



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

संस्कृत विभाग / MINISTRY OF SHIPPING

संस्कृत विभाग / DIRECTORATE GENERAL OF SHIPPING

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M.S. Notice No. 23 of 2012

F. No. CR/CDC (1)/Pre-sea/2011

Dated: 04.12.12

Sub: Revised procedure for application of continuous discharge certificate – cum – seafarers identity document CDC for aspiring seafarers completing DGS approved pre-sea training courses (both long term & short term)– req.

The DG Shipping (DGS), Govt. of India's **circular No. 6 of 2005** (F.No.8(1)/CR/2005) dated 20.04.2005 had drawn out detailed guidelines for the issuance of such CDCs to the candidates who have completed long term pre-sea training courses, of one year duration or more, in DGS approved maritime training institutes (MTIs). The said Circular also sets out that such CDCs shall be forwarded to the MTIs concerned for handing over to the respective candidates after their completion of the relevant pre-sea training course(s). The said CDCs were allowed to be issued to the candidates concerned prior to their completion of the course without the declaration of the final examination results to enable them to proceed to sea, immediately without loss of time. It was also stipulated that the remission of sea service for the competency examinations to be taken by them subsequently shall be considered as per the relevant examination Rules, DGS Circulars/ M.S. (Merchant Shipping) Notices, etc. These CDCs were issued with normal validity of ten years duration.

2. Subsequently, by the **M.S Notice No. 28 of 2011** [No: F. CR/CDC (1)/Pre-sea/2011] dated 28.11.11 the validity of such CDCs issued to the candidates completing the long term pre-sea courses had been limited to two years, in order to effectively monitor the details of the sea experience attained by such candidates and the performance of the MTIs concerned as regards to imparting on-board training to their pre-sea trainees.

3. The issuance of CDCs for the following long duration DGS approved pre-sea training courses has been considered carefully in the light of the aforesaid DG Shipping Circulars, M.S.Notices, etc., holistically;

- 3.1. One year pre-sea Diploma in Nautical Science, leading to B.Sc. Nautical Science –DNS
- 3.2. 4 years B.Sc in Nautical Technology - B. Sc. (NT)
- 3.3. 3 years polyvalent (Dual Certification) course leading to B. Sc. (Maritime Science) - B. Sc. (MS)
- 3.4. Bachelor of Maritime Engineering - B. E. (ME)
- 3.5. Graduate In Marine Engineering – GME
- 3.6. Diploma in Marine Engineering – DME
- 3.7. Alternative Training Scheme – ATS
- 3.8. Electro Technical Officers – ETOs
- 3.9. 3 years B. Sc Degree in Nautical Science - B. Sc. (Nautical Science)

4. Sub-rule (5) of Rule 4 of the M.S. [CDC] Rules, 2001, specifies that "The Trainee Marine Engineer, Trainee Radio Officers and Deck Cadets, who have completed the prescribed pre-sea training and are eligible to proceed to sea shall also be eligible to apply for issue of CDCs specifying the incumbents rank or category". However, successful completion of any course undergone shall be the criteria for judging the competence of an individual completing the course.
5. The MTIs also had been directed there under to submit reports of CDCs distributed to all their candidates respectively, within 15 days of the completion of the course concerned. However, such reports are not being received, invariably, from all the MTIs. In the absence of such reports and the non- cancellation of the CDCs which are not distributed to candidates, the CDC database is bound to project an unrealistic statistics of the valid Indian CDCs issued.
6. Considering all the above facts, the following revised procedures are prescribed for applying, preparation and issuance of CDCs to candidates who have successfully completed the said long duration pre-sea training courses.
 - 6.1. The existing forms I & II and the procedure of submission thereof by the MTIs are here by modified as follows. The MTIs which conduct the said pre-sea long term training courses shall now submit applications for CDCs for their respective training candidates, online as well as in hardcopy, in the new Form- 1prescribed & enclosed with this Notice (Annexure-1: 4 pages) to the Shipping Master, Govt. Shipping Office (GSO), Mumbai for processing the CDC. Such forms shall be forwarded three clear months prior to the completion of the respective course(s).
 - 6.2. The Shipping Master, GSO, Mumbai, shall process the application, and generate the CDCs on his official database, in readiness , in advance.
 - 6.3. The MTIs shall forward the result of each of their candidates for successful completion of the given course from the concerned University/Institution as the case may be, on declaration thereof.
 - 6.4. The Shipping Master, GSO, Mumbai, shall issue CDCs to only those candidates who have successfully completed the course concerned, only on receipt of the declared course results from the institutions/universities, within seven(7)working days of such receipt and forward the same directly to such successful candidates to their formally recorded/available addresses given in their applications, by speed post, with acknowledgement due, under an intimation to the institution/ university concerned, for record.
 - 6.5. The validity of such CDCs issued to the candidates who have successfully undergone the said long duration pre-sea training courses shall be of 10 years duration, in line with the regular CDCs. The M.S. Notice No. 28 of 2011 (No: CR/CDC (1)/Pre-sea/2011) dated 18.11.11 is, therefore, hereby withdrawn, consequently.

7. The candidates undergoing the DGS approved short term pre-training courses (GP Rating, Saloon Rating, etc), shall also submit their applications for CDCs in the said revised Form-1, three months prior to the completion of their respective course(s) through the respective training institutions and such CDCs shall also be processed in terms of the aforesaid procedures and issued, to reiterate, only to the passed candidates.

8. This issues with the approval of the Director General of Shipping & ex-officio Additional Secretary to the Government of India.

Encl: As above.

(C.Rethinadhas)
Deputy Director General of Shipping (Crew)

FORM -1

**APPLICATION FORM FOR
CONTINUOUS DISCHARGE CERTIFICATE-CUM-SEAFARER'S IDENTITY
DOCUMENT (CDC) FROM MARITIME TRAINING INSTITUTES CONDUCTING PRE-
SEA COURSES APPROVED BY THE DIRECTORATE GENERAL OF
SHIPPING, GOVERNMENT OF INDIA**

<p>To be filled by the applicant All the columns are to be filled neatly in BLOCK LETTERS (Use only A4 size paper for the format and enclosures).</p>	<p>Affix here a recent Passport size (3.5. Cm x 3.5. Cm) Photograph of the Applicant in white shirt</p>
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Name Of The Institute	
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Course Name	
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Duration of the course	
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Batch No	
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Date of Commencement	
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Date of Completion	
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DGS Approval No & Date	
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1.Name of the candidate	
	(As entered in the Matriculation Certificate/Passport)

2.Father's name	
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	D	D	M	M	Y	Y
3.Date of Birth						
	(as shown in SLC/Board Cert.)					

4.Place of Birth:	
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5.Nationality:	
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6. Gender:	

7. Height in CMS		8. Colour of Hair		9. Colour of Eyes	
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10. Identification Marks (if any)	
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11. Permanent Address:

House No :			
Street:			
Village/Post Office/Tehsil			
District:			
State		PIN Code	
Phone No. With STD Code		E-mail address	

**12. Address to which CDC to be delivered by post:
{If different from permanent address}**

House No :			
Street:			
Village/Post Office/Tehsil			
District:			
State		PIN Code	
Phone No. With STD Code		E-mail address	

13. Name of the Next Kin	
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14. Relationship With The Next Of Kin	
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15. Address of Next Of Kin:

House No :			
Street:			
Village/Post Office/Tehsil			
District:			
State		PIN Code	
Phone No. With STD Code		E-mail address	

16. Passport Details:

Passport No:	
Date of Issue	
Date of Expiry	
Place of Issue	

17. Pre-sea Training Details:

Indos No.	
Roll No.	
Certificate No.	
STCW Certificate Details	

18. Medical Certificate Details:

Name of DGS Approved Doctor	
Date of Issue	
Place of Issue	
Date of Validity	

19. Space for specimen Signature of the Applicant :			
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Declaration of Applicant:

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted.

I also affirm and declare that I have not previously been issued a Continuous Discharge Certificate-cum Seafarers Identity Document (CDC) and have not submitted an application for CDC to any other Shipping Master in India.

I owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship or voyage document of any other country. I have not lost, surrendered or been deprived of citizenship of India.

The information given by me is true and I am solely responsible for its accuracy. I am aware that it is an offense under the CDC Rules to furnish any false information or to suppress any material information with a view to obtaining CDC or any other voyage document. I am also aware that in the event of false information having been submitted by me, besides action under other rules and laws, my CDC shall be immediately cancelled.

Signature of the candidate
Name of the Candidate

I hereby certify that the document/certificates submitted by the applicant are found in order and genuine. It is also certified that the candidate shall complete the pre-sea _____ training conducted at this institute from _____ to _____. He / She is certified to meet the requirement of medical fitness prescribed in the M.S/ (Medical Examination Rules), 2001 by _____ (Name & DGs approval no.) Medical Examiner approved by Directorate General of Shipping.

Certified that the institute has taken all necessary steps towards verification of the original documents furnished by the candidate and we further undertake that in the event of any discrepancy this institute would immediately convey relevant facts to the Shipping Master concerned.

Certified that the candidate is eligible for issue of CDC in all respects.

Signature of the Head of the
Training Institute (Stamp)
(Name & designation)
