

Submission of "online" application for issuance of Continuous Discharge Certificate cum Seafarer's Identity Document (CDC).

M.S. Notice 4 of 2007

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Dated: 9th

Sub: Submission of "online" application for issuance of Continuous Discharge Certificate cum Seafarer's Identity Document (CDC).

Issue of CDC to Cadets,

TMEs, Rating etc.

1. This notice partially modifies the procedure prescribed in [M S Notice 18 of 2002](#) dated 05.09.2002.
2. The Government of India has initiated E-Governance programme to accelerate the facilitation of Govt. services by using Information Technology in all spheres/ management. This Directorate, under E-Governance programme, has made provisions for quicker processing and delivery of services. A web-site of the Directorate has been in operation for some time for dissemination of public information and a module under E-Governance has also been set up.
3. Presently, all the Training Institutes approved by the Directorate General of Shipping (DGS) have been submitting CDC applications of successful trainees, to concerned Govt. Shipping Offices, as per procedure promulgated vide M.S. Notice No. 18 of 2002 dated 05th September 2002.
4. Now, in order to implement the application of Information Technology in the process of preparing CDC, the procedure for submitting the CDC applications has been further simplified as follows :-
 - i. If not already done, all training institutes are required to obtain their user I.D. and password by registering on www.dgshipping.com after furnishing the details of the courses offered by them in the Excel Sheet already provided with them. Such Excel Sheet can also be obtained by e-mailing request on dgship@dgshipping.com
 - ii. Training Institutes after verifying the eligibility of selected candidates, shall submit Form-I ([please see attach user manual](#)) 'online'.
 - iii. Concerned Govt. Shipping Office shall process these applications received 'online'.
 - iv. On successful completion of Pre-sea Training, or having completed half of the training course in respect of courses of durations of one year or more, training institutes shall submit Form-II ([please see attach user manual](#)) 'online' and also in 'hard form' along with relevant enclosures as stated in Form-I & II.
 - v. Training Institute shall also obtain and submit the verification reports of School Leaving Certificate (SLC) and Mark Sheet from the respective Schools/Boards for their candidates, as part of due diligence, in Form II
 - vi. On receipt of Form-II with enclosures, respective Govt. Shipping Office shall prepare CDC to eligible candidate and dispatch to training institute.
 - vii. Training Institute shall forward report of acknowledgement of receipt of CDC and its distribution to those candidates who have actually completed the training successfully. This report is required to be submitted 'online'.

- viii. This revised procedure of issuance of CDCs to Training Institutes shall apply for the Courses commenced w.e.f. 01.01.2007 onwards.
 - ix. This revised procedure shall be implemented phase-wise. In the first phase, such a procedure is extended to Training Institutes associated with Govt. Shipping Office, Mumbai, Kolkata and Chennai.
 - x. This notice may be amended for compliance as may be required under the rules from time to time.
5. This issues with the approval of Director General of Shipping & Ex-officio Addl. Secretary to the Govt. of India.

Sd/-

(Capt. H. Khatri)

Dy. Director General of Shipping)