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1 Computer Cell (Misc)/2014

Dated: 21.11.14

## Computer Cell Circular No. 03 of 2014

### Subject : E-governance Paradigm-reg.

The Directorate General of Shipping (DGS), Govt. of India, Mumbai in collaboration with the National Ship Design and Research Centre (NSDRC), [presently known as the Indian Maritime University [IMU]'s Vishakhapatnam campus], had undertaken an e- Governance initiative, known as e-Samudra project, for the DGS, Govt. of India, in the year 2004-05. The objective behind the said e-mode was to facilitate online interactions with its stakeholders concerned by bringing the functions of the DGS on to an e-platform, reducing footfalls therein to and easing transaction time & costs.

2.      In order to achieve the said objectives, the processes/functions where in there is maximum interaction with the stakeholders were identified and taken up for computerization. The following e-modules were, pursuant thereto, developed and are, presently, in operation;

    2.1. Prism-CDC [continuous discharge certificates],

    2.2. SMO- Other activities (Articles of agreement/indenture),
    2.3. Ship licensing & chartering,
    2.4. Ship registration & mortgage,
    2.5. Manning [RPS: recruitment & placement of seafarers service providers],
    2.6. Multimodal transport,
    2.7. Training (Batch / placement details),
    2.8. INDoS [Indian National Database of Seafarers] &
    2.9. Examinations [certificate of competency].

3.1. Interface with the stakeholders has, since then, largely, been on an online mode. Various applications/documents are submitted, as well as processed online. However, it has been analyzed that in certain cases, footfalls into the office have actually not gone down; the reasons thereof being, chiefly;

    3.1.1. The requirement of submission of the hard copy of a signed application form, along with supporting documentation.

    3.1.2. Payment of the prescribed fee.

4. Consequently, stakeholders submit the said documents either physically or by post. It has, therefore been decided that an e-payment facility would be designed and incorporated into all such modules. Further, attendant procedures/ processes are also being modified /simplified to reduce the number of documents required to be furnished, along with an application form and also to enable the uploading of the scanned copy of such documents.

5. The tentative time-lines for the installation of the e–payment gateway for each such module is given herein below. The simplification of the associated processes is being undertaken, simultaneously, albeit may take some more time.

| Sr. no. | Module | E-payment facility to be rolled out by | Remarks |
|---|---|---|---|
| (1) | (2) | (3) | (4) |
| 1. | Voyage charter component of the Chartering module | Rolled out as on 13.11.14. | The module is operational since January, 2007. It constitutes about 50 % of total chartering permissions. The e-payment facility has since been rolled out from 13.11.14 onwards. An amenity for downloading of the chartering permission has been added. The applicant need not visit the office of the DGS, GOI for submitting the hard copies of the given documentation. Instead, the signed copy of the application form can be uploaded by the applicant. The chartering permission would be processed and issued online, which can be downloaded by the applicant concerned. |

| 2. | Remnant licensing and chartering permissions [excluding for GTL [General trading license] which has now been made co-terminus with ship registration & the power of the said license issuance stands delegated to the Registrars of ships concerned]. | 08.12.14 | The module is operational since January, 2007. The facility of e-payment & downloading of the permission concerned, on an online mode, is proposed to be added. The process of filing an application would be simplified further so that an applicant can merely scan and upload the signed copy of the application. Thus, the visit to the DGS, GoI, for the submission of an application or collection of the chartering permission will not be required, at all, going forward. |
| --- | --- | --- | --- |
| 3. | Examination module | 01.01.15 | The module is functional since February, 2010. The changes proposed therein, now, are ; 1. Facility for an online assessment & seat booking for 2nd Mates Certificate of Competency [COC] examination to be added. With this, all assessments and seat bookings for all Certificate of Competency [COC] examinations conducted by the DGS, GoI, would be on an online mode. 2. e-Payment gateway for the payment of the prescribed examination fee. 3. The applicant need not visit the Mercantile Marine Departments [MMDs] for submission of the application forms or supporting certificates. The first visits of such examinees would directly be on the day of their given written examinations [COC] only. 4. The original certificates of the said examinees would be verified during their given oral examinations. |

| 4. | CDC module | 15.01.15 | The module has been operational since January 2007. Along with the e-payment amenity, the following other facilities are also proposed to be added i.e.; <br> 1.     Forms for online applications for CDCs have been simplified. <br> 2.     Online applications and processing of renewal/duplicate/replacement CDCs. |
|---|---|---|---|
| 5. | MTO module | 15.01.15 | The module has been operational from November, 2010. The facility of e-payment would be provided from 15.01.15. In addition, the facilities for uploading of scanned copies of the signed application forms (with required supporting documents) and online downloading of the registration certificates would also be made available by then. |
| 6. | INDoS module | 15.01.15 | The module has been operational since December, 2008. The facility for online e-payment would be introduced from 15.01.15. Further, the processes for the submission of application forms would be simplified by providing an amenity for scanning and uploading of supporting documents. |
| 7. | Ship registration and mortgage module | 16.02.15 | The module has been functioning since June, 2011. The e-payment facility is proposed to be introduced from 16.02.15. |

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