



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

**F.No.20-19/2/2025-TRG-DGS(Comp.No.32841)**

**Dated: 31.01.2025**

**DGS Order No. 01 of 2025**

**Subject:** Addendum to DGS Order No. 25 of 2020 dated 28.08.2020 - Payment for Digital Certification Application (DCA) by Maritime Training Institutes (MTIs) effective from 01.02.2025.

**Whereas**, the Directorate General of Shipping (DGS) introduced the Digital Certification Application (DCA) through DGS Order No. 25 of 2020 dated 28.08.2020 to facilitate the issuance of digitally signed certificates for approved courses conducted by approved Maritime Training Institutes (MTIs).

2. **Whereas**, the Directorate has until January 2025 borne the cost of issuing Digital Certificates under the DCA platform, providing this service free of charge to all DGS-approved MTIs.

3. **Whereas**, the competent authority has now decided to transition the payment process to a sustainable model, effective February 2025, by permitting the vendor M/s. ARI to charge an amount of ₹ 36 (plus applicable taxes) per certificate directly from DGS-approved MTIs. Here the per certificate cost be mentioned as "Certificate Credit".

4. **Whereas**, the attached workflow document titled "DCA Workflow for MTI Payments" provides detailed guidance on the procedures for payments, purchasing certificate credits, and managing transaction and certificate histories through the Digital Certification Application (DCA) portal. MTI may purchase advance credit before issuance of the digital course certificates.

5. **Whereas**, this DGS Order will be effective and implemented from 00:00 hrs of 01.02.2025. Further all the MTIs must make payments for generation of per Digital Course Certificate as per the attached workflow.

6. **Accordingly**, the following instructions are issued to all approved MTIs for strict compliance:

**1. Implementation of Payment Structure:**

- Effective from 00 hrs of 01 February 2025, MTIs are required to make payments for certificate credits via the DCA portal as outlined in the attached workflow document.
- Each certificate issued will incur a cost of ₹ 36 (plus applicable taxes), payable directly to M/s. ARI.

...2/-

*[Signature]*  
31/01/25

बीटा बिल्डिंग, 9वीं मंजिल, आई थिंक टेक्नो कैंपस, कान्जूर मार्ग (पूर्व), मुंबई - 400 042

Beta Building, 9<sup>th</sup> Flr., I-Think Techno Campus, Kanjur Marg (E) / Mumbai - 42

फोन/Tel.: 91-22-25752040/1/2/3, फैक्स/Fax.: 91-22-25752029/35 ई-मेल/E-mail: [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in) वेबसाइट /Website: [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**2. Operational Process:**

- i. MTIs must log in to the DCA portal using their e-Governance credentials (same as MTI Module Login Id) to purchase certificate credits.
- ii. The purchase process involves selecting the desired number of credits, completing payment through the secure payment gateway, and accessing the transaction receipt and order details.
- iii. Detailed steps for transaction history, certificate management, and reports are outlined in the attached workflow document.

**3. Responsibilities of MTI Course In-Charge and Principals:**

- i. The Course In-Charge and Principal of each MTI must ensure that certificate credits are available before initiating the digital signing process.
- ii. The DCA portal will restrict certificate issuance if sufficient credits are not available.

**4. Support and Assistance:**

- i. For any technical issues or queries related to the DCA platform, MTIs are advised to contact the support team via email at [dcasupport@arisimulation.com](mailto:dcasupport@arisimulation.com) with the following details:
  - MTI Name and Contact Information
  - Nature of Issue
  - Transaction or Certificate Reference (if applicable)

7. **Whereas**, compliance with the above instructions is mandatory, non-adherence will be viewed seriously and may result in administrative action as per the Guidelines issued by the Directorate.

8. This DGS Order enters into force with immediate effect.

  
(Shyam Jagannathan)  
Director General of Shipping

Enclosed: ARI payment work flow process.

To,

1. All PO, MMDs.
2. All approved MTIs.
3. NT Wing / Engineering Wing.
4. Computer Cell.
5. Guard file.



Directorate General of Shipping: Govt. of India

# DIGITAL CERTIFICATION APPLICATION USER MANUAL

VERSION: 1.2



email: [info@arisimulation.com](mailto:info@arisimulation.com) | web: [www.arisimulation.com](http://www.arisimulation.com)

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# 1 INSTALLING THE APPLICATION

## 1.1 Pre-requisites

### Installation of DSC Class USB token

Please follow the instructions provided by your DSC Class USB token vendor and install the token on the machines of the signatories. Kindly verify with your USB token supplier that the installation has been successful.

### Download of Digital Certification Application

Please download the Digital Certification Application only after the USB token has been installed successfully, and the credentials of the signatories have been verified /available with the device driver and the Microsoft certificate store.

The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine.

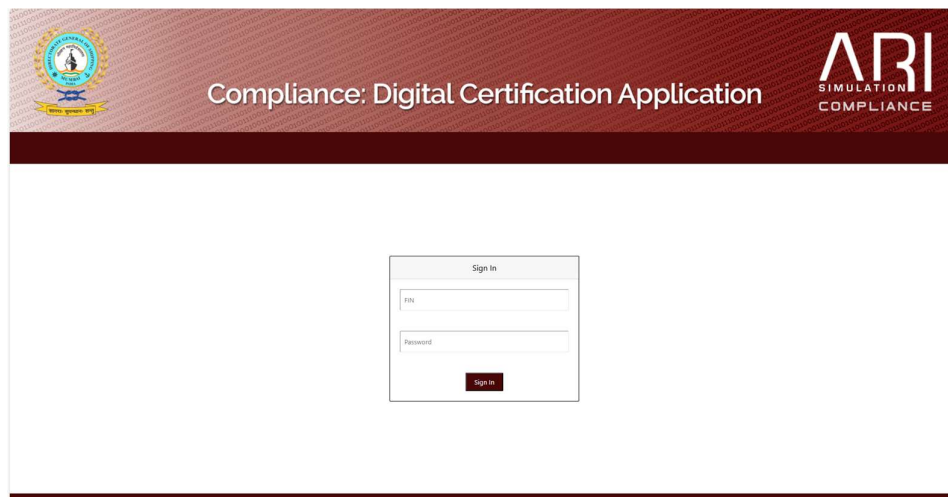
Additionally, please also ensure that you have .NET Framework 4.5.2 installed.

[Visit the official Microsoft download page here.](#)

## 1.2 Download

The Digital Certification Application can be downloaded from <https://digital.dgshipping.gov.in>.

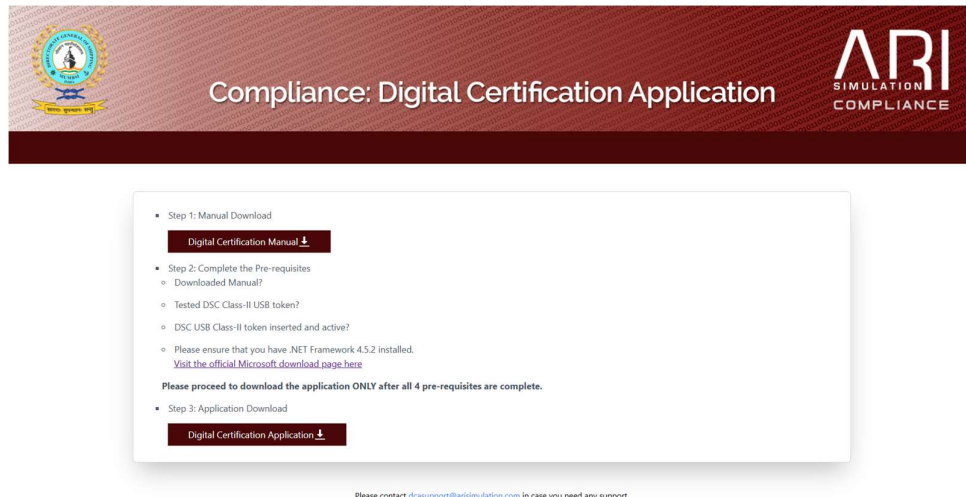
On clicking the above link, you will need to enter your FIN and password. Access will be provided for a Course-in-Charge or Principal only.



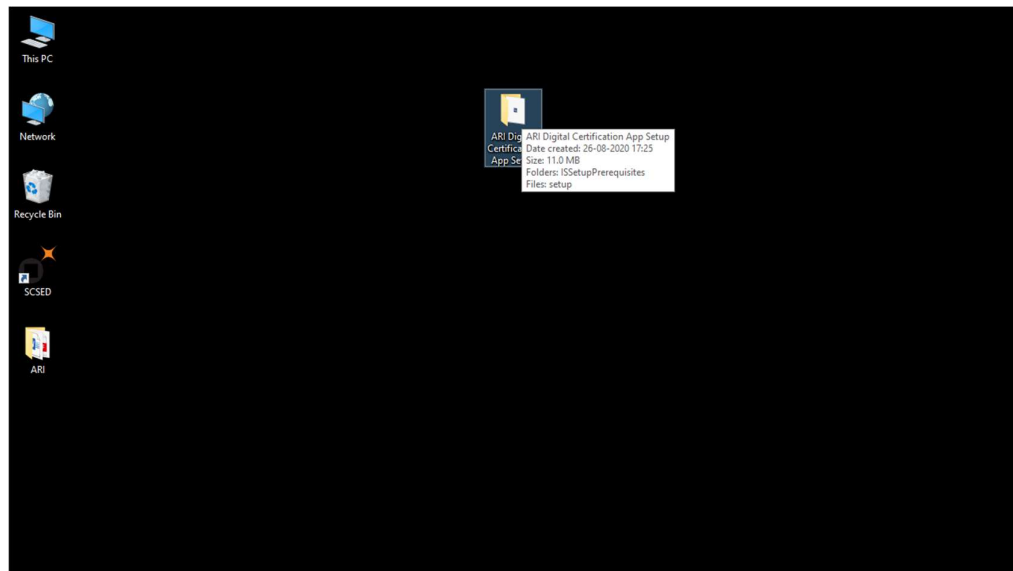
The screenshot shows the login interface for the Digital Certification Application. The header is dark red with the ARI SIMULATION COMPLIANCE logo on the right and a circular emblem on the left. The main content area is white and contains a 'Sign In' form with fields for 'FIN' and 'Password', and a 'Sign In' button.



Once a valid FIN and Password is entered, you will confirm that you have completed the requisite steps before clicking on the “Digital Certification Application” download in Step 3.

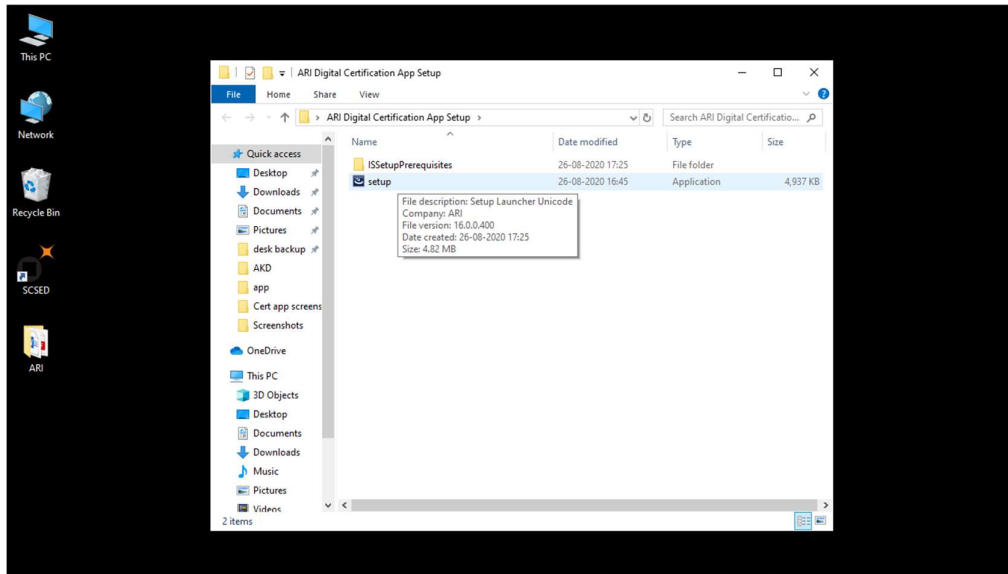


The application will be downloaded on to your defined location.

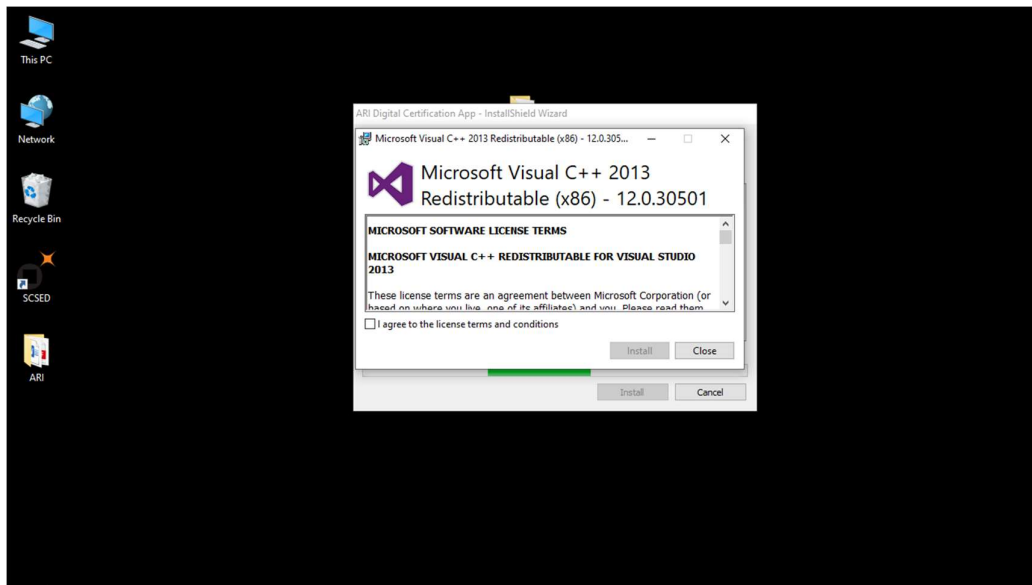


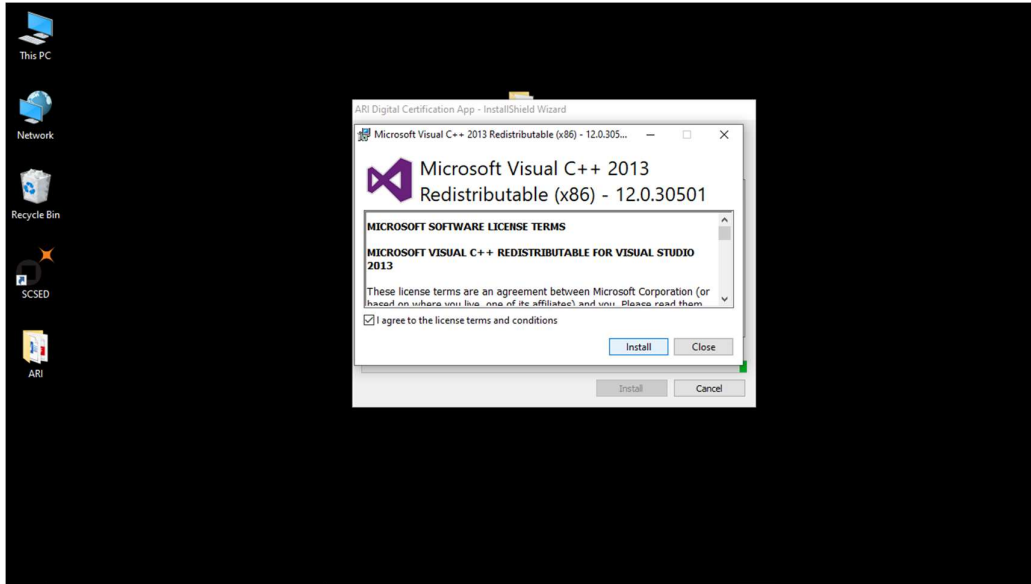
## 1.3 Installation

Open the folder **"ARI Digital Certification App Setup"** and click on Setup and proceed with the installation process

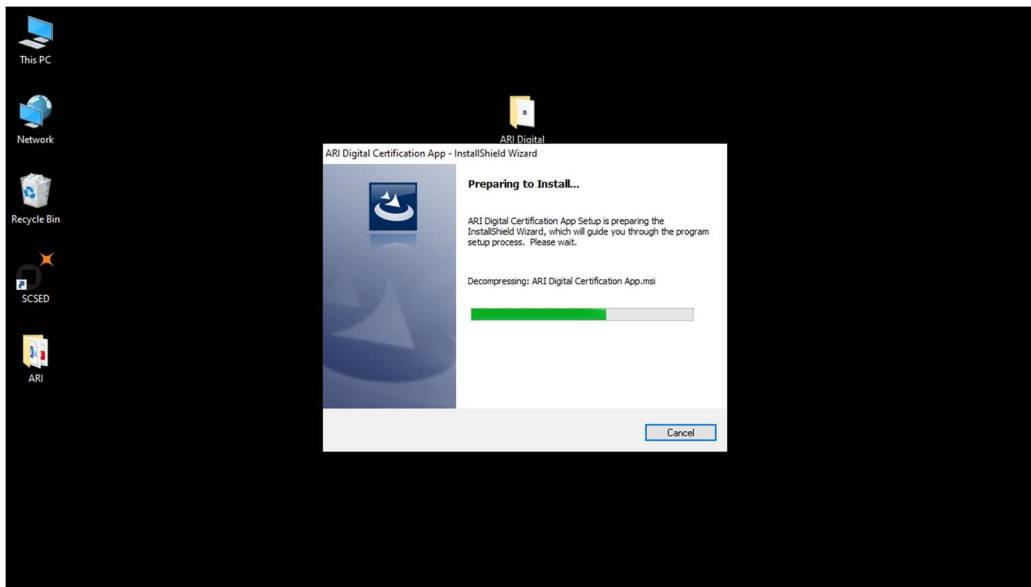


Agree to the Microsoft terms and continue with the Installation

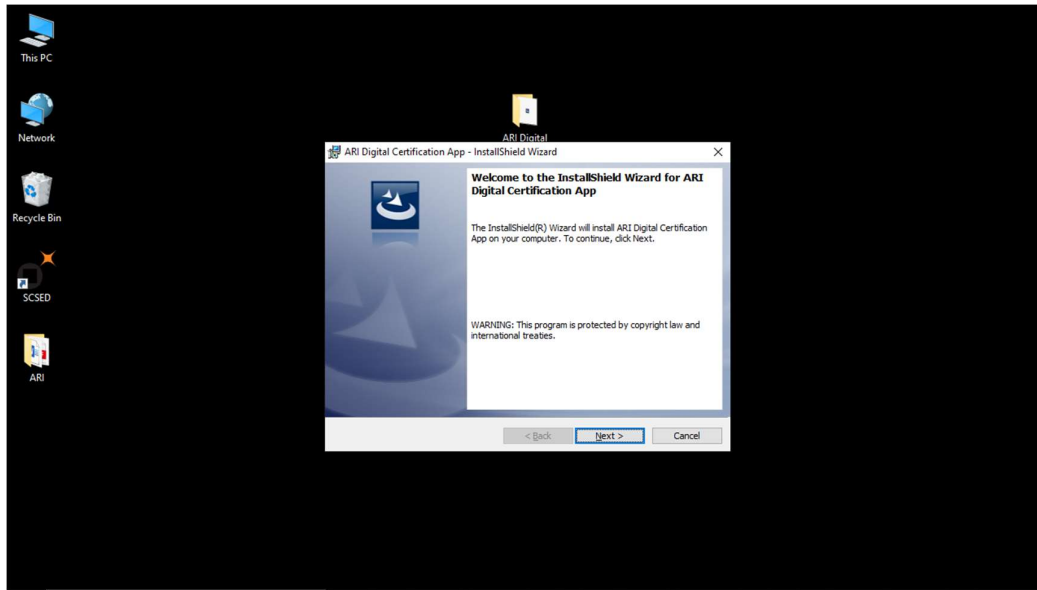




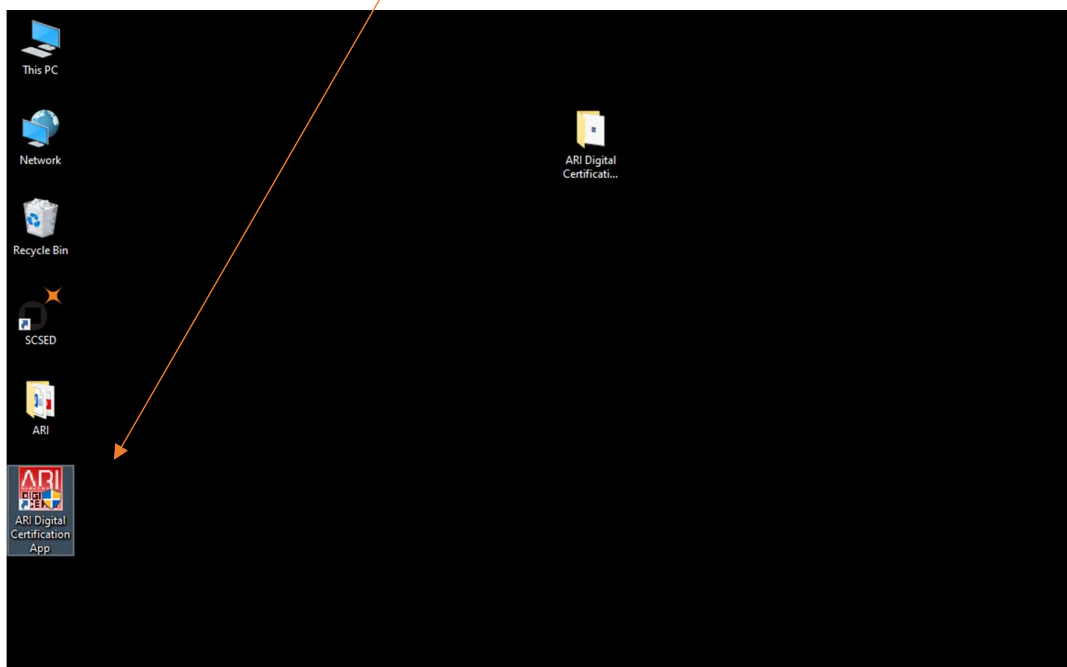
Continue with Install Shield







On completion of installation a shortcut will be added to the desktop.



## 2 USING THE APPLICATION

The application is intended for below types of users of the MTI's-

- i) Course-in-Charges : Initial/First Signature
- ii) Principal of the MTI : Final/ Second Signature
- iii) Admin: Certificate Management
  - Purchase Certificate Signature Credits
  - View Transaction History and associated Transaction details
  - View the Certificates logs.

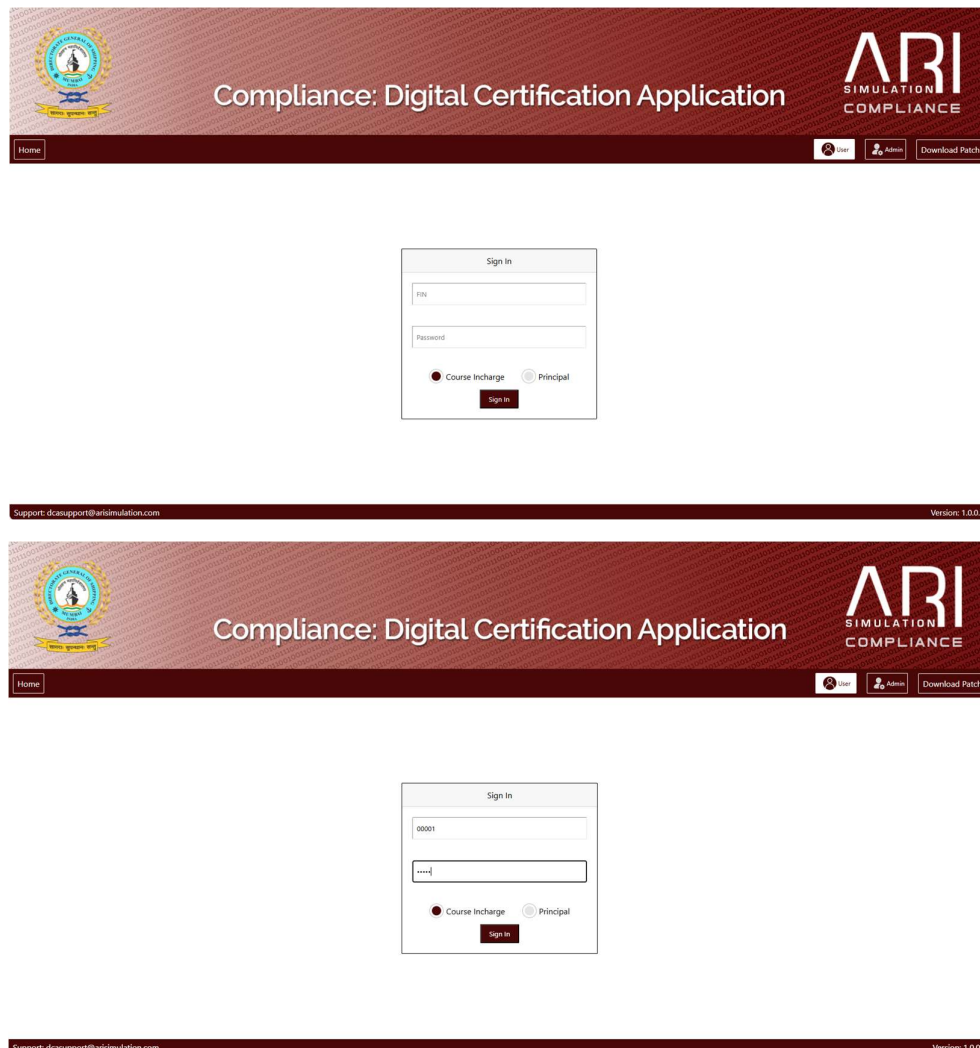
**Note:**

Initial/First Signature (Course-in-Charge) will be mandatory before Final/ Second Signature (Principal).

### 2.1 Course-in-Charge: Initial/First Signature

#### 2.1.1 Login

The Course-in-Charge will login using his/her credentials.



The screenshot displays the login interface for the 'Compliance: Digital Certification Application'. The header is dark red with the ARI logo on the right and navigation links (Home, User, Admin, Download Patch) on the left. The main content area is white and contains a 'Sign In' form. The form has two input fields: 'PIN' and 'Password'. Below these fields are two radio buttons: 'Course Incharge' (which is selected) and 'Principal'. A 'Sign In' button is located at the bottom of the form. The footer is dark red and contains the support email 'Support: dcasupport@arimulation.com' and the version 'Version: 1.0.0.9'.

## 2.1.2 Choose MTI

If a Course-in-Charge is enrolled with multiple MTI's, then he/she will have to choose the MTI on whose behalf he/she is Digitally Signing the certificates.



You are enrolled with Multiple MTI's, please choose the MTI for this session:

MTI Name \*

## 2.1.3 Select the Candidate

Select the Candidate whose Certificate is to be generated.

The Selection will be based on the Course Name, Start Date, Batch ID and the INDoS Number.

Click **“Generate Certificate”** to proceed with the certification signing process.




Course Name \*

Start Date \*

Batch ID \*

INDoS No \*

By clicking "generate certificate" you consent to proceed with the electronic transaction.



## Compliance: Digital Certification Application

Home

MTI Name: [ ZYX Institute ]  
 MTI ID: [ 1001 ]


TEST CIC 1 - Course Incharge
 Logout

Course Name \*  
 Start Date \*  
 Batch ID \*  
 INDoS No \*

Select Course Name  
 Select Course Name  
 Advanced Training for Chemical Tanker Cargo Operations  
 Refresher Training for Advanced Training in Fire Fighting  
 Select Batch ID  
 Select INDoS Number

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Generate Certificate



## Compliance: Digital Certification Application

Home

MTI Name: [ ZYX Institute ]  
 MTI ID: [ 1001 ]


TEST CIC 1 - Course Incharge
 Logout

Course Name \*  
 Start Date \*  
 Batch ID \*  
 INDoS No \*

Refresher Training for Advanced Training in Fire Fighting  
 2023-1-9  
 Select Batch ID  
 Select Batch ID

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Generate Certificate



## Compliance: Digital Certification Application

Home

MTI Name: [ ZYX Institute ]  
 MTI ID: [ 1001 ]

TEST CIC 1 - Course Incharge
 Logout

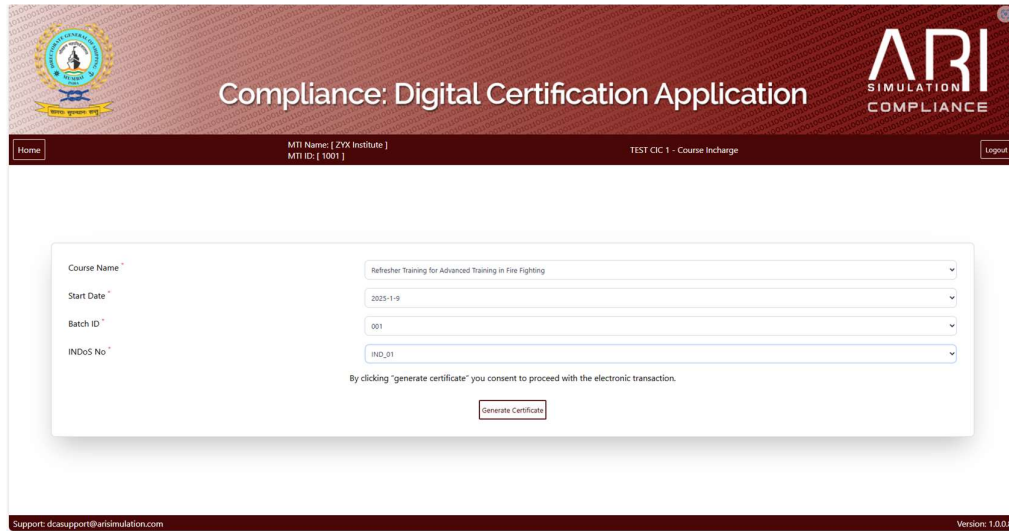
Course Name \*  
 Start Date \*  
 Batch ID \*  
 INDoS No \*

Refresher Training for Advanced Training in Fire Fighting  
 2023-1-9  
 001  
 INDoS No  
 Select INDoS Number

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Generate Certificate

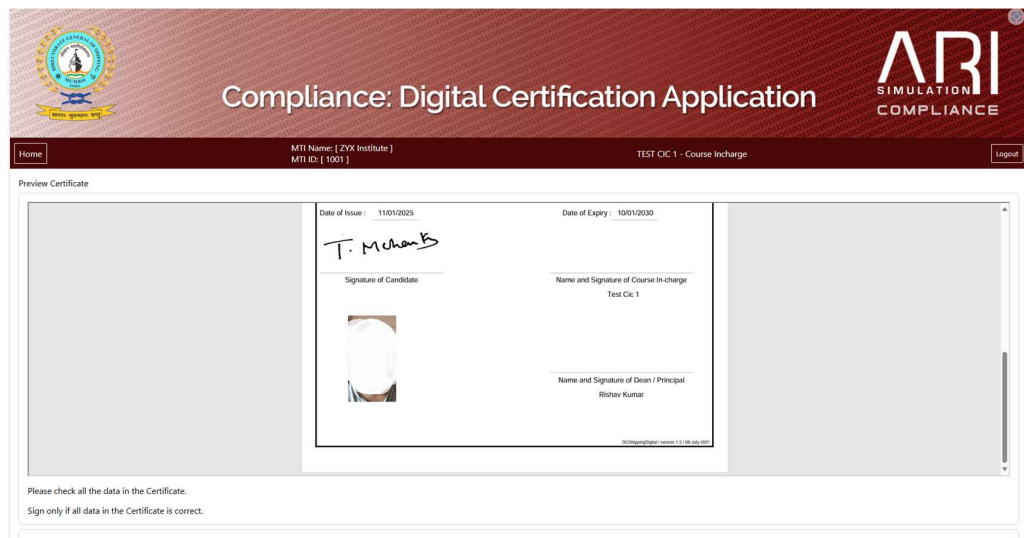
Support: dcaupport@arismulation.com
Version: 1.0.0.8



Click **“Generate Certificate”** to proceed with the certification signing process.

## 2.1.4 Certificate Signature

The generated certificate is displayed.

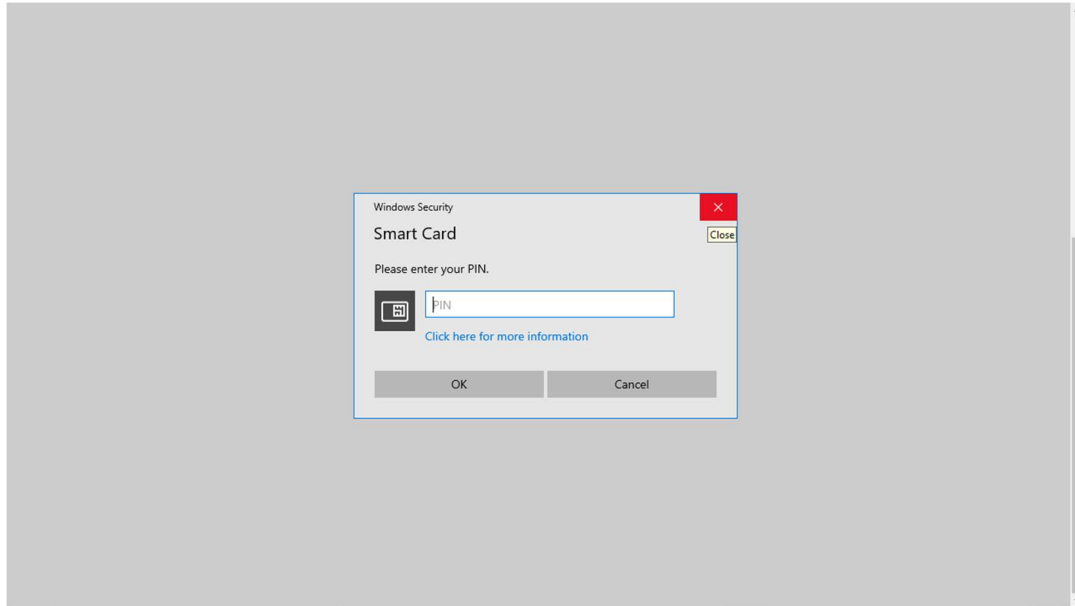


Proceed with the Digital Signature process only if all details in the Certificate are correct and have been validated. Choose the Digital Signature that you want to use for the signing. If multiple signatures exist on your system, kindly choose the appropriate one.

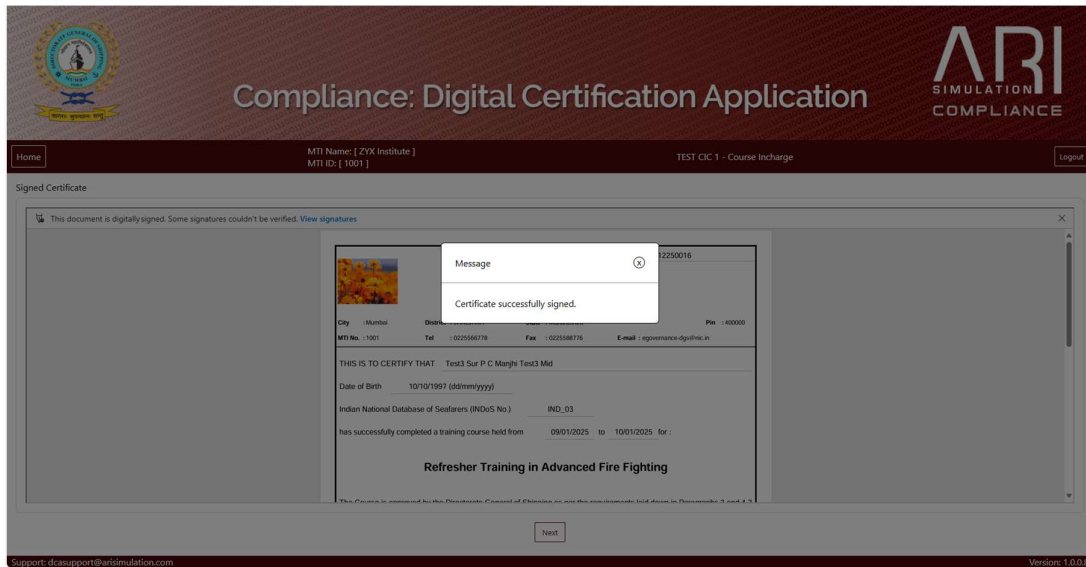
Confirm the Signature that you have chosen for the Course-In-Charge signature.



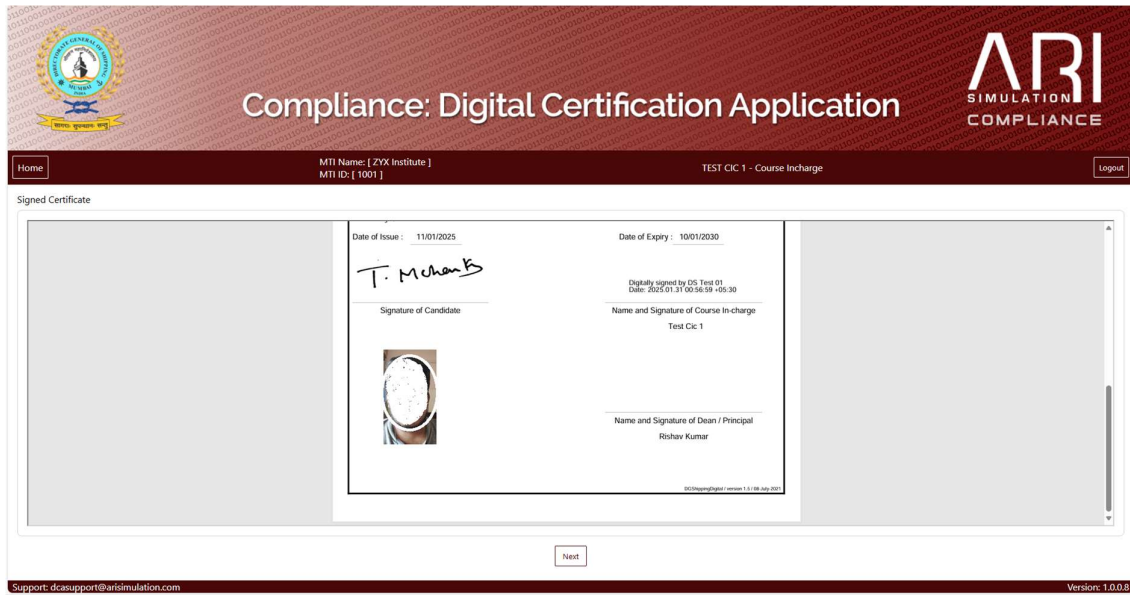
Enter the “PIN” associated with your **DSC USB** token.



Please proceed to “**Sign/Submit**” the Certificate.



Press **Next** to Process the certificate.



**Compliance: Digital Certification Application**

Home MTI Name: [ ZYX Institute ] TEST CIC 1 - Course Incharge Logout  
MTI ID: [ 1001 ]

Signed Certificate

Date of Issue : 11/01/2025 Date of Expiry : 10/01/2030

Signature of Candidate: T. M. Chavhan

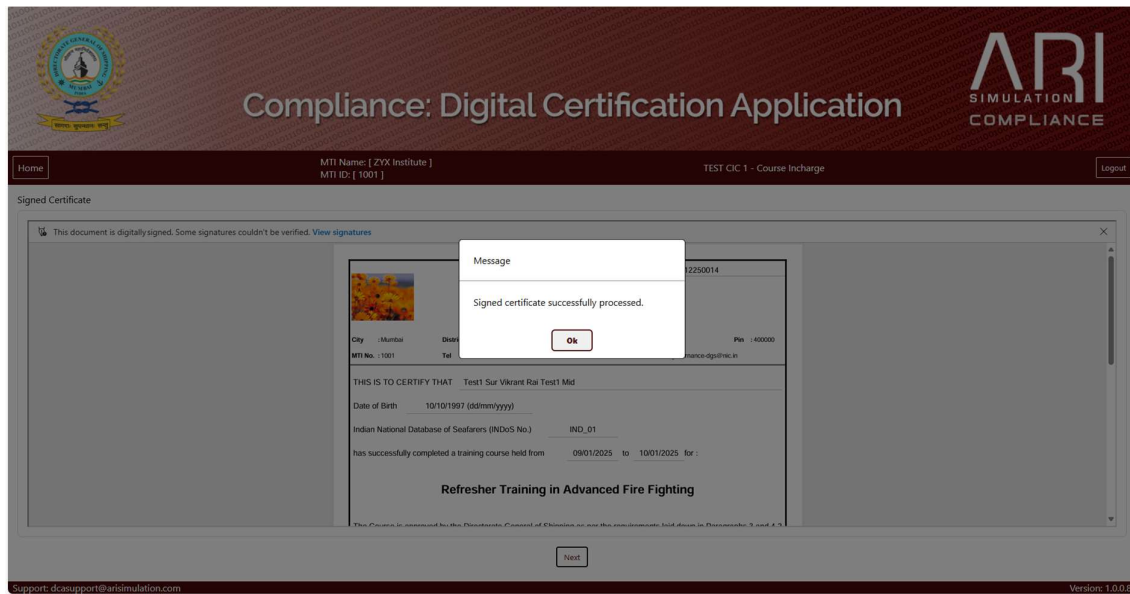
Digitally signed by DS Test 01  
Date: 2025.01.31 00:56:59 +05:30

Name and Signature of Course In-charge  
Test Cic 1

Name and Signature of Dean / Principal  
Rohav Kumar

Next

Support: dca-support@arisimulation.com Version: 1.0.0.8



**Compliance: Digital Certification Application**

Home MTI Name: [ ZYX Institute ] TEST CIC 1 - Course Incharge Logout  
MTI ID: [ 1001 ]

Signed Certificate

This document is digitally signed. Some signatures couldn't be verified. [View signatures](#)

Message  
Signed certificate successfully processed.  
Ok

City : Mumbai District : Mumbai  
MTI No. : 1001 Pin : 400000  
Email : dca-support@arisimulation.com

THIS IS TO CERTIFY THAT Test1 Sur Vikrant Rai Test1 Mid

Date of Birth 10/10/1997 (dd/mm/yyyy)

Indian National Database of Seafarers (INDoS No.) IND\_01

has successfully completed a training course held from 08/01/2025 to 10/01/2025 for :

**Refresher Training in Advanced Fire Fighting**

Next

Support: dca-support@arisimulation.com Version: 1.0.0.8

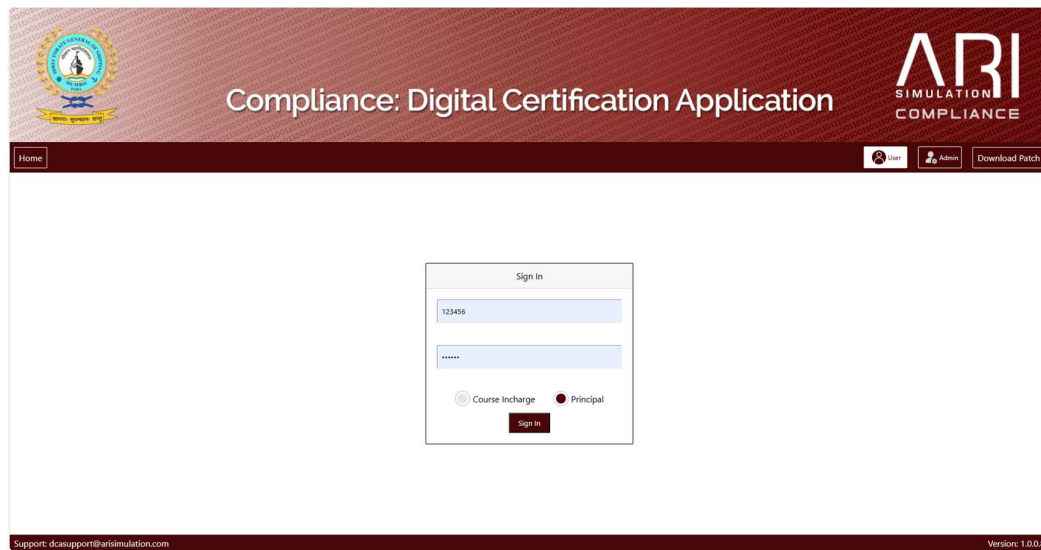
## 2.2 Principal: Final/ Second Signature

Initial/First Signature (Course-in-Charge) will be mandatory before Final/ Second Signature (Principal).

### 2.2.1 Login

The Principal of the MTI will need to Login using the credentials that have been provided.

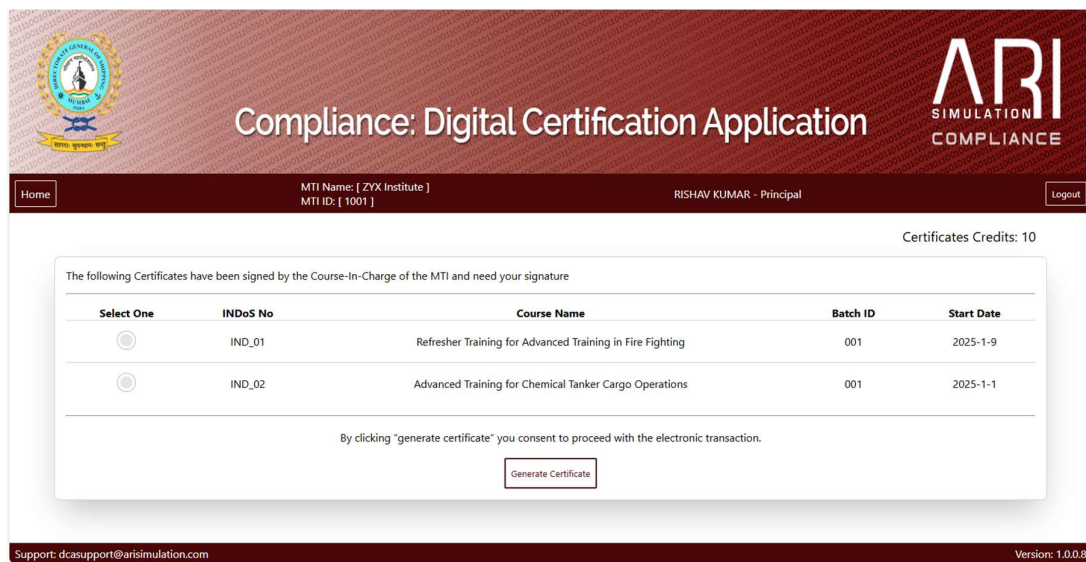
Login using the credentials of the Principal of the MTI.



### 2.2.2 Certificate Signature

The page will display Certificates Credits available for signature by Principal.


The rest of the certificate signing process is similar to the Course-in-Charge.




Select One	INDoS No	Course Name	Batch ID	Start Date
<input type="radio"/>	IND_01	Refresher Training for Advanced Training in Fire Fighting	001	2025-1-9
<input type="radio"/>	IND_02	Advanced Training for Chemical Tanker Cargo Operations	001	2025-1-1

By clicking "generate certificate" you consent to proceed with the electronic transaction.

[Generate Certificate](#)




## Compliance: Digital Certification Application



[Home](#)MTI Name: [ZYX Institute]  
MTI ID: [1001]RISHAV KUMAR - Principal[Logout](#)


Signed Certificate

This document is digitally signed. Some signatures couldn't be verified. [View signatures](#)

  
Signature of Candidate

Digitally signed by DTS Test 01  
Date: 2025.01.31 01:07:29 +05:30

Name and Signature of Course In-charge  
Test Cc 1

  
Name and Signature of Dean / Principal  
Rishav Kumar

Digitally signed by DTS Test 01  
Date: 2025.01.31 01:14:40 +05:30

Name and Signature of Dean / Principal  
Rishav Kumar

[Next](#)

Support: [dcaasupport@arismulation.com](mailto:dcaasupport@arismulation.com)Version: 1.0.0.8

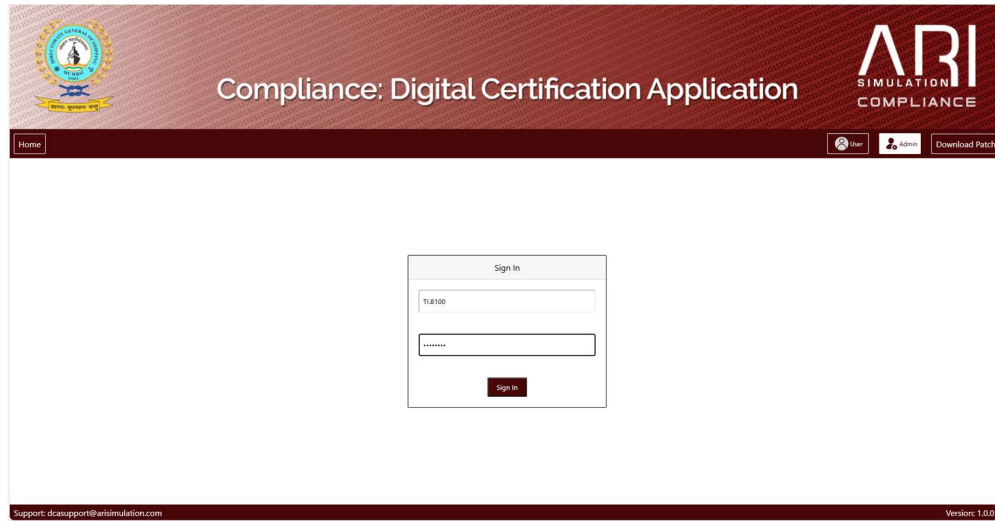
This document and its associated attachments contain information that is confidential and proprietary to ARI. It may not be duplicated, copied or distributed, in part or in whole, without prior written consent of ARI.

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### 3 MARITIME TRAINING INSTITUTES (MTI) ADMIN

The DCA portal will offer features to facilitate payments, view payment history and access details of certificates assigned against each transaction.

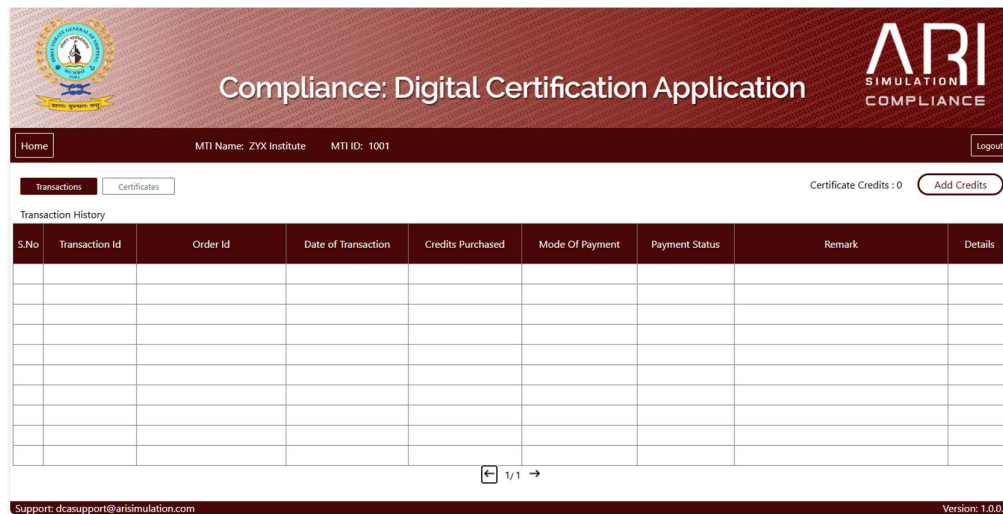
Click on “Admin” button to select admin login page. The DCA portal will allow the MTI Admin to access the DCA portal using the e-Governance MTI Login ID & its associated password.



Support: dcaupport@arisimulation.com Version: 1.0.0.8

#### 3.1 Admin Home Screen

The MTI Admin will be able to purchase Certificate Credits, by clicking on the “Add Credits” button.



Support: dcaupport@arisimulation.com Version: 1.0.0.8

## 3.2 Purchase Certificate Credits

All purchases will be through a secure payment gateway.

Once the transaction is successful, the Order Receipt will be available along with details of the Transaction.

**Buy Certificate Credits** X

Add Certificate Credit

10

(min. 10, max 5000)

100 Credits

200 Credits

500 Credits

1000 Credits

Price Per Certificate:

₹36.00

Total Price:

₹360.00

GST

₹64.80

Payable Amount

₹424.80



Next

**Order Summary** X

MTI Name	ZYX Institute
MTI ID	1001
Ordered Quantity	10
Total Price	₹360.00
GST	₹64.80
Payable Amount	₹424.80

Proceed to Payment



**Pay with  and Grab an Assured ₹100  SWIGGY Voucher\***

\*T&C Apply. Offer valid on min. txn of ₹5,000, till 30th June.

Transaction times out in **14:42 mins**

English ▼





### Payment Information

Credit Card

Debit Cards

Net Banking

UPI

We Accept :    

Card Number

Expiry Date Month ▼ Year ▼ CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 424.80

(Total Amount Payable)


Make Payment







[Cancel](#)

**ORDER DETAILS**

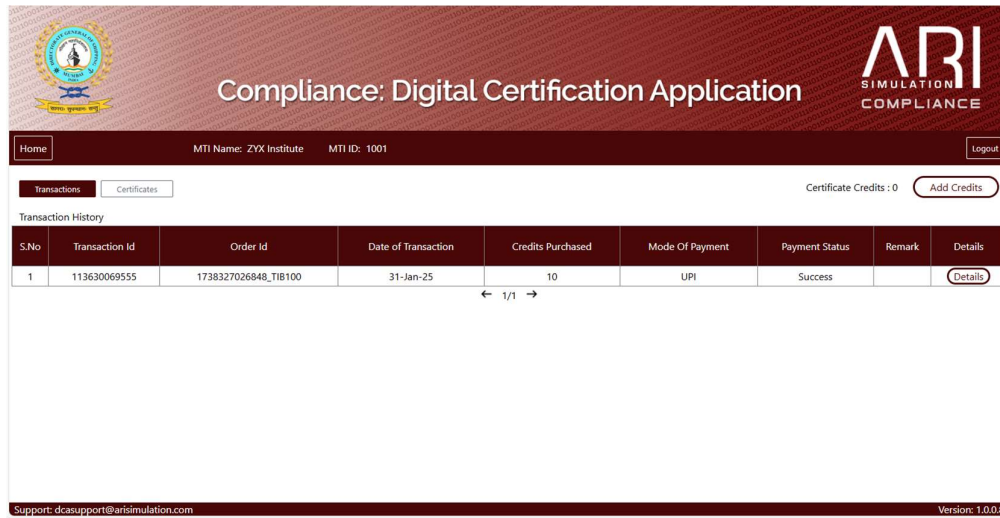
**Order #:** 1738327026848\_TIB100

Order Amount	424.80
Convenience Fee	0.00
Tax (18.00%)	0.00
<b>Total Amount</b>	<b>INR 424.80</b>

Powered by 

Order Receipt				X
Sold by	Applied Research International Pvt.Ltd	Receipt Date	31-01-25	
GST Number	07AACCA4598A1ZV	Time	18:07:06	
Order Id	1738327026848_TIB100	MTI name	ZYX Institute	
Transaction Id	113630069555	MTI ID	TIB100	
Ordered Quantity	10	Mode of Payment	UPI	
Total Price	₹360.00	Status	Success	
GST	₹64.80	Amount Paid	₹424.80	
<div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px; display: inline-block;">Print</div>				



**Compliance: Digital Certification Application**

Home MTI Name: ZYX Institute MTI ID: 1001 Logout

Transactions Certificates Certificate Credits : 0 Add Credits

Transaction History

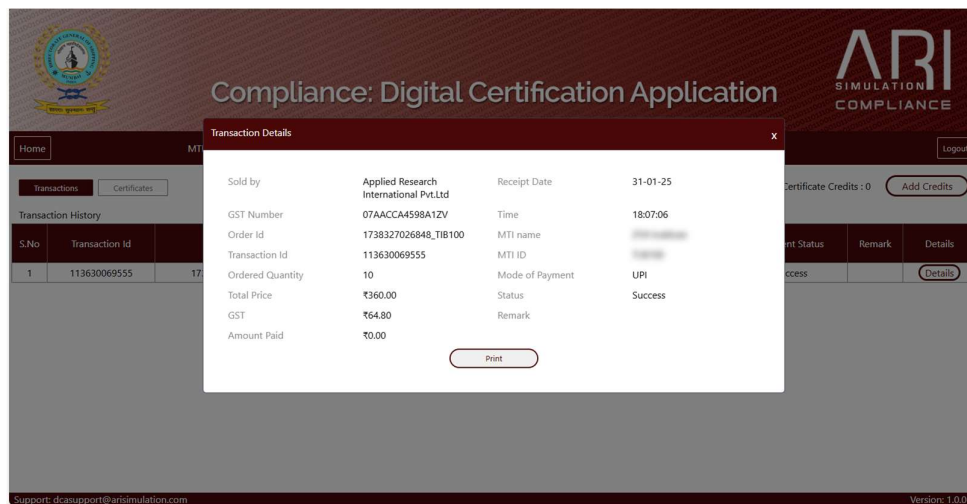
S.No	Transaction Id	Order Id	Date of Transaction	Credits Purchased	Mode Of Payment	Payment Status	Remark	Details
1	113630069555	1738327026848_TIB100	31-Jan-25	10	UPI	Success		Details

← 1/1 →

Support: dcausupport@arismulation.com Version: 1.0.0.8

### 3.3 Transaction Details

Clicking the “Details” button in the Transactions history page, will display details of the corresponding transaction.



**Compliance: Digital Certification Application**

Home MTI Name: ZYX Institute MTI ID: 1001 Logout

Transactions Certificates Certificate Credits : 0 Add Credits

Transaction History

S.No	Transaction Id	Order Id	Date of Transaction	Credits Purchased	Mode Of Payment	Payment Status	Remark	Details
1	113630069555	1738327026848_TIB100	31-Jan-25	10	UPI	Success		Details

Transaction Details

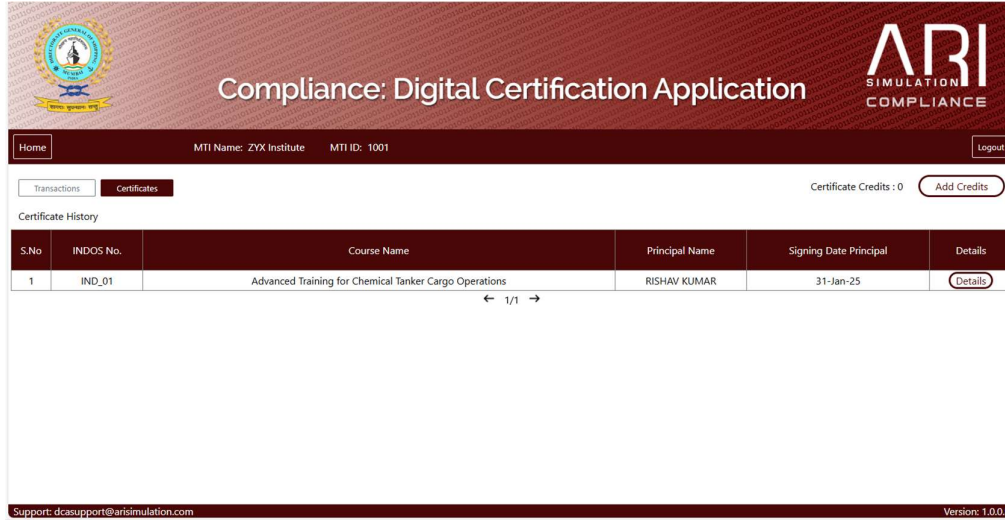
Sold by	Applied Research International Pvt.Ltd	Receipt Date	31-01-25
GST Number	07AACCA4598A1ZV	Time	18:07:06
Order Id	1738327026848_TIB100	MTI name	
Transaction Id	113630069555	MTI ID	
Ordered Quantity	10	Mode of Payment	UPI
Total Price	₹360.00	Status	Success
GST	₹64.80	Remark	
Amount Paid	₹0.00		

Print

Support: dcausupport@arismulation.com Version: 1.0.0.8

### 3.4 Certificate Details

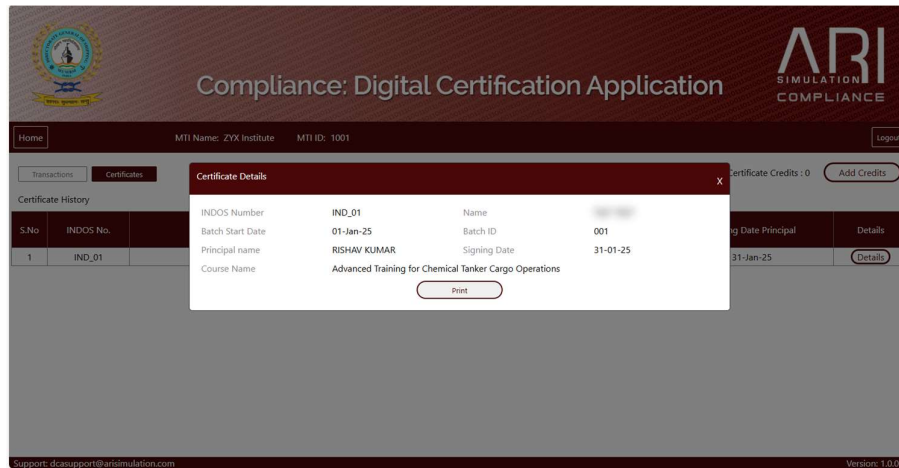
Details of all the certificates signed, along with the associated transaction can be viewed, by clicking on the “Certificates” button.



The screenshot shows the 'Compliance: Digital Certification Application' interface. The top header includes the ARI SIMULATION COMPLIANCE logo and the title. Below the header, there is a navigation bar with 'Home', 'MTI Name: ZYX Institute', 'MTI ID: 1001', and a 'Logout' button. The main content area has two tabs: 'Transactions' and 'Certificates'. The 'Certificates' tab is active, showing 'Certificate Credits: 0' and an 'Add Credits' button. Below this is a 'Certificate History' section with a table. The table has columns: S.No, INDOS No., Course Name, Principal Name, Signing Date Principal, and Details. The first row shows S.No: 1, INDOS No.: IND\_01, Course Name: Advanced Training for Chemical Tanker Cargo Operations, Principal Name: RISHAV KUMAR, and Signing Date Principal: 31-Jan-25. A 'Details' button is visible in the 'Details' column for the first row. The footer includes 'Support: dcaasupport@arisimulation.com' and 'Version: 1.0.0.8'.

S.No	INDOS No.	Course Name	Principal Name	Signing Date Principal	Details
1	IND_01	Advanced Training for Chemical Tanker Cargo Operations	RISHAV KUMAR	31-Jan-25	<a href="#">Details</a>

Clicking on the “Details” button will display the details of the Certificate issued



The screenshot shows the 'Compliance: Digital Certification Application' interface with the 'Certificate Details' modal window open. The modal window displays the following information:

INDOS Number	IND_01	Name	
Batch Start Date	01-Jan-25	Batch ID	001
Principal name	RISHAV KUMAR	Signing Date	31-01-25
Course Name	Advanced Training for Chemical Tanker Cargo Operations		

Below the table is a 'Print' button. The background shows the 'Certificate History' table with the first row selected, and the 'Details' button for that row is highlighted.

## 4 SUPPORT

- Please e-mail all support related queries to [dcasupport@arisimulation.com](mailto:dcasupport@arisimulation.com)
- Please ensure that you mention the following in your email:
  - Your MTI
  - Your Name
  - Your Mobile Number
  - Your Email Address
  - Your Role (Course In-Charge or Principal)
  - Your FIN
  - Your DSC Vendor
  - Year of purchase of your DSC Token
  - The Windows Operating System that you are using
  - Description of the problem
- Specifically payment related queries please share additional following details:
  - Order Number and Receipt
  - Total Amount Paid
  - Transaction Time with Date