



भारत सरकार/ GOVERNMENT OF INDIA
पतन, पोत परिवहन और जलमार्ग मंत्रालय /
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 11-33/6/2025-COMP-DGS

Dated: 10.06.2025

DGS Order No. 07 of 2025

Subject: Implementation of Visitor Access Management System at the Directorate General of Shipping, Mumbai-reg.

Whereas, in view of the increasing need for enhancing visitor management, security, and operational efficiency within the Directorate General of Shipping (DGS), the Visitor Access Management System (VAMS) has been developed and launched by the Directorate General of Shipping.

Whereas VAMS is a digital solution designed to modernize the traditional visitor tracking process and efficiently manage visitor data, improve visitor experience, strengthen site security, and ensures compliance with regulatory standards. The system enables paperless, contactless check-in/check-out procedures critical for safeguarding personnel, facilities, and operations.

The application is now:

- **Available on the Google Play Store** for Android users.

<https://play.google.com/store/apps/details?id=ingov.dgs.esamudra>

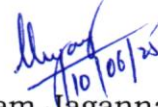


- **Accessible via web browsers** for broader use and for iOS users:

<https://smartcode.cmsuat.co.in/vms/#login>

In view of the above, it is made mandatory for all the visitors to register on the Visitor Access Management system and seek appointment prior to visiting the office of the Directorate General of Shipping. Further, all Officers of the Directorate are requested to register on the VAMS portal for managing appointments.

User manuals for the officials and the visitors are attached as Annexures.



(Shyam Jagannathan)
Director General of Shipping, Mumbai

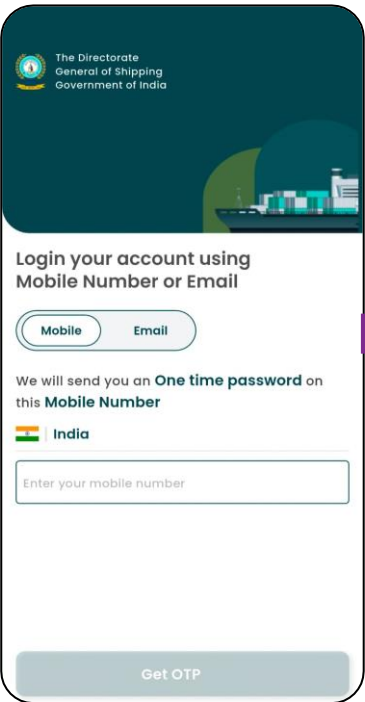
1. Annexure-1 User Manual for Visitors
2. Annexure-II - User Manual for Officials

VAMS App User Manual

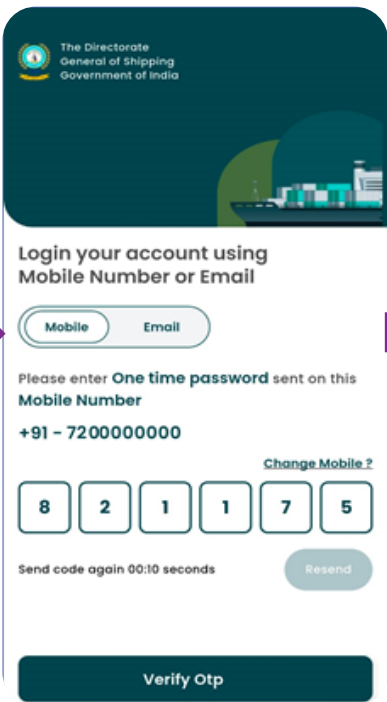


Scan the QR or download the app from Playstore

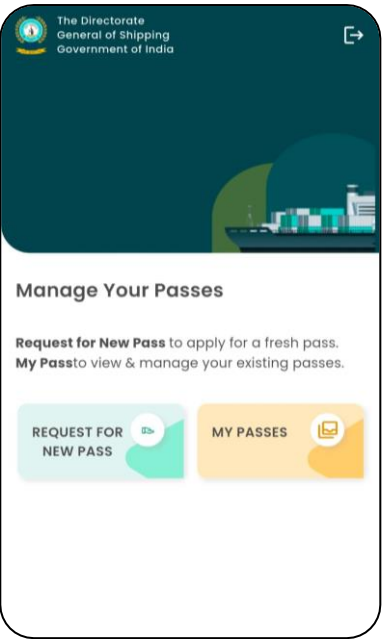
User can visit the web link <https://smartcode.cmsuat.co.in/vms/#lo>



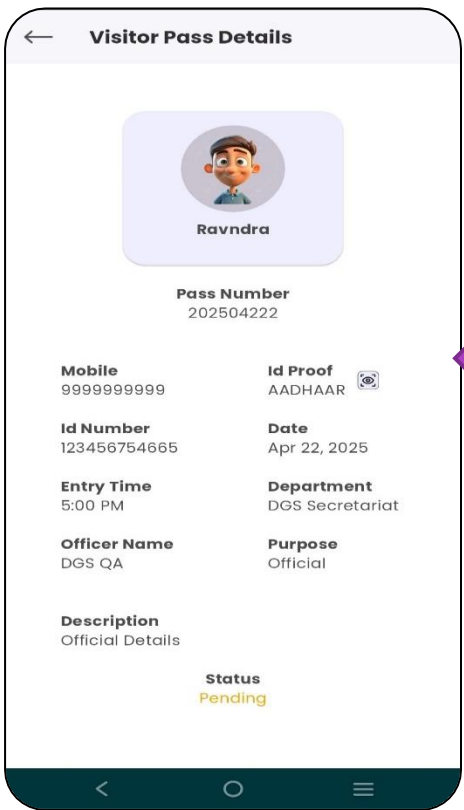
Login with mobile number.



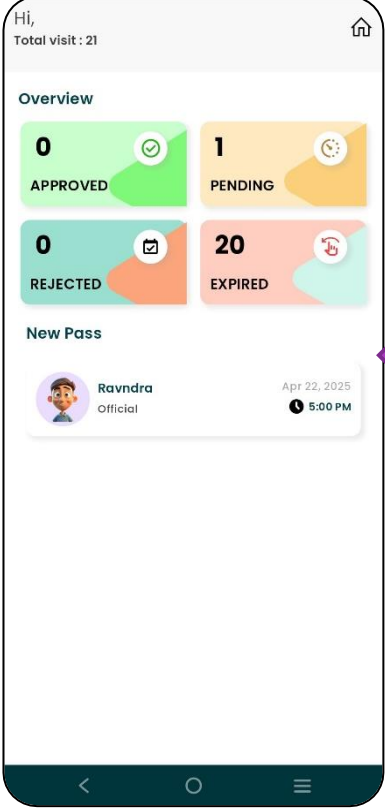
Verify the OTP, received on the logged in mobile number.



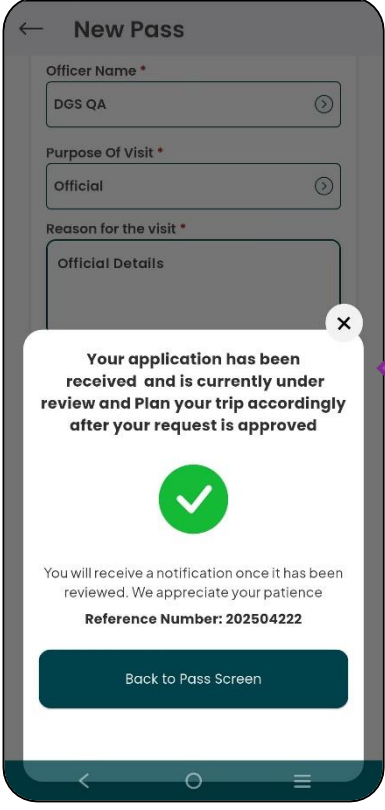
After entering the mobile number, it will redirect to application homepage, Click on **“REQUEST FOR NEW PASS”**.



After closing the pop-up, back to normal home page.



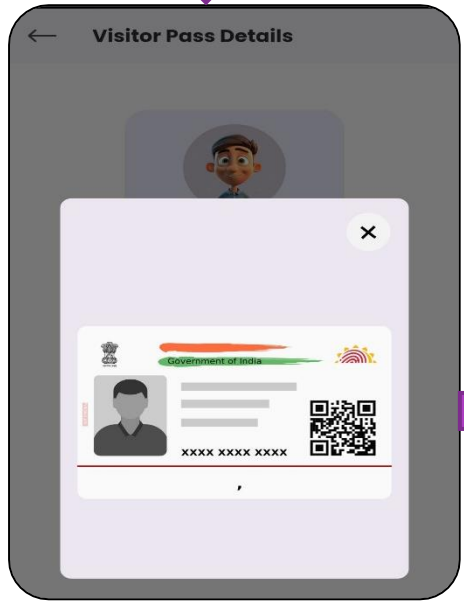
After clicking on **“Back to Pass Screen”**, it will go to home page.



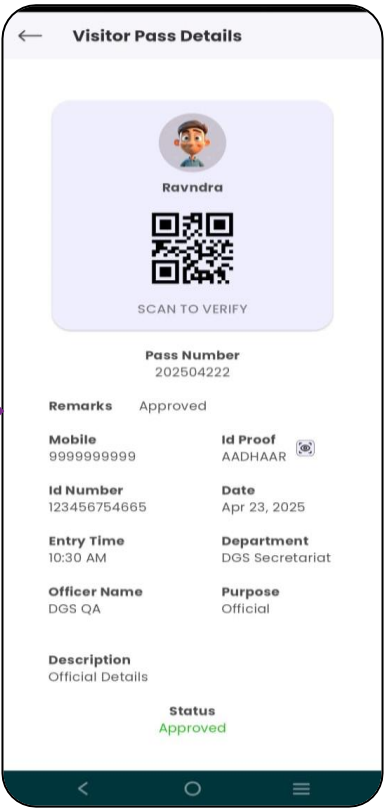
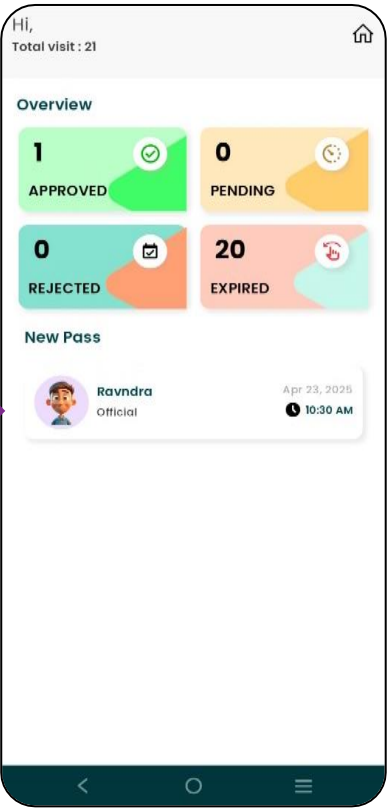
It will show a message **“Your Application has been Successfully Submitted”**.



Fill-in the **“REQUEST FOR NEW PASS”** form details.



User can check the uploaded id proof while requesting for appointments i.e PAN, Aadhar etc.



Once the appointment is approved, the QR gets created.

As Appointment request is approved by the DGS Officer, now the applicant can visit the DGS Officer as per appointment date and time.

VAMS App User Manual - DGS Officer Level



Scan the QR or
User can search eSamudra on Plyastore
and download application.



Web Browser

User can visit the web link
<https://smartcode.cmsuat.co.in/vms/#login>

The Directorate
General of Shipping
Government of India

Login your account using
Mobile Number or Email

VISITOR DGS Official

Enter your Email & password to continue

Email
Enter your email

Email can't be empty

Password
Enter your password

Sign In

User needs to login with
Official Email ID and
Password

Hi, **DGS QA**

Total visit : 8

Overview

0 APPROVED	1 PENDING
0 REJECTED	7 EXPIRED

New Pass for Approval

Ravndra
Official

Apr 22, 2025
5:00 PM

Homepage After logged in
i.e Appointment Overview
Click on "**PENDING**" to
check the appointment
request

Pending appointments

Ravndra
Apr 22, 2025
5:00 PM

Pending
202504222

Click on Appointment
Request

← Visitor Pass For Approval

RAVNDRA

Pass No: 202504222

Purpose
Official

Reason for the visit
Official Details

Mobile
9999999999

Id Proof
AADHAAR

Date
Apr 22, 2025

Time
5:00 PM

Department
DGS SECRETARIAT

DGS Location
Mumbai

Reject Approve

Check the appointment purpose, date & time etc.

← Visitor Pass For Approval

RAVNDRA

Pass No: 202504231

Purpose
Official

Reason for the visit
detail of visit

Mobile
9999999999

Id Proof
AADHAAR

Date
Apr 22, 2025

Time
5:00 PM

Department
DGS SECRETARIAT

DGS Location
Mumbai

Please Add Comments For Rejection

Rejected

Submit For Rejection

Note: If requestor selected the wrong officer then reject the request and mention the correct officer name/wing.

For rejecting the request, Officer needs to mention remarks as it is mandatory.

← Visitor Pass For Approval

RAVNDRA

Pass No: 202504222

Purpose
Official

Reason for the visit
Official Details

Mobile
9999999999

Id Proof
AADHAAR

Date
Apr 22, 2025

Time
5:00 PM

Department
DGS SECRETARIAT

DGS Location
Mumbai

Please Add Comments For Approval

Approved

Approve

For Approving the request, Officer can mention remarks if necessary for appointment.

← Approved Appointments

RAVNDRA

Ready for check-in

202504222

5:00 PM

Purpose of visit
Official

It will show the list of all approved appointment request

Hi, **DGS QA**

Total visit : 8

Overview

1 APPROVED

0 PENDING

0 REJECTED

7 EXPIRED

New Pass for Approval

No appointments for this week

After clicking on "Dashboard" It will land to home screen, click on "APPROVED" option

← Visitor Pass For Approval

RAVNDRA

Application has been Successfully Approved

Remarks : Approved

Pass No: 202504222

Purpose
Official

Reason for the visit
Official Details

Mobile
9999999999

Id Proof
AADHAAR

Date
Apr 22, 2025

Time
5:00 PM

Department
DGS SECRETARIAT

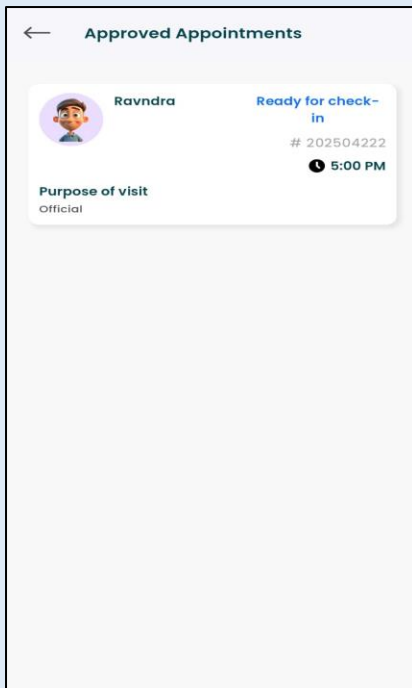
DGS Location
Mumbai

Do you want to reschedule ? Reschedule

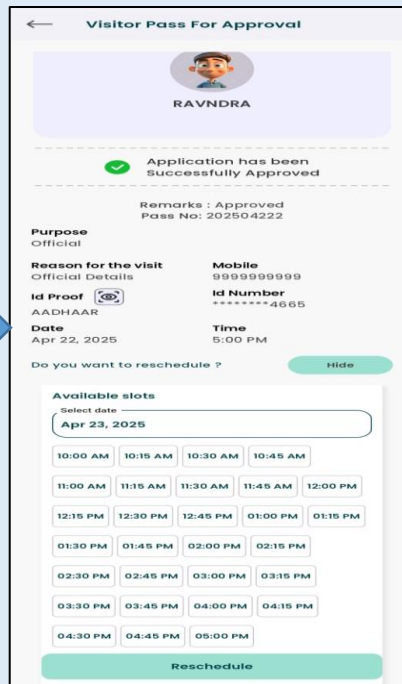
Dashboard

After approving the request, it will show that "Application has been successfully approved" Click on "Dashboard"

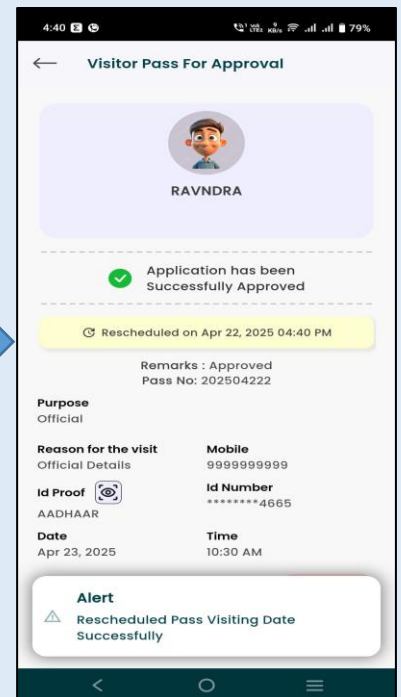
Rescheduling the Appointment – DGS Officer



To reschedule select the approved appointment

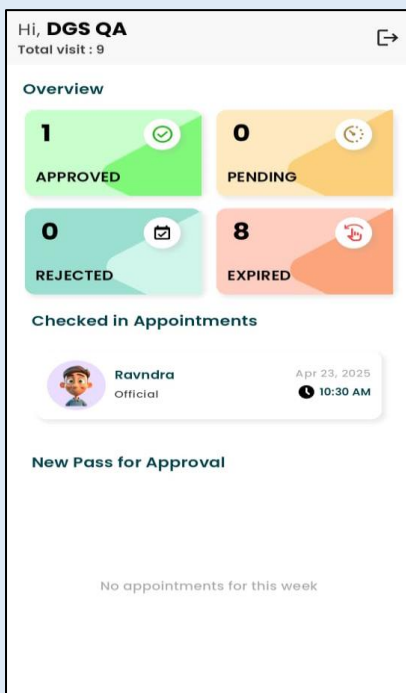


Select the new date and time, and click on “Reschedule”

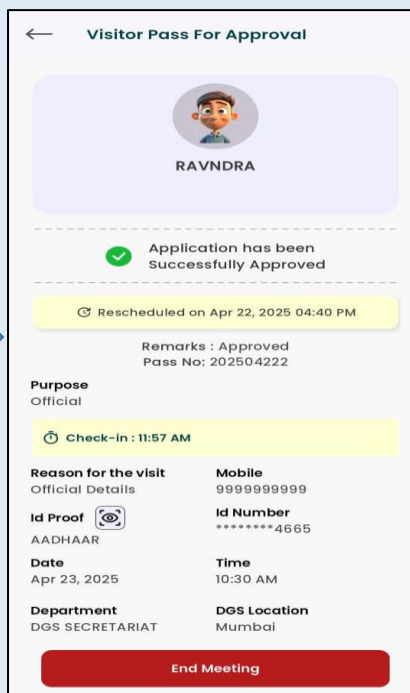


“Rescheduled Pass Visiting Date Successfully”

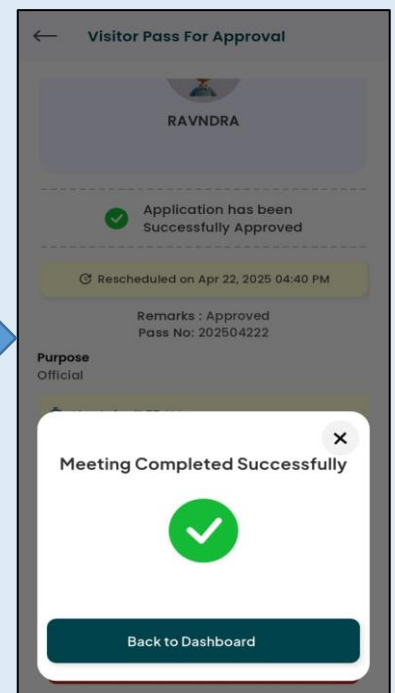
Visitor Check-in Process



After visitor's checked in DGS Office and do a QR Scanning from Gatekeeper.



Officer needs to end the meeting by clicking on “End Meeting”



“Meeting Completed successfully”, click on Back to Dashboard