



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING
"जहाज भवन" / "JAHAZ BHAVAN"
वालचंद हीराचंद मार्ग / W.H. MARG
मुंबई / MUMBAI - 400 001

टेलीफोन: 91-22-22613651-54
फैक्स: 91-22-22613655
ई-मेल: dgship@dgshipping.com
वेब: www.dgshipping.com

Tele: 91-22-22613651-54
Fax: 91-22-22613655
E-mail: dgship@dgshipping.com
Web: www.dgshipping.com
Dated: 10.04.13

F. No. CR/CDC (Special)/ 2013

DG Shipping Order No. 09 of 2013

(Corrigendum to the DG Shipping Order No. 8 of 2013 and to be read alongwith the said order)

Sub: Issuance of Indian CDC to hospitality crew working on cruise vessels and also to seafarers who are working on board trading vessels without an Indian CDC – reg.

The DG Shipping Order No. 8 of 2013 [F. No. CR/CDC (Special)/ 2013] dated 22.03.13, has enable an for issuance of Continuous Discharge Certificate-cum-Seafarer's Identity Document (CDCs) for additional categories of Indian seafarers, such as hospitality crew currently working on cruise vessels & merchant vessels without any Indian CDC.

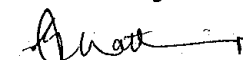
2. The following corrigenda is now effected in the said DG Shipping Order No. 8 of 2013, mutatis – mutandis.

Sr. No.	Para No. of the DGS Order No 8 of 2013	Existing Provision	To be now read as
(1)	(2)	(3)	(4)
1.	6.1.4.	"Two years of sea experience on board vessels in the rank in a cruise vessel for which an Indian CDC is applied for. The said experience should be on a foreign CDC duly authenticated for the whole period of sea service claimed, copies of which have to be submitted alongwith copies of the corresponding Indian passport immigration entries concerned"	Two years of sea experience on board a cruise vessel. The said experience should be on a foreign CDC duly authenticated for the entire period of sea service claimed, copies of which have to be submitted, alongwith copies of the corresponding Indian passport immigration entries concerned. The CDC will be issued in the rank last served.
2.	6.1.5.	"An affidavit on ₹ 100 stamp paper to the effect that the sea service claimed is genuine and has been performed by the applicant on the particular vessels for the said period.(In Original)"	An affidavit on a ₹ 100 non-judicial stamp paper, to be submitted, as an undertaking solemn declaration, to the effect that the sea service claimed is genuine and has been performed by the applicant on the particular vessel(s) for the said period.(In Original in the prescribed profoma annexed with this Order as Annexure-I: 1 page).
3.	6.3.4.	"Two years of sea experience in the rank on a merchant vessel for which an Indian CDC is applied for. The said sea experience should be on a foreign CDC, duly authenticated for	Two years of sea experience, on board a merchant vessel. The said sea experience should be on a foreign CDC, duly authenticated for

①		the whole period of such service claimed copies of which have to be submitted alongwith copies of the corresponding Indian passport immigration entries concerned."	the entire period of such service claimed, copies of which have to be submitted, alongwith copies of the corresponding Indian passport immigration entries concerned. The CDC will be issued in the rank last served.
4.	6.3.5.	" An affidavit on ₹ 100 stamp paper to the effect that the sea service claimed is genuine and has been performed by the applicant on the particular vessels for the said period.(In Original)"	An affidavit on a ₹ 100 non-judicial stamp paper, to be submitted as an undertaking solemn declaration, to the effect that the sea service claimed is genuine and has been performed by the applicant on the particular vessel(s) for the said period. (In Original, in the prescribed proforma annexed with this Order as Annexure-I: 1 page).
5.	7	"These CDCs are individual category CDCs and shall be applied in Form-A, as prescribed in the M.S. Notice No. 24 of 2012 [F. No.3(8)CR/2006 dated 04.12.12] and appended herewith(Annexure -I: 11.pages) . Applicants can apply for such CDCs to the Shipping Masters, Govt. Shipping office, Mumbai, Chennai and Kolkata."	These CDCs are individual category CDCs and shall be applied in Form-A, as prescribed in the Director General of Shipping, GOI M.S. Notice No. 24 of 2012 [F.No.3(8)CR/2006] dated 04.12.12, as amended and appended herewith(Annexure -II: 12pages) . Applicants can apply for such CDCs to the Shipping Masters, Govt. Shipping Offices, Mumbai, Chennai and Kolkata.

3. However, if any seafarer wishes to apply for an Indian CDC in the category of a Cadet (Deck & Engine) only based on experience on a foreign flag vessel and without undergoing any Cadet pre-sea course(s), such a candidate shall not be eligible for obtaining an Indian CDC under this Order. Similarly, the other ranks for which a COC is required is also not covered in this Order. As the same is already provisioned for in the Merchant Shipping [CDC] Rules, 2001

4. All other terms & conditions of the said DGS Order 8 of 2013 remain unchanged.


(Gautam Chatterjee)

Director General of Shipping

Encl: As above

I. Copy to forwarded for an information & necessary action to the;

1. Shipping Masters, Mumbai, Chennai & Kolkata
2. Surveyors-in-Charge, Mercantile Marine Departments, Vizak/Tuticorin/Port Blair/ Jamnagar/ Marmagao/ New Mangalore/ NOIDA.
3. Principal Officers, MMDs, Mumbai/Kolkata/Chennai/Kochi/Kandla.
4. Directors, Seamen's Employment Offices, Mumbai/Chennai/Kolkata.
5. Indian Maritime University, Chennai/LBS College, Mumbai.
6. DGS approved Maritime training institutes.
7. INSA/FOSMA/MASSA.
8. Seafarers Unions.
9. N.T. Branch/ Training Branch/ Engineering Branch, DGS, Gol.
10. Hindi Branch, DGS, Gol, for translation.
11. Computer Branch, DGS, Gol.
12. Sr. P.S.to the DGS.

II. Copy submitted for an information to:

The Secretary to the Govt. of India, Ministry of Shipping, Transport Bhavan, 1, Parliament Street, New Delhi - 110001.

Annexure- I

Affidavit

I _____ S/o /D /o _____ and
r/o _____

do here solemnly affirm undertake and state that ;

1.1. I am an applicant for obtaining an Indian CDC, based on my sea service on foreign flag ship(s).

1.2. I have lawfully obtained & possess a valid foreign CDC bearing no . _____, issued by _____ on _____.

1.3. I have served on vessel(s), the details of which are as under;

<u>S. No</u>	<u>Name of the ship</u>	<u>Rank</u>	<u>Sign on date</u>	<u>Sign off date</u>	<u>Period on board the ship</u>
--------------	-------------------------	-------------	---------------------	----------------------	---------------------------------

1.3.1.

1.3.2.

1.3.3.

1.3.4.

1.3.5.

1.4 The total period of my sea service on the above vessels is _____ year(s),
_____ month(s) & _____ day(s).

1.5 I have the valid entries of immigration & emigration of my arrival & departure, corresponding to my above mentioned sea service, in my passport, the details of which are as follows:

Passport no. _____ Date of issue _____ & Date of expiry _____.

<u>S. No.</u>	<u>Departure Date</u>	<u>Arrival date</u>
---------------	-----------------------	---------------------

1.5.1.

1.5.2.

1.5.3.

1.5.4.

1.5.5.

1.6 I further solemnly affirm, undertake and state that the above mentioned details about my sea service are true, complete and correct in all reports and I have not concealed any fact while making this affidavit about my sea service and passport details for obtaining an Indian Continuous Discharge Certificate (CDC).

1.7. Solemnly affirmed at _____ on this day _____ of _____.

Applicant/Deponent

INSTRUCTIONS FOR APPLICATION FORM FOR FRESH CDC

GENERAL INSTRUCTIONS :

- XII. Ensure your eligibility as per M.S. CDC Rules, 2001 & DGS Orders, M.S. Notices, Circulars issued subsequently from time to time, before filling up Form.
- XIII. Column No. 1 to 17 are mandatorily to be filled in.
- XIV. Use capital letters only
- XV. Use Black/Blue ball point pen only
- XVI. Avoid over-writing
- XVII. Specimen signatures should be strictly within the box without touching the boundaries
- XVIII. Envelope containing the application should clearly indicate the category of CDC applied for, on the top left hand side in block letters
- XIX. Column No. 1 to 18 and Declaration / List of Enclosures and Specimen Signatures are common to all applicants, which are to be completed and forwarded. Column No. 19 (a to c) is applicable depending on the category of CDC being applied for and only the concerned entries relevant to the applicant may be filled-in and forwarded.
- XX. All individual applications must be sent in the given format. Applications sent in any other format or incomplete or not containing relevant documents or not filled by the applicant in own handwriting are liable to be rejected.
- XXI. **NO APPLICATION WILL BE ACCEPTED IN PERSON**
- XXII. Applications can be sent by Registered / Speed post / Courier service to :

The Shipping Master, Government Shipping Office, Nau Bhavan, 10, R.K. Marg,
Ballard Estate, Mumbai - 400 001. (Phone No. 022-2269 7971/ 2269 7972, Fax No.

022-22693053, Email: gsomumbai@dgshipping.com).

Note:

The applicant who wish to apply under DGS order no 8 of 2013, shall submitted their application either of the Government Shipping Office, Mumbai, Kolkata or Chennai.

ISSUE OF CDC DOES NOT GUARANTEE A JOB, WHICH IS THE PREROGATIVE OF THE EMPLOYERS

SPECIFIC INSTRUCTIONS AND GENERAL INFORMATION FOR OBTAINING CDC

- 5. Instructions to the applicants and General information about CDC may be retained by the applicant and are not to be sent along with the application.
- 6. CDCs in respect of Cadets, TMEs, Petty Officers and Ratings who have undergone pre-sea training courses approved by DGS shall be forwarded by the Training Institutes in accordance with the M.S. Notice 18 of 2002 dated 5th September, 2002 and 4 of 2007 dated 9.4.2007. Individual applications in respect of these candidates will not be entertained by the Shipping Master.
- 7. Xerox copies of relevant certificates / documents, as applicable, shall be submitted by the applicant, by self-attesting their certificates and other documents, along with their name in full and date of self-attestation there under.

(NO ORIGINAL CERTIFICATES/ DOCUMENTS ARE TO BE SENT ALONGWITH THE APPLICATION FORM. HOWEVER, THE SHIPPING MASTER IS AT LIBERTY TO DEMAND PRODUCTION OF ORIGINAL OF ANY OF THE DOCUMENTS / CERTIFICATES SUBMITTED BY THE APPLICANTS AND VERIFY THE SAME WITH THE ISSUING AUTHORITY, IF DEEMED NECESSARY BY HIM)

8. All the applicants are required to mandatorily register themselves as per Directorate's notice no. 1 Computer Cell (INDOS)/2010/1 dated 09.11.2011 and DGS Circular No. 01 of 2012 dated 13.03.12 were enclose with application for CDC a print out copy of their registration under the said notice, failing which their CDC application shall be rejected.

FOLLOWING DOCUMENTS DULY ATTESTED ARE TO BE ENCLOSED ALONGWITH THE APPLICATION FORM.

12. Copies of 4 STCW modular courses
13. Copy of INDOS
14. Copy of S.S.C. Certificate with mark list.
15. Copy of CoC/Degree/Diploma with mark list /Orientation Course Certificate (for Cooks)/CoS/IN 271/Release Certificate for Ex-Naval/Coast Guard/MEO-CL.IV/NCV/CoP Watchkeeping/GMDSS, etc. as the case may be.
16. Medical fitness certificate, in original.
17. Two passport size photographs (3.5 cm X 3.5 cm) in white shirt (in addition to the photo affixed). Name of the applicant should be written on reverse of the photographs).
18. One self-addressed Post Card with Rs. 5/- Postage Stamp affixed on it.
19. One self addressed envelope (size: 5" x 12") with Rs.50/- (Rupees Fifty only) postage stamp affixed (to forward the CDC to the applicant by speed post.
20. Non-refundable fee of Rs.500/- (Rupees Five Hundred only) vide Account Payee Demand Draft drawn in favour of Shipping Master, Mumbai payable at Mumbai. (Demand Draft should be kept on top of the application).
(Please write your name on the reverse side of the D.D.)
21. Copy of the profile registration print out under Directorate Notice No. 1 Computer Cell (INDOS)/2010-I dated 09.11.2011.
22. Copy of valid passport.(with complete set for the applicant who apply in DGS Order no 8 of 2013.)

N.B.: This Form is available free of cost in all Government Shipping Offices and Offices of the Mercantile Marine Departments. The Form can also be downloaded from www.dgshipping.com. The list of Medical Examiners approved by DGS and courses approved by DGS are also available at www.dgshipping.com and <http://dgshipping.nic.in>.

The person who fulfill the eligibility criteria for issuance of a CDC as per M.S. CDC Rules 2001 & DGS Orders/M.S. Notices/DGS Circulars issued upon that from time to time, may apply. The incomplete applications or the applications not having appropriate documents or not filled by the applicant himself/herself shall not be entertained and rejected.



GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
GOVERNMENT SHIPPING OFFICE

Form-A
(Revised-2011)

APPLICATION FORM FOR
CONTINUOUS DISCHARGE CERTIFICATE-CUM-SEAFARER'S IDENTITY
DOCUMENT (CDC)

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM

On-line Application No. :

(If Applicable)

FOR OFFICE USE ONLY	
File No. :	Category :
Remarks :	
Name/Designation/Signature of D.A.	Officer

TO BE FILLED BY THE APPLICANT IN OWN HANDWRITING
All the columns are to be filled neatly in BLOCK LETTERS
(Use only A4 size paper for the format and enclosures).

<u>BANK DRAFT No.</u> _____ <u>Dated:</u> _____	<u>Affix here a recent</u> <u>Passport size</u> <u>(3.5 cm X 3.5 cm)</u>
<u>Amount : Rs.</u> _____	

Bank : _____	<u>Photograph of the</u> <u>applicant in white shirt.</u>
Branch : _____	

1. Name of the candidate																			

(As entered in the Matriculation Certificate/Passport)

2. Father's Name:																			

D D M M Y Y Y Y

3. Sex								4. Date of Birth											
--------	--	--	--	--	--	--	--	------------------	--	--	--	--	--	--	--	--	--	--	--

(As shown in SLC/Board Cert. /IN 271/release Certificate in case of Ex-Naval/Coast Guard as the case may be)

5. Nationality								6. Place of Birth											
----------------	--	--	--	--	--	--	--	-------------------	--	--	--	--	--	--	--	--	--	--	--

7. Valid Passport No.									
Place of Issue									
Date of Issue									

D D M M Y Y Y Y

8. Permanent Address:

[illegible]

9. Address to receive CDC by POST:

[illegible]

10. E-mail Address : _____

11. Mobile No.

--	--	--	--	--	--	--	--	--

12. Name, relationship and address of Next-of-kin

[illegible]

13. Physical features

Physical Features																	
Height					Cms	Colour of Hair						Colour of Eyes					

[illegible]

(ii) ST of A&N and Lakshadweep Islands (under Rule 4(9) of the Rules) :

Foreign CDC/Seafarers Identity Document No. (If in possession) : _____

Date of Issue: _____

Place of Issue: _____ Issuing authority: _____

Details of sea service:

Sr. No.	Name of the Vessel, Flag and Name of Owner	Rank/ Capacity	From	To	Total period of service	Name, Designation, Address, E-mail address/telephone/ Fax No. of Master/Owner/ Owner's authorized agent in India, who has issued sea service certificate

(iii) Hospitality Staff on Cruise Vessels (New entrance, Hospitality Staff on Cruise Vessels(with experience), serving crew on Foreign Flag Merchant Vessels (with experience)

Foreign CDC No. _____

Date of Issue : _____ Date of expiry : _____

Place of Issue : _____ Issuing authority : _____

Details of sea service :

Sr. No.	Name of the Vessel, Flag	Rank	From Date	To Date	Total period of service

DECLARATION

2. 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.

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

3. I am aware that, if at any time, I am found to have concealed/distorted any material information and the Shipping Master has reasons to believe that I have obtained the CDC by presenting false or erroneous information, my CDC will be cancelled/suspended forthwith as per the provisions contained in Rule 10 of the Merchant Shipping (Continuous Discharge Certificate-cum-Seafarer's Identity Document) Rules, 2001, as amended.

Place: Signature of the Applicant.....
Date: Name of the Applicant

SPECIMEN SIGNATURES OF THE APPLICANT

(Signatures are to be confined to each of the boxes)

1	2	3

List of Enclosures:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Strike out whichever is not applicable.