select **'Annual inspection'**.

Step 22: Once the online application is forwarded by RO to AD, the online application appears in the inbox of AD.

Step 23: The AD can view details of the submitted application by clicking on the **'View Details'** link provided against each application.

Step 24: The AD shall review the application for correctness.

Step 25: If the AD is not satisfied with the submitted documents, the AD shall raise an online query to the RPSL / RO the **'Remarks / Correspondence'** section and send back the online application to the RPSL / RO.

Step 26: The RPSL / RO can view the query and shall upload the documentary evidence for compliance. The RPSL / RO shall reply in **'Remarks / Correspondence'** section and send back the application to AD by selecting the **'AD'** option from the **"Send to"** drop down list.

Step 27: Steps 21 to 26 shall be followed till the AD is satisfied. A maximum of 15 days may be given for compliance of any deficiency raised beyond which the AD might process the application for rejection. If satisfied, the AD shall submit his recommendation on the **"Notesheet"** section and forward the

online application to the **DD (Deputy Director)** by selecting the '**DD**' option from the "**Send to**" drop down list.

Step 28: The online application then appears in the inbox of DD. The DD shall review the application. If the DD is not satisfied, he may send query to AD by putting his remarks in the "**Notesheet**" section. If satisfied, the DD shall forward the online application to **DI (Director).**

Step 29: The online application then appears in the inbox of DI. The DI shall review the application. If the DI is not satisfied, he may send query to DD by putting his remarks in the "**Notesheet**" section. If satisfied, the DI shall approve the online application by clicking the "**Approved**" button.

Step 30: Similar workflow shall be followed for processing the online application that needs to be rejected. The DI shall reject the online application by clicking the "**Rejected**" button.

4. Application for Renewal Inspection / Change of Name / Change of Address of RPSL

Step 1: Make the payment for application fees of Rs. 40,000/- through the Bharatkosh website as per the procedures on the website. (The application fee of Rs. 40000/- is applicable only for renewal inspection and change of address. No fee shall be charged for change of name applications).

Step 2: Go to DGS website www.dgshipping.gov.in

Step 3: Go to E-GOVERNANCE tab and click on e-governance

Step 4: Login with user id and password

Step 5: Click on 'Recruitment and Placement Services'

Step 6: Click on '**Inbox**' link.

Step 7: Click on select 'Renewal Inspection / Change of Address / Change of Name' link. An application form "Form of Application for 'Renewal Inspection / Change of Address / Change of Name' will be automatically generated by the system.

Step 8: The applicant shall select the RO for undertaking the inspection.

Step 9: The applicant shall select Director Seamen's Employment Office 'DSEO Branch' (DSEO) and submit the application. A confirmation message with the auto-generated application reference number shall be displayed for tracking the application status through 'View application Details' in Inbox menu.

Step 10: Once the application is submitted, it shall appear in the inbox of the selected RO.

Step 11: Steps to be followed by RO. Go to DGS website dgshipping.gov.in. Go to E-GOVERNANCE tab and click on e-governance. The RO shall login using the given user id and password. Click on 'Administration' link-> click on 'Inbox' menu -> select 'Renewal Inspection / Change of Address / Change of Name'.

Step 12: The RO can view details of the submitted application by clicking on the 'View Details' link provided against each application.

Step 13: The RO shall review the application for correctness.

Step 14: If the RO is not satisfied with the submitted documents, the RO shall raise an online query to the applicant through the 'Remarks / Correspondence' section and send back the online application to the applicant by selecting the 'RPSL' option from the "Send to" drop down list.

Step 15: The applicant can view the query and shall upload the documentary evidence for compliance. The applicant shall reply

in **'Remarks / Correspondence'** section and send back the application to RO.

Step 16: Steps 11 to 15 are followed till the time the RO is satisfied with the submitted documents. A maximum of 15 days shall be given to the applicant to comply with the raised query / deficiencies beyond which the RO may propose to reject the application.

Step 17: If the RO is satisfied with the submitted documents, the RO shall liaise with the applicant to finalize the date of inspection.

Step 18: RO shall carry out the inspection on the mutually agreed date. The RO shall click on the **"Create Inspection Report"** provided against the online application.

Step 19: The RO shall fill up the inspection report. The RO may also edit the report by clicking on the button **'Update Report'**. Once satisfied, the RO may submit the inspection report by clicking the **'Submit Report'** button. The RO shall then forward the online application to the "Assistant Director" (**AD**) of the DSEO by selecting the **'AD'** option from the **"Send to"** drop down list.

Step 20: The RO must forward the online application to the AD within 7 days from the date of inspection. Any clarifications required from the applicant and/or deficiencies reported must be addressed within those 7 days.

Step 21: Steps to be followed by DSEO officials. Go to DGS website dgshipping.gov.in. Go to E-GOVERNANCE tab and click on e-governance. The DSEO official shall login using the given user id and password. Click on **'Administration'** link-> click on **'Inbox'** menu -> select **'Renewal Inspection/Change of Address/Change of Name'**.

Step 22: Once the online application is forwarded by RO to AD, the online application appears in the inbox of AD.

Step 23: The AD can view details of the submitted application by clicking on the 'View Details' link provided against each application.

Step 24: The AD shall review the application for correctness.

Step 25: If the AD is not satisfied with the submitted documents, the AD shall raise an online query to the RPSL / RO the 'Remarks / Correspondence' section and send back the online application to the RPSL / RO.

Step 26: The RPSL / RO can view the query and shall upload the documentary evidence for compliance. The RPSL / RO shall reply in 'Remarks / Correspondence' section and send back the application to AD by selecting the 'AD' option from the "Send to" drop down list.

Step 27: Steps 21 to 26 shall be followed till the AD is satisfied. A maximum of 15 days may be given for compliance of any deficiency raised beyond which the AD might process the application for rejection. If satisfied, the AD shall submit his recommendation on the "Notesheet" section and forward the online application to the DD (Deputy Director) by selecting the 'DD' option from the "Send to" drop down list.

Step 28: The online application then appears in the inbox of DD. The DD shall review the application. If the DD is not satisfied, he may send query to AD by putting his remarks in the "Notesheet" section. If satisfied, the DD shall forward the online application to DI (Director).

Step 29: The online application then appears in the inbox of DI. The DI shall review the application. If the DI is not satisfied, he may send query to DD by putting his remarks in the **"Notesheet"** section. If satisfied, the DI shall approve the online application by clicking the **"Approved"** button.

Step 30: A system generated renewed license shall be generated. (If the application for change of name / change of address is approved, the application fields are updated).

Step 31: Similar workflow shall be followed for processing the online application that needs to be rejected. The DI shall reject the online application by clicking the **"Rejected"** button.

5. **Online procedure for reporting cases of non-payment of wages, abandonment, non-compliance of MLC, Death / Missing / Accident, Indiscipline by Indian seafarer, Marine casualty / Medical attention / Repatriation / Payment of compensation, Absconding at foreign ports**

A. Reporting procedure to be followed by RPSL company

Step 1: Go to DGS website www.dgshipping.gov.in

Step 2: Go to E-GOVERNANCE tab and click on e-governance

Step 3: Login with user id and password

Step 4: Click on **'Recruitment and Placement Services'**

Step 5: Click on **'Profile'** menu and click on any of the links viz: Company profile, Liaison / branch address / Authorized signatory / Employer agreements / Ship management personnel / Sponsorship letters / MoU (Memorandum of Understanding), Bank details / Payment details.

Step 6: Click on **'Special Remark'** link on right hand side of page under the page header.

Step 7: The RPSL company may report cases of non-payment of wages, abandonment, non-compliance of MLC, Death / Missing / Accident, Indiscipline by Indian seafarer, Marine casualty / Medical attention / Repatriation / Payment of compensation, Absconding at foreign ports in the RPSL remarks column and click on **"Submit"**.

B. Reporting procedure to be followed by Recognized Organization

Step 1: Go to DGS website www.dgshipping.gov.in

Step 2: Go to E-GOVERNANCE tab and click on e-governance

Step 3: Login with user id and password

Step 4: Click on **'Administration'**

Step 5: Click on **'Inbox'** menu and click on any of the links provided under "Inbox" menu.

Step 6: Click on **'View details'** link provided against each application.

Step 7: Click on **'Inspection Report'** tab at the bottom of each application.

Step 8: Click on **'Special Remark'** link on right hand side of page under the page header.

Step 9: The RO may put its remarks for cases of non-payment of wages, abandonment, non-compliance of MLC, Death / Missing / Accident, Indiscipline by Indian seafarer, Marine casualty / Medical attention / Repatriation / Payment of compensation, Absconding at foreign ports in the RO remarks column and click on **"Submit"**.

C. Reporting procedure to be followed by DSEO / DG

Step 1: Go to DGS website www.dgshipping.gov.in

Step 2: Go to E-GOVERNANCE tab and click on e-governance

Step 3: Login with user id and password

Step 4: Click on **'Administration'**

Step 5: Click on **'RPSL'** menu and click on "View RPSL" link.

Step 6: Click on **'View details'** link provided against each RPSL record.

Step 7: Click on any of the links viz: Company profile, Liaison / branch address / Authorized signatory / Employer agreements / Ship management personnel / Sponsorship letters / MoU (Memorandum of Understanding), Bank details / Payment details.

Step 8: Click on **'Special Remark'** link on right hand side of page under the page header.

Step 9: The DSEO / DG may put its remarks for cases of non-payment of wages, abandonment, non-compliance of MLC, Death / Missing / Accident, Indiscipline by Indian seafarer, Marine casualty / Medical attention / Repatriation / Payment of compensation, Absconding at foreign ports in the DSEO / DG remarks column and click on **"Submit"**.

6.   **Online procedure for blacklisting Employer / Ship by DSEO / DGS.**

Step 1: Go to DGS website www.dgshipping.gov.in

Step 2: Go to E-GOVERNANCE tab and click on e-governance

Step 3: Login with user id and password

Step 4: Click on **'Administration'**

Step 5: Click on **'RPSL'** menu and click on "View RPSL" link.

Step 6: Click on **'View details'** link provided against each RPSL record.

Step 7: Click on the Employer Agreement / Ship tab for the RPSL. The **"Blacklist"** link is provided on the extreme right for each record.

Step 8: Click on **"Blacklist"** link for blacklisting the particular employer / Ship.