



भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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

**Dated: 16.04.13**

**M.S. Notice No. 10 of 2013**  
(Corrigendum to the M. S. Notice No. 23 of 2012)

**Sub: Revised procedures in relation to application for Continuous Discharge Certificates – cum – Seafarers Identity Documents (CDC) for aspiring seafarers undergoing DGS approved longterm embedded pre-sea training courses – reg.**

Revised procedures for applications for Continuous Discharge Certificates – cum – Seafarers Identity Documents (CDC) for aspiring seafarers for completing pre-sea maritime training courses (both long-term & short-term), duly approved by the Directorate General of Shipping [DGS], Govt. of India [GOI] were promulgated vide the DGS, GoI's Merchant Shipping [M.S.] Notice No. 23 of 2012 [F. No. CR/CDC (1)/Pre-sea/2011] dated 04.12.12.

2. Procedures for the issuance of CDCs for the following long-duration DGS, GOI approved pre-sea training courses had been considered in the said M.S. Notice;
  - 2.1. One year pre-sea Diploma in Nautical Science [DNS], leading to the 3 years B.Sc. in Nautical Science [B.SC (NS)].
  - 2.2. 4 years B.Sc in Nautical Technology - B. Sc. (NT).
  - 2.3. 3 years polyvalent (Dual Certification) course leading to B. Sc. (Maritime Science) – B. Sc. (MS).
  - 2.4. 3 years B. Sc Degree in Nautical Science - B. Sc. (NS).
  - 2.5. Bachelor of Marine Engineering - B. E. (ME).
  - 2.6. Graduate in Marine Engineering – GME.
  - 2.7. Diploma in Marine Engineering – DME.
  - 2.8. Alternative Training Scheme – ATS. &
  - 2.9. Electro Technical Officer – ETO.
3. In the normal pattern of training/syllabus, for such long-term maritime training courses, the candidates concerned have to acquire the requisite sea service/ experience, on board vessels, to enable then to appear for the first level Certificate of Competency [CoC] examination, on successful completion of such pre-sea training, and for an award of the certificate for such program & for acquiring CDCs.

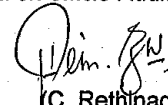
4. However, the following long-term pre-sea courses have an embedded sea-time in between the maritime training courses concerned, as under ;
  - 4.1. Alternative Training Scheme (ATS);
  - 4.2. Bachelor of Engineering (Marine Engineering)/ (Technical)/ B.S. [Engineering] and B.S.[NT], offered by the , BITS, Pilani & Jadhavpur University.
  - 4.3. GME – 1 year of the Great Eastern Institute of Maritime Studies (GESCO).
5. Because of the very nature of these maritime training courses, the trainees are required to proceed to sea in between their courses, as a pre-requisite of their syllabus for their sea time training on board ships. To enable this, CDCs will have to be issued to these pre sea trainees before the completion of their respective pre-sea courses. Moreover, since the trainees have not completed their pre-sea courses, such CDCs will have to be sent to the maritime training institutes concerned in between the course itself, to enable the candidates who have progressed to the 6<sup>th</sup> / 7<sup>th</sup> semesters of their respective programs enumerated in para 4.2, above and after Phase I, 12 months for the ATS course, & 8 months, for the GME course conducted by the GEIMS, to proceed to sea as a part of their training program, under the responsibility of the respective pre-sea institutes conducting these courses.
6. In order to facilitate such maritime training institutes conducting these embedded pre-sea training courses, mentioned above, to depute their trainees on board vessels for completion of their pre-sea training prescribed embedded in the syllabi of these courses, the following revised enabling procedures are hereby promulgated for the issuance of CDCs to the pre-sea trainees undergoing the said embedded pre sea training programs which have to be followed by the respective DGS, GOI approved MTIs, henceforth;
  - 6.1 "The MTIs which conduct the said embedded pre-sea long-term training courses mentioned above, shall now submit applications for the issue of CDCs for their respective training candidates, online as well as offline [ hard copy] in the new form – I prescribed in the DGS, GOI M.S. Notice No. 23 of 2012 [ F. No. CR/CDC/(1)/Presea/2011] dated 04.12.12 & enclosed with this Notice (Annexure-1: 4 pages) to the Shipping Master, Govt. Shipping Office (GSO), Mumbai, for processing such CDCs. Such application forms shall be forwarded three clear months prior to the deputation of the trainees for their sea training i.e., at the beginning of the semester 6 or 7, as the case may be, for the Bachelor of Engineering (Marine Engineering)/ (Technical)/ B.S. [Engineering] and B.S.[NT], offered by the Jadhavpur University and, BITS, Pilani, and after completion of 9 months for the said ATS course, and 5 months for the GME course conducted by the GEIMS.
  - 6.2 The Shipping Master, GSO, Mumbai, shall expeditiously process such applications, and issue & despatch [through Speed Post with acknowledgement due: AD] such CDCs to the respective MTIs to enable them to depute their trainees to sea as an embedded part of the curriculum of their courses. The Shipping Master, GSO, Mumbai, shall also forward, promptly, on a monthly mode [by the 10<sup>th</sup> of the following

month] a list of such CDCs issued, institute & course wise, to the Training Branch of this Office, for due monitoring.

6.3. Such MTIs shall forward the [exam] results of each of their such candidates for their successful completion of their given maritime training course from the concerned University/Institution, as the case may be, on the declaration thereof, to the Shipping Master, GSO, Mumbai, with a copy to the Training Branch of this office within 10 days of such exam results being announced. It shall also be the responsibility of the MTIs to return the CDCs of such candidates who eventually fail in the examination conducted for the respective pre-sea courses, within 15 days of their said exam results being declared, to the Shipping Master, GSO, Mumbai, under an intimation to the Training Branch of this office, for the cancellation of such CDCs. Failure to do so shall entail suitable disciplinary action being initiated against the MTI concerned. The CDCs of such trainees who have failed in their final examination shall be cancelled by the Shipping Master, GSO, Mumbai, under due procedures.

6.4 The validity period of such CDCs issued to the pre-sea trainees of the said embedded long-duration pre-sea training courses shall be for 10 [Ten] years, in line with the regular CDCs being issued, otherwise.

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

  
(C. Rethinadhas)

Deputy Director General of Shipping (Crew)

Encl: As above.

To:

All DGS approved Maritime Training Institutions.

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

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

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**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 style="text-align: center;">To be filled by the applicant <u>All the columns are to be filled neatly in BLOCK LETTERS</u> <u>(Use only A4 size paper for the format and enclosures).</u></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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<b>Name Of The Institute</b>	
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<b>Course Name</b>	
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<b>Duration of the course</b>	
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<b>Batch No</b>	
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<b>Date of Commencement</b>	
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<b>Date of Completion</b>	
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<b>DGS Approval No &amp; Date</b>	
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<b>1.Name of the candidate</b>	
	(As entered in the Matriculation Certificate/Passport)

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

<b>4.Place of Birth:</b>	
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<b>5.Nationality:</b>	
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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)

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