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**:

   i. 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.

   ii. Each certificate issued will incur a cost of ₹ 36 (plus applicable taxes), payable directly to M/s. ARI.

...2/-

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 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.

31/01/25

(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

ARI SIMULATION

email: info@arisimulation.com | web: 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.

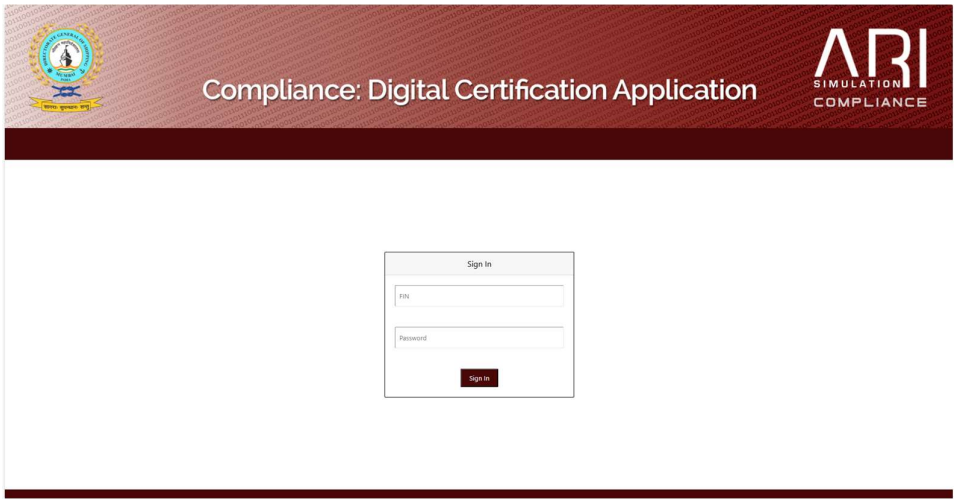
The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine.

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.



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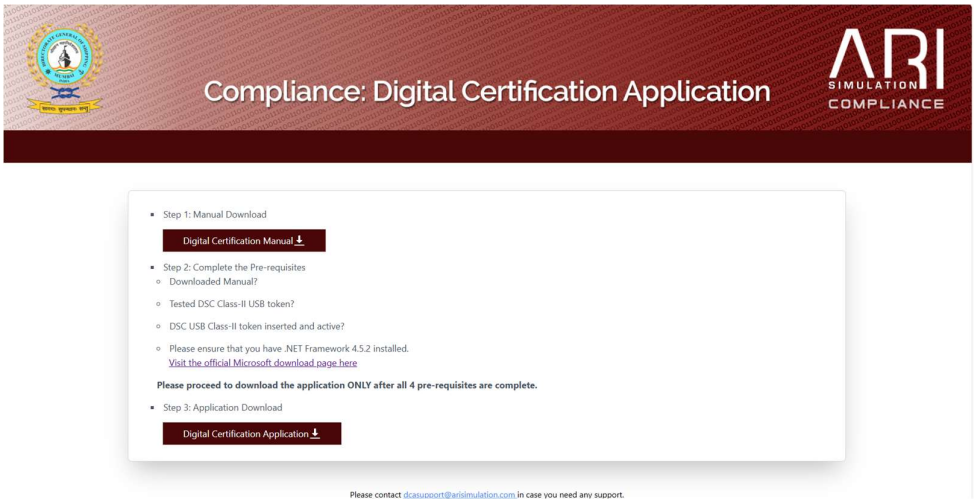
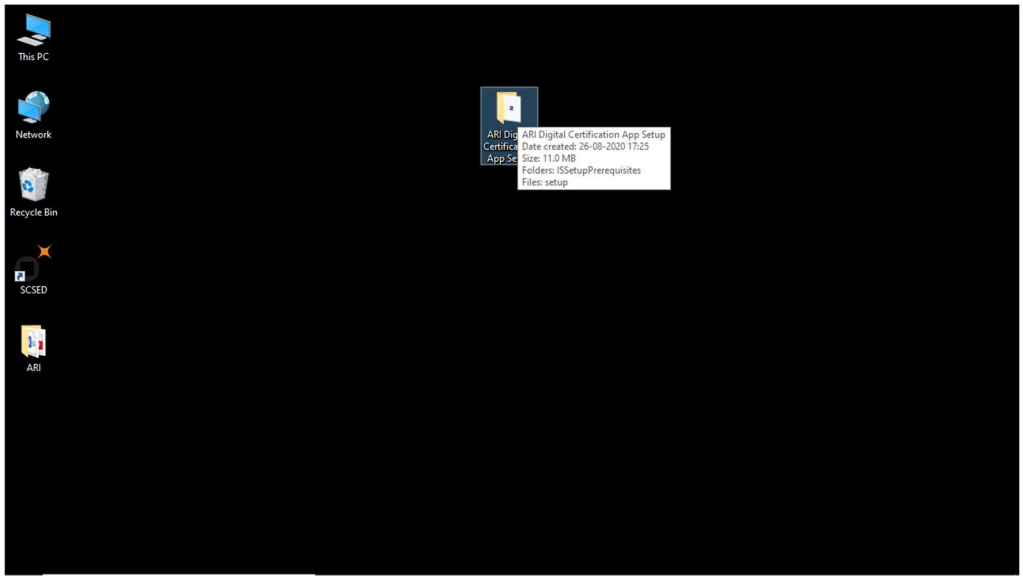
Once a valid FIN and Password is entered, you will confirm that you have completed the requisite steps before clicking on the "Digital Certification Application" download in Step 3.



The application will be downloaded on to your defined location.



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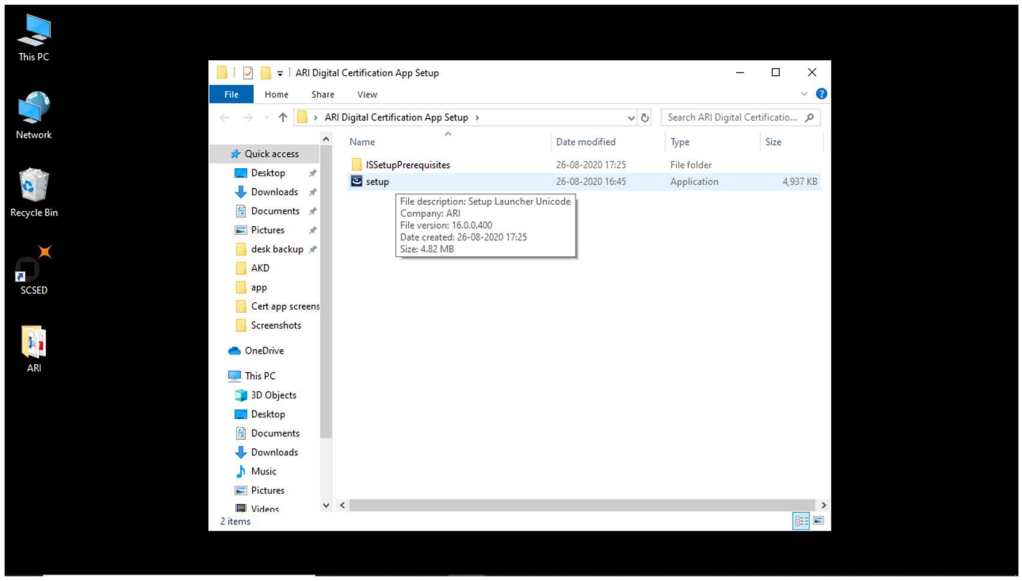
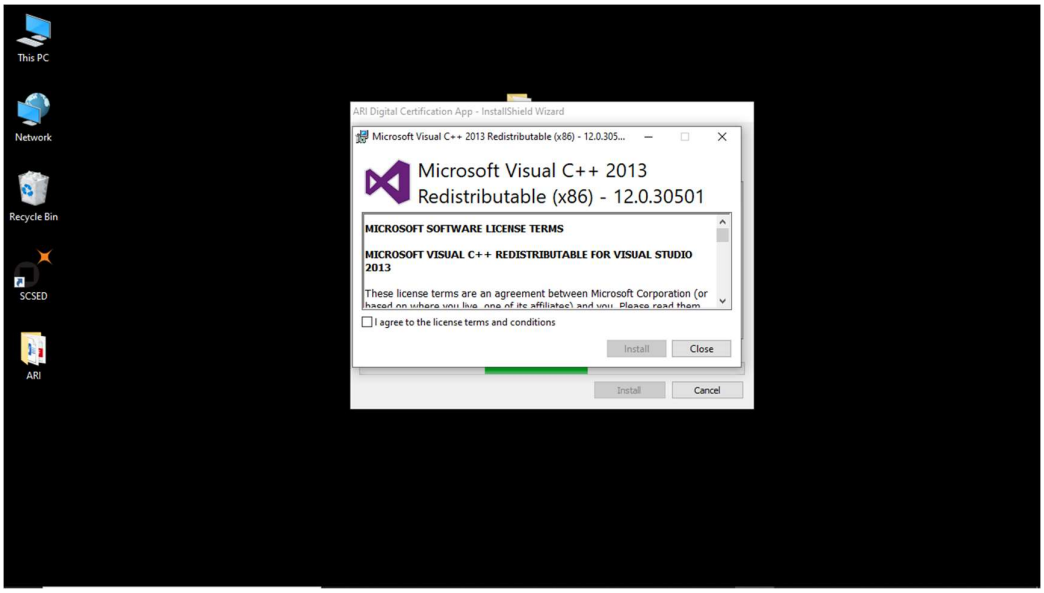
1.3 Installation

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



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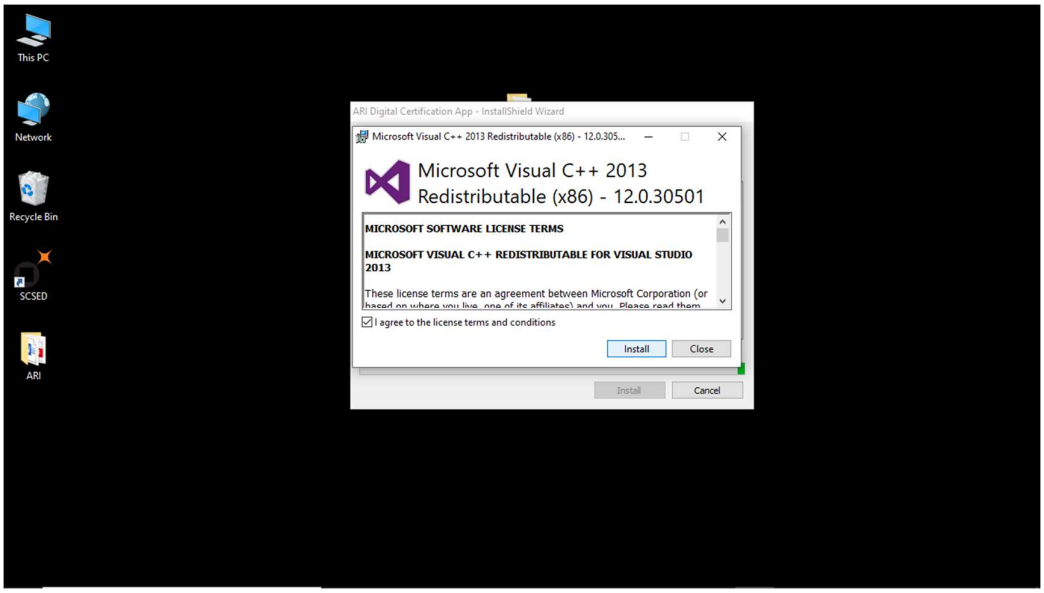
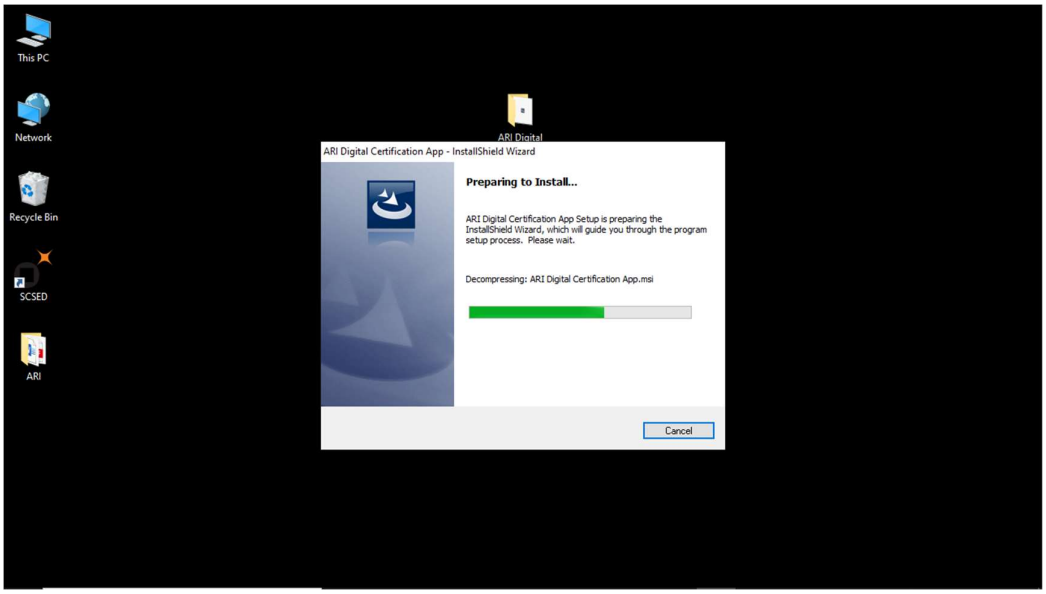


Continue with Install Shield



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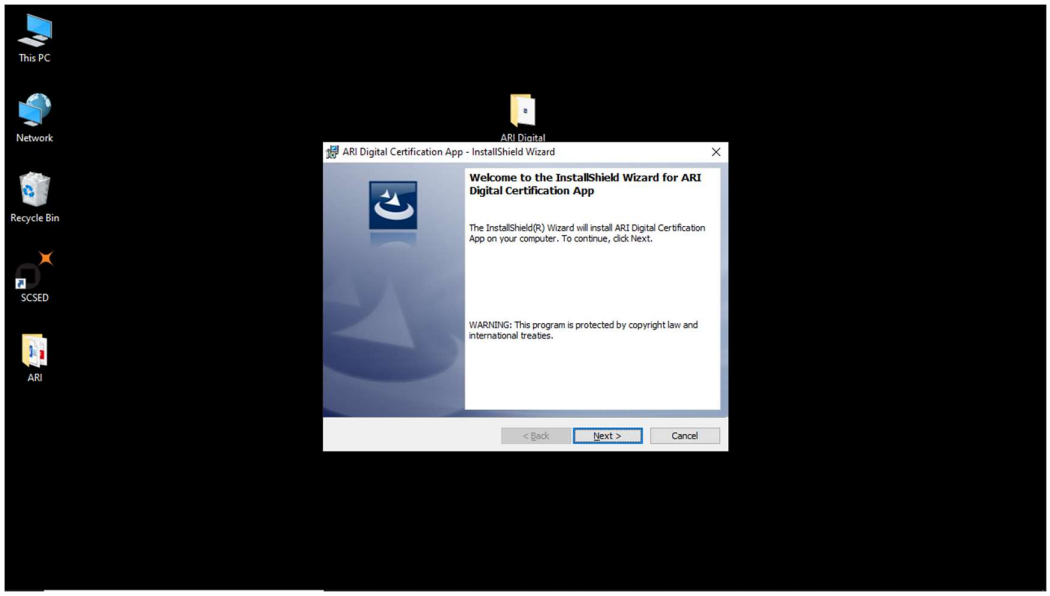
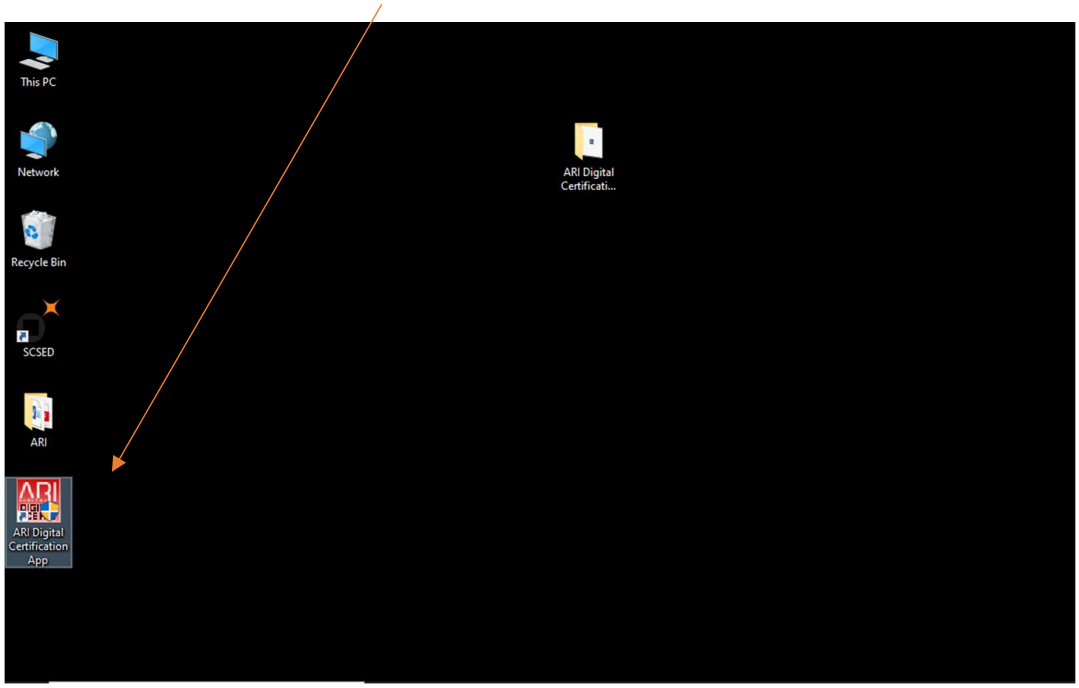


On completion of installation a shortcut will be added to the desktop.



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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.

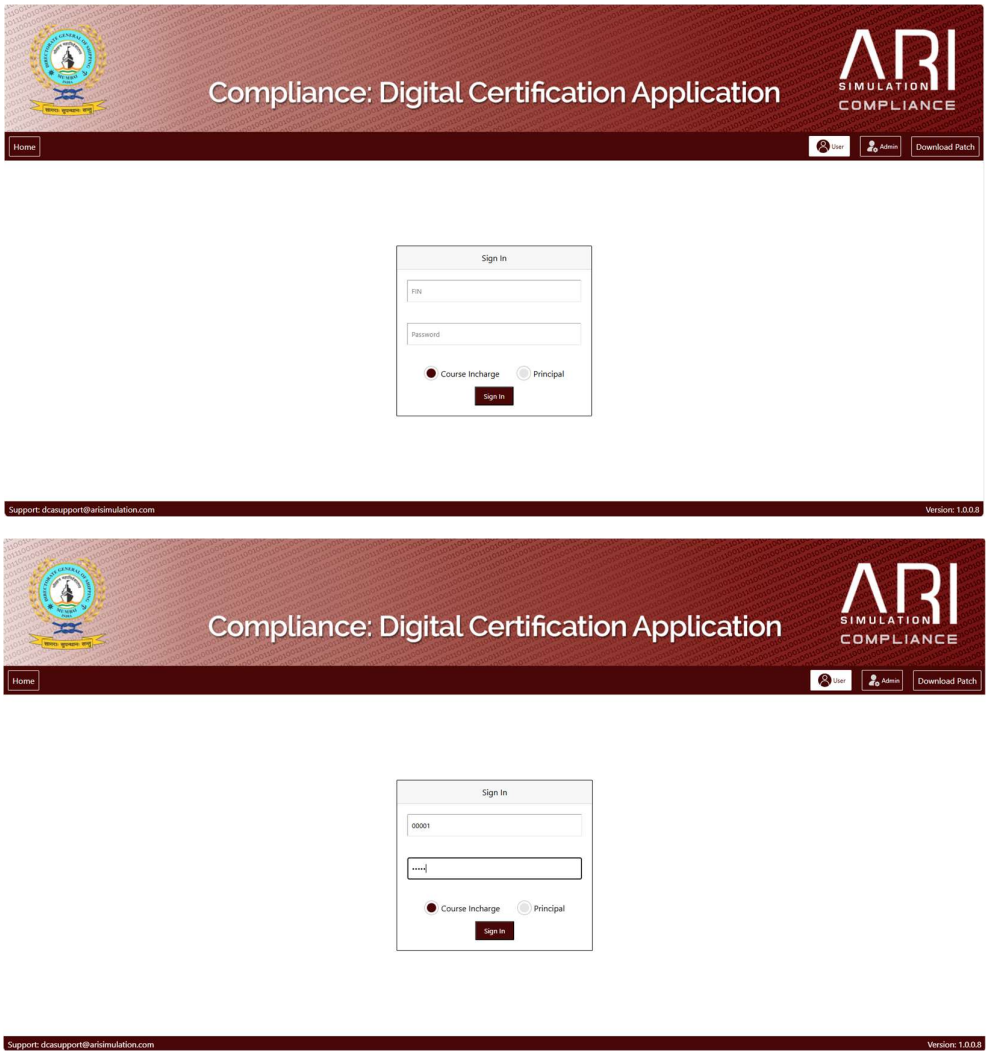
Note:

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.



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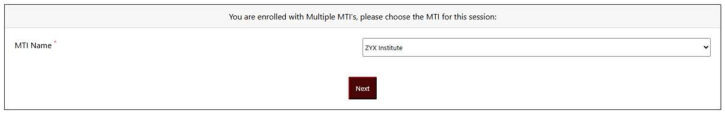
2.1.2 Choose MTI

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.

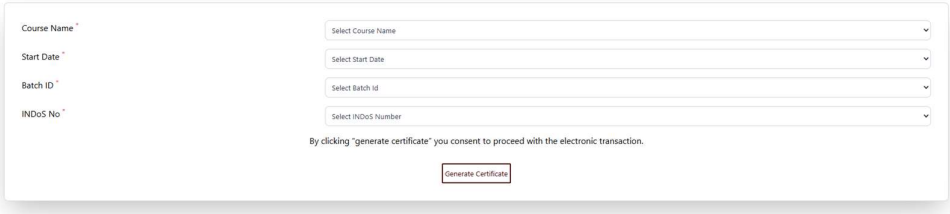


2.1.3 Select the Candidate

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.



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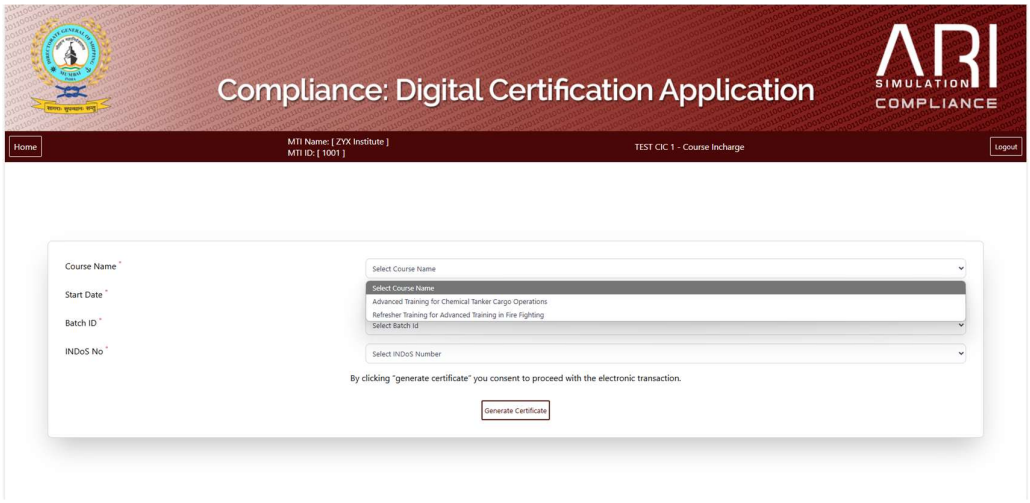

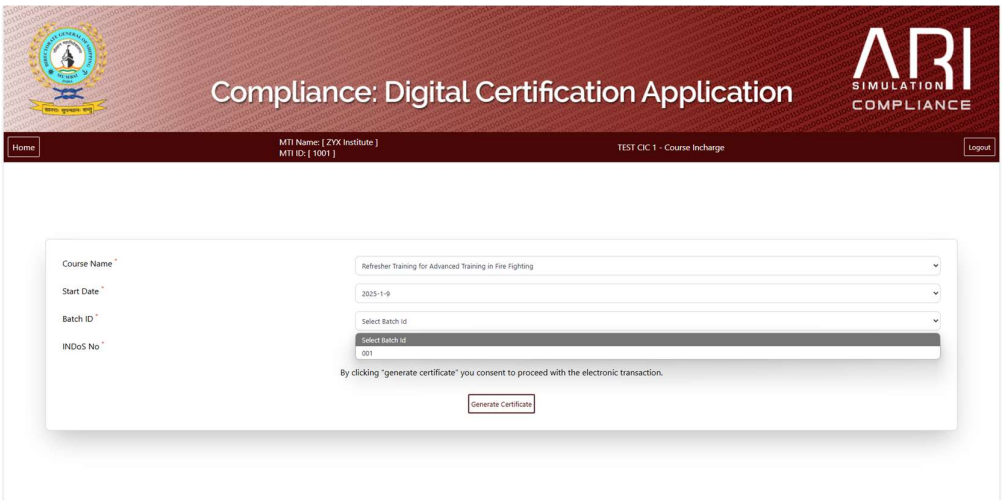

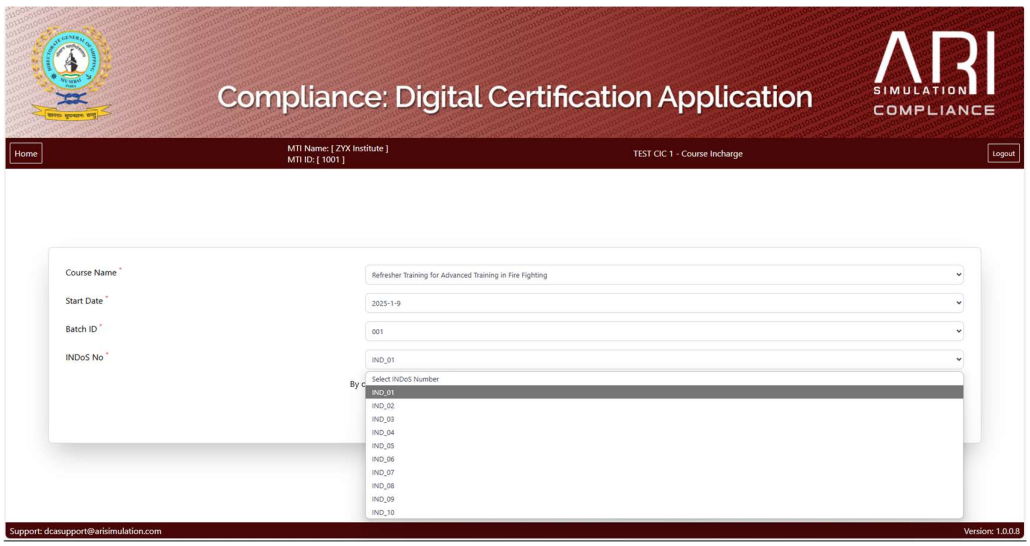

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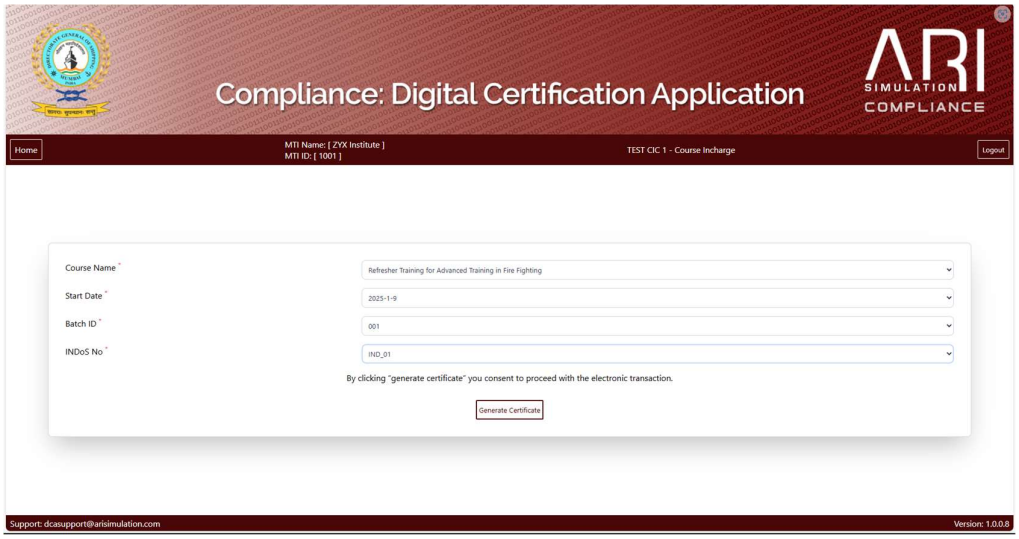

Click "**Generate Certificate**" to proceed with the certification signing process.

2.1.4 Certificate Signature

The generated certificate is displayed.

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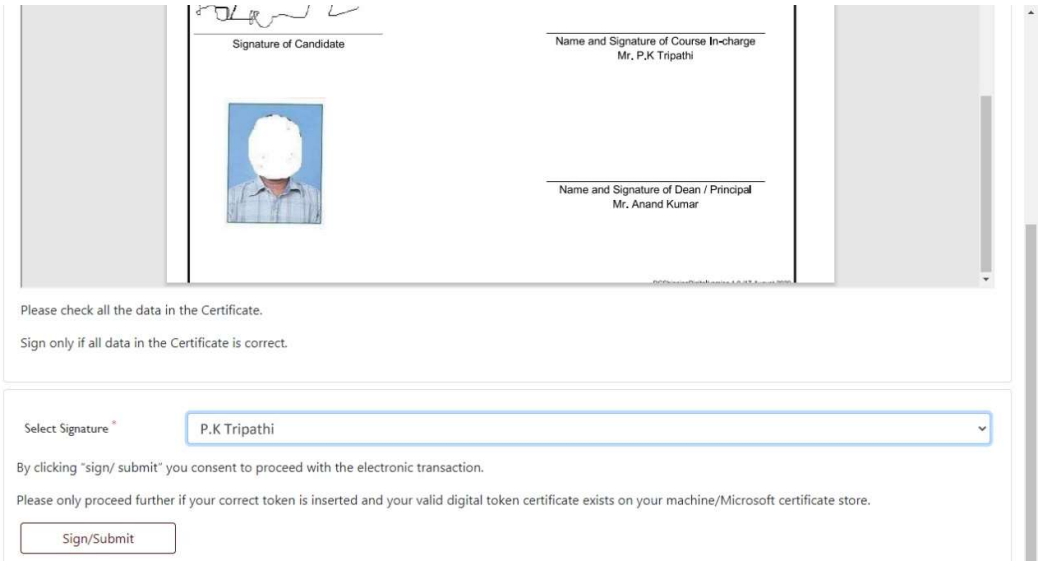
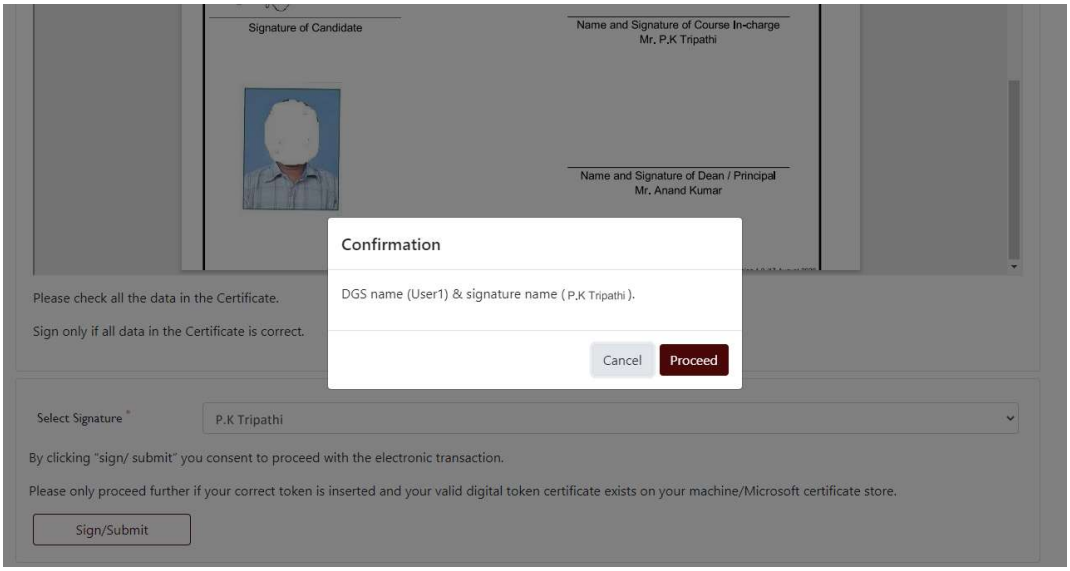
Proceed with the Digital Signature process only if all details in the Certificate are correct and have been validated. Choose the Digital Signature that you want to use for the signing. If multiple signatures exist on your system, kindly choose the appropriate one.



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



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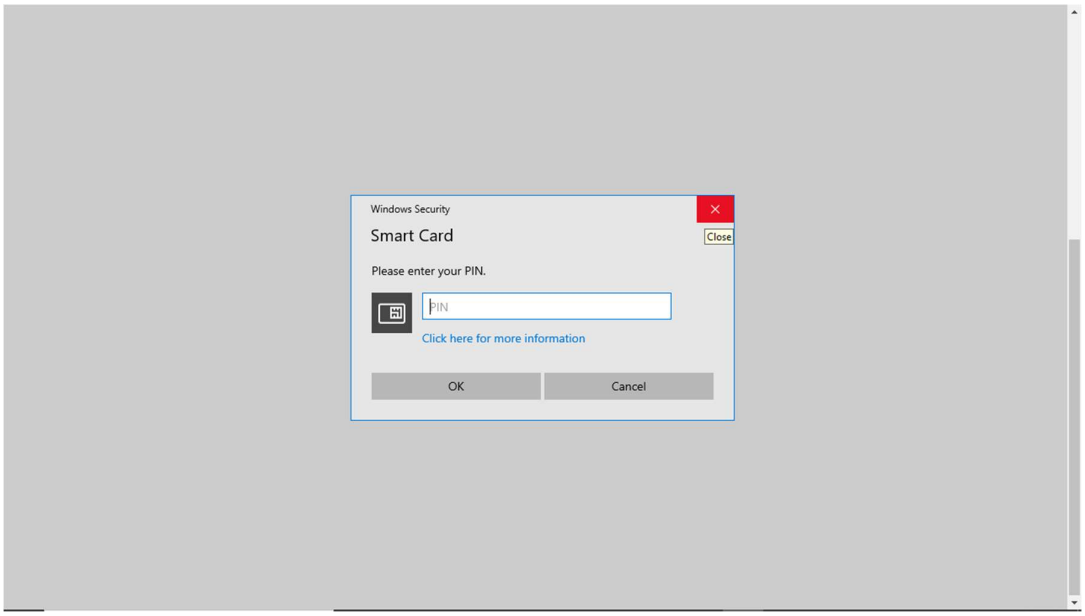
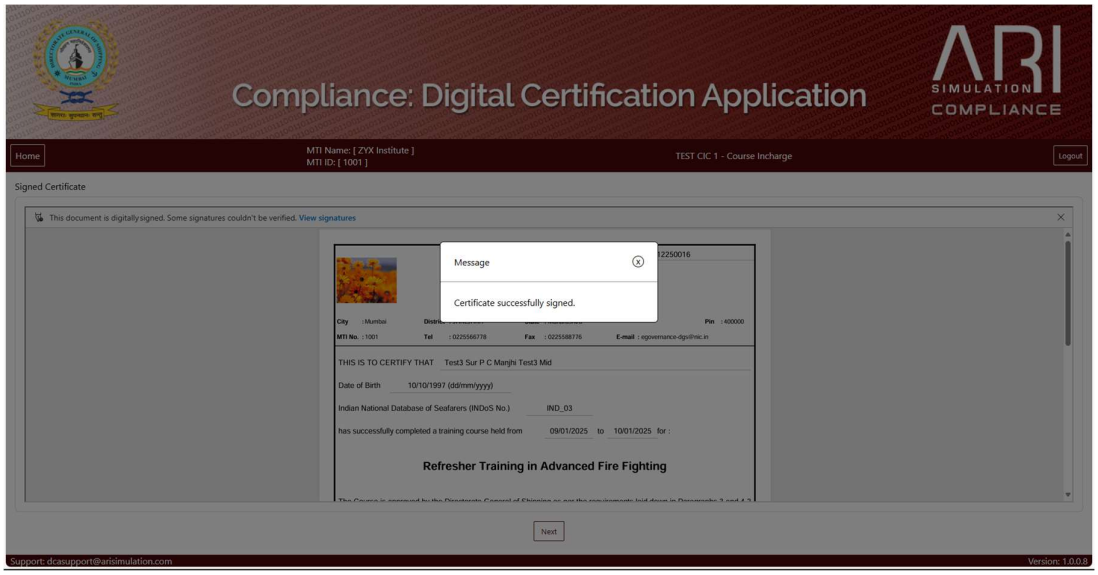
Enter the "**PIN**" associated with your **DSC USB** token.



Please proceed to "**Sign/Submit"** the Certificate**.**



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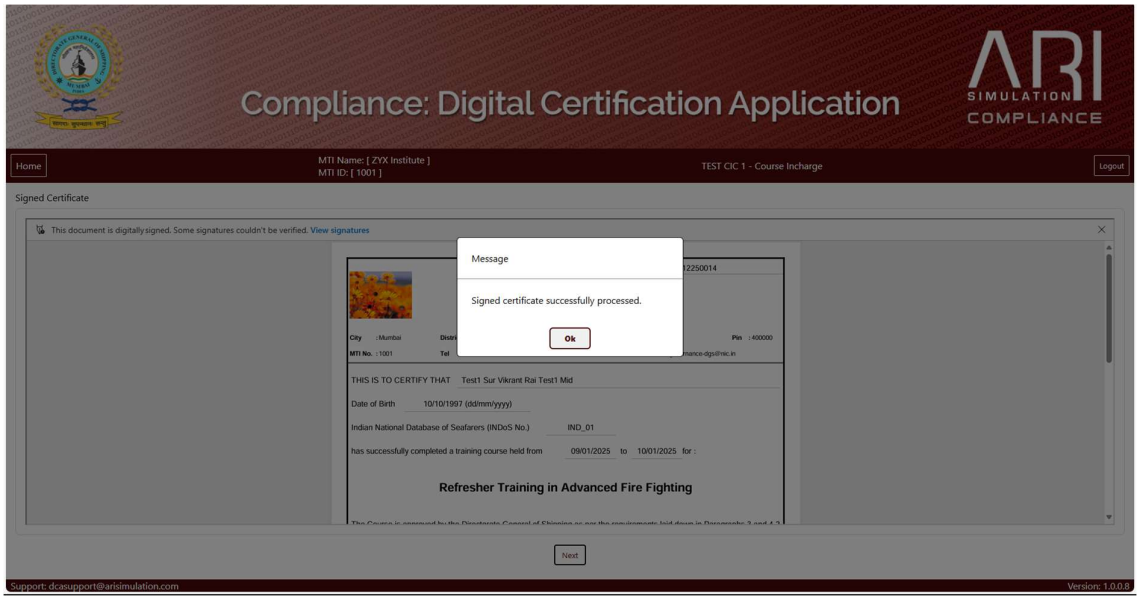
Press **Next** to Process the certificate.



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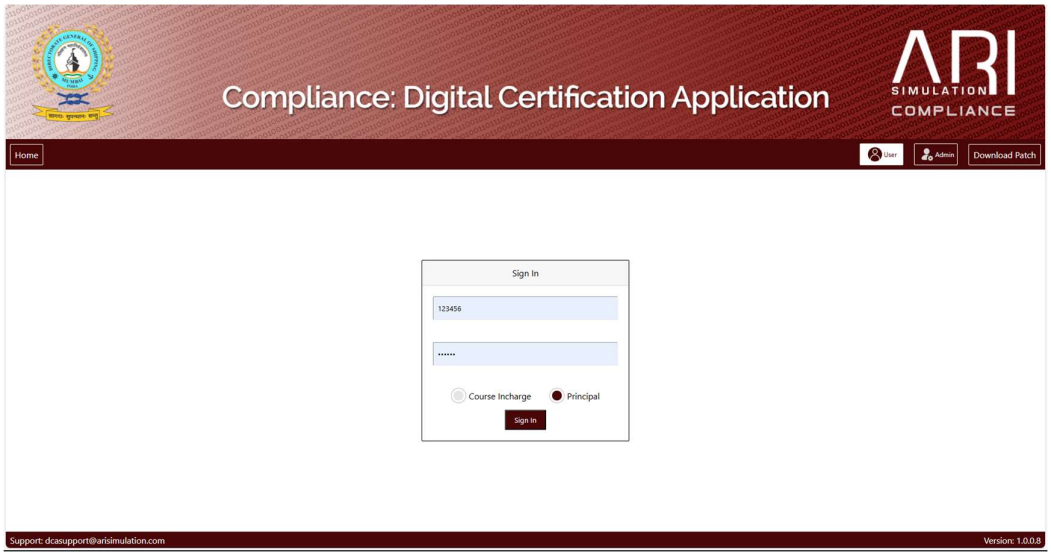
2.2 Principal: Final/ Second Signature

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.

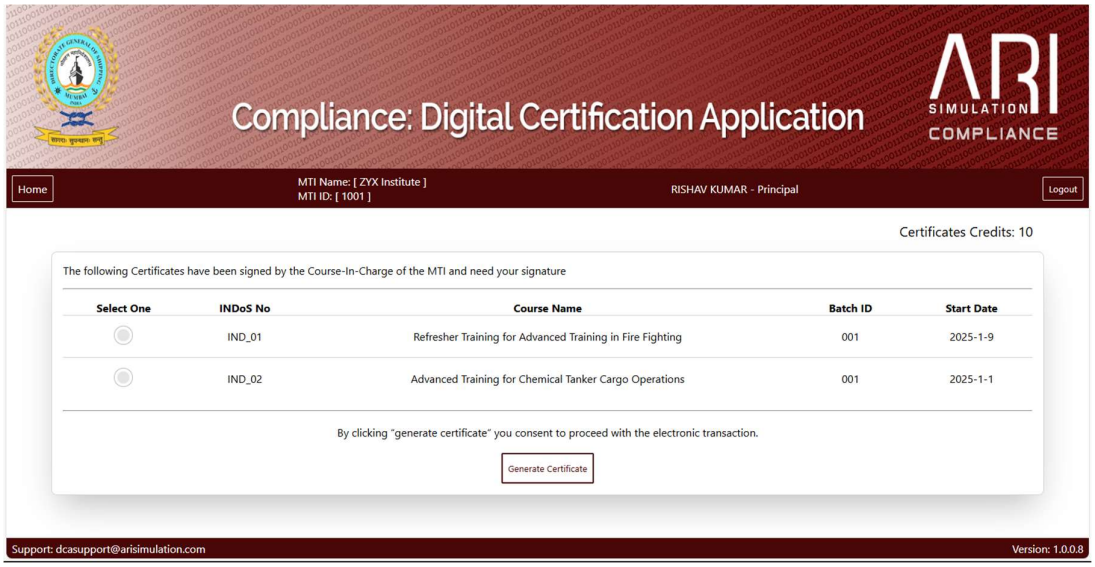
Login using the credentials of the Principal of the MTI.



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.



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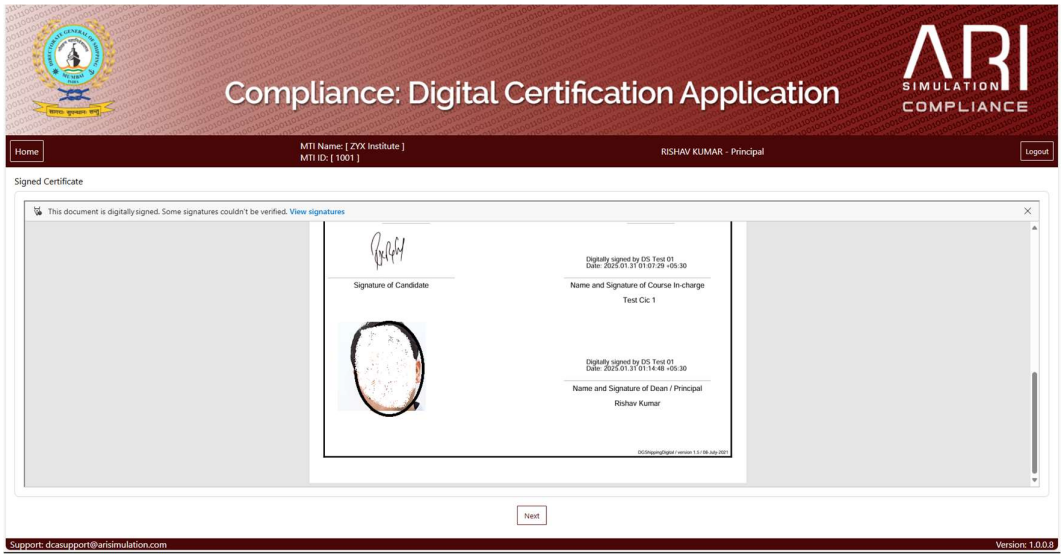

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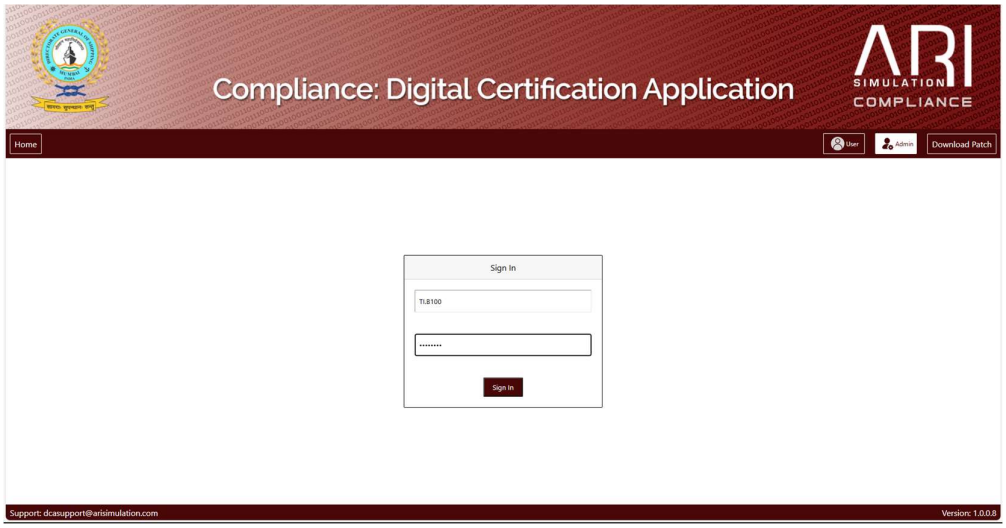
3 MARITIME TRAINING INSTITUTES (MTI) ADMIN

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.



3.1 Admin Home Screen

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

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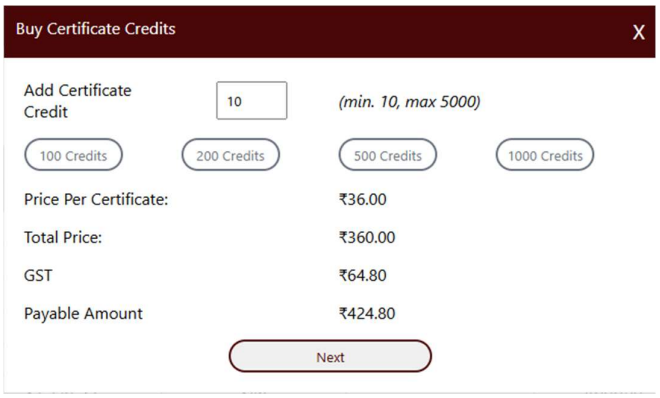
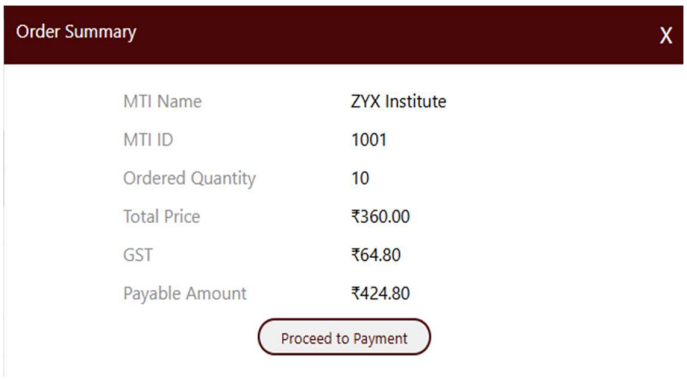
3.2 Purchase Certificate Credits

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.





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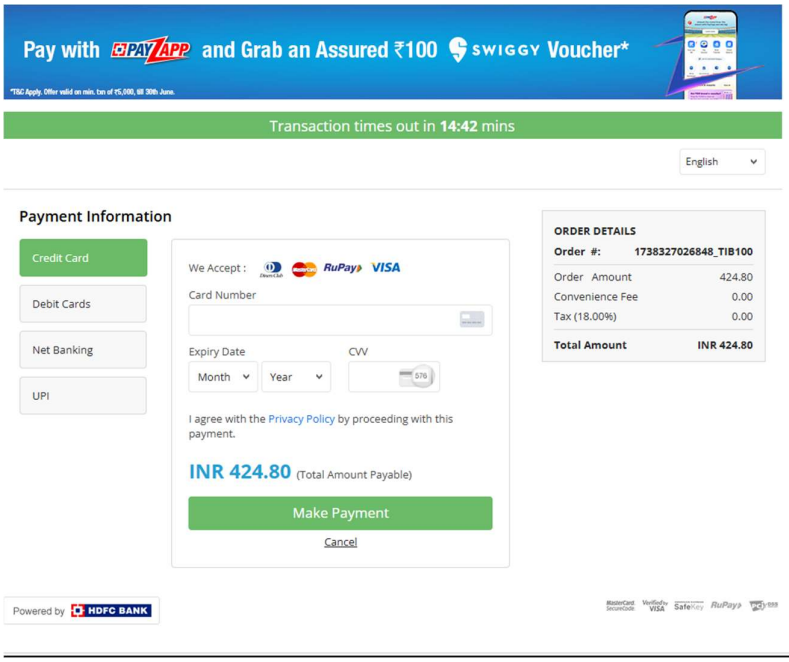

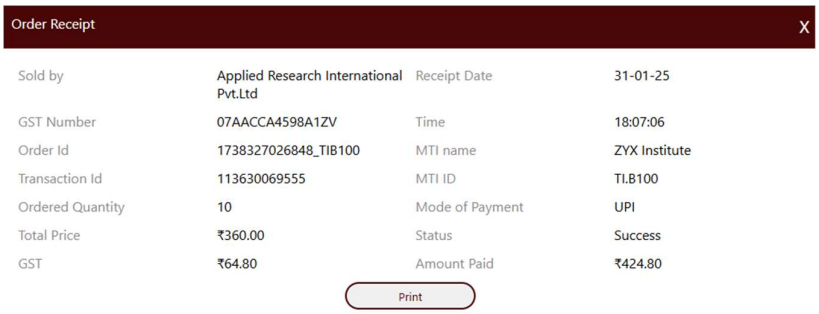

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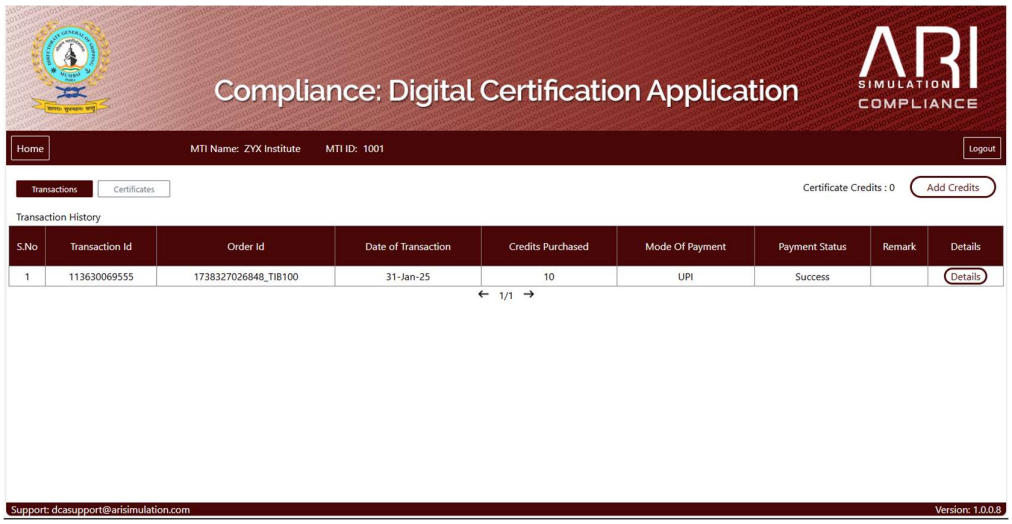
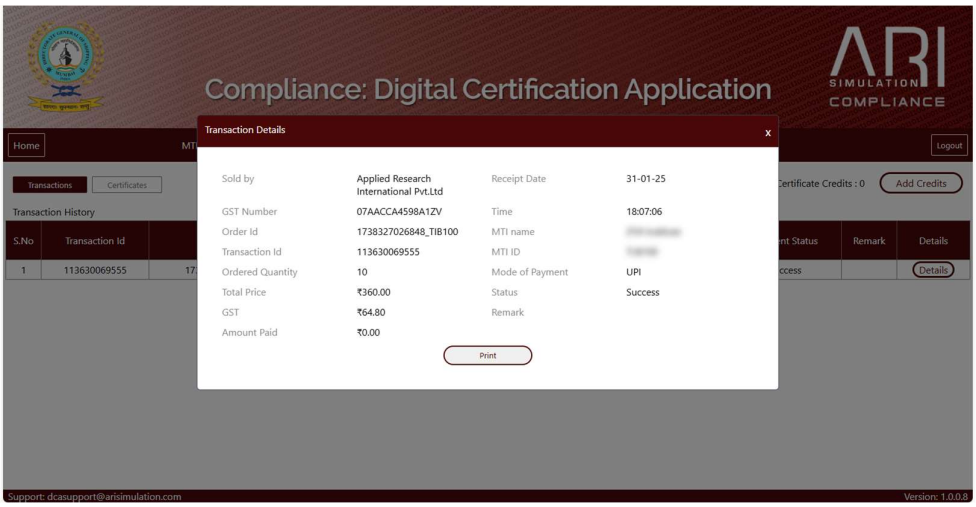


3.3 Transaction Details

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



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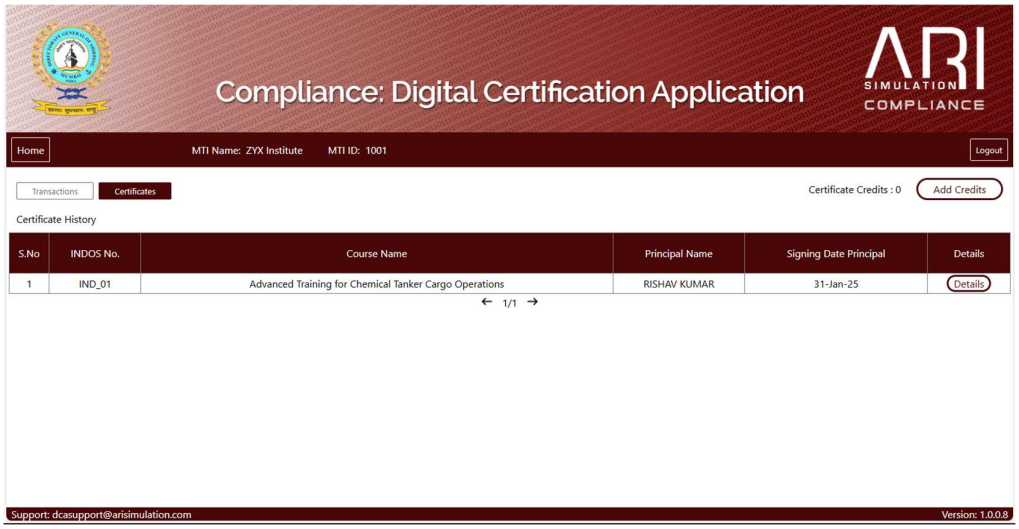
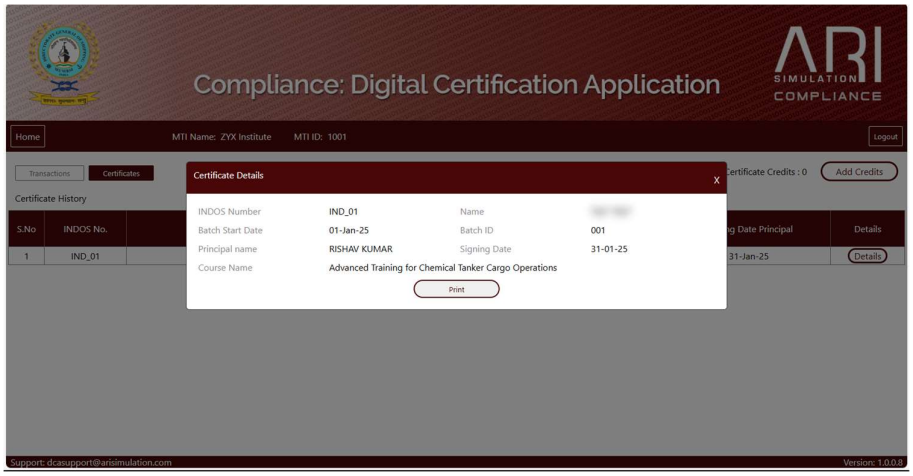
3.4 Certificate Details

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



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



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4 SUPPORT

- Please e-mail all support related queries to 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

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