

**GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
DIRECTORATE GENERAL OF SHIPPING
"BETA BUILDING", 9TH FLOOR
I-THINK TECHNO CAMPUS
KANJUR MARG (EAST)
MUMBAI - 400 042.**

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

Dated: 04.12.13

D.G Shipping Order No. 24 of 2013

Sub: Streamlining of procedures for the application of continuous discharge certificate-cum seafarers' identity document for aspiring seafarers completing DGS approved pre-sea training courses (both long term & short term) – reg.

Guidelines for applying for the continuous discharge certificates-cum-seafarers' identity document (CDC) for aspiring seafarers completing DGS approved pre-sea training courses (both long term & short term) were modified and the procedures for application for such CDCs were revised vide M.S. Notice No. 23 of 2012 (F.No.CR/CDC(1)/Pre-sea/2011) dated 04.12.12, M.S. Notice No. 25 of 2012, (F.No.CR/CDC(1)/Pre-sea/2011) dated 14.12.12., M.S. Notice No. 26 of 2012 (F.No.CR/CDC(1)/Pre-sea/2011) dated 19.12.12., & M.S. Notice No. 10 of 2013 (F.No.CR/CDC(1)/Pre-sea/2011) dated 16.04.13. With these revised guidelines, the Maritime Training Institutions were (MTIs) required to forward the CDC application on-line, for the pre-sea trainees enrolled with them, three months prior to the completion of their respective courses to the Shipping Master, Government Shipping Office, Mumbai, who will be issuing the CDCs after the results of these candidates are declared and forwarded to the Shipping Office, Mumbai by, the respective Maritime Training Institutions.

2. With the above arrangement, the Maritime Training Institutions situated across the geographical location in the country are presently required to forward the CDC applications to the central location at Mumbai. Once such a CDC is issued from the Government Shipping Office, Mumbai, the seafarers' are naturally to approach the

same office for any of the further services like renewal etc, though these seafarers may be from different part of the country. Moreover, centralizing the services at one place is likely to increase the work load at the centralized place. To address these issues, it is imperative that the procedures for the application and issuance of CDCs for aspiring seafarers, completing DGS approved pre-sea training courses (both long term & short term), requires further streamlining to eliminate the hardship that can be faced by such trainees/ seafarers in the CDC related services in their entire sea career.

3. Now, considering the issue holistically, the Director General of Shipping & ex-Officio Additional Secretary to the Govt. of India, in exercise of the powers conferred on him under by clause (1) of section 456 of the Merchant Shipping Act, 1958, as amended, by the Central Government, read with the Notification issued by the Government of India, vide S.O. No. 3144 dated 17.12.60, issues the following directives to further streamline the procedures for the application and issuance of CDCs for aspiring seafarers completing DGS approved pre-sea training courses (both long term & short term);

3.1. **Applicability:** The issuance of CDCs under this order shall be applicable to the trainees completing the following DGS approved long term & short term pre - sea courses from DGS approved Maritime Training Institutions as enumerated below;

3.1.1. **Nautical Discipline:**

3.1.1.1. One year pre-sea Diploma in Nautical Science, leading to B.Sc. Nautical Science – DNS

3.1.1.2. Three years B. Sc Degree in Nautical Science - B. Sc. (Nautical Science)

3.1.1.3. Four years B.Sc. in Nautical Technology - B. Sc. (NT)

3.1.2. **Engineering Discipline:**

3.1.2.1. One year pre-sea course for Graduate In Marine Engineers – GME

3.1.2.2. Two year pre-sea course for Diploma holders – DME

3.1.2.3. Two and a half year pre-sea course on Alternative Training Scheme – ATS

3.1.2.4. Four years Marine Engineering Degree Course - (B. E./ B. Tech/ B.S)

3.1.3. **Dual Courses:**

3.1.3.1 Three years polyvalent (Dual Certification) course leading to B. Sc. (Maritime Science) - B. Sc. (MS)

3.1.4. Rating Courses:

3.1.4.1. Six months General Purpose Rating Course

3.1.4.2. Six months certificate course in Maritime Catering (Saloon Rating)

3.1.4.3. Pre-sea training for manning personnel on Dredgers, Tugs, OSVs on NCVs (NCV Deck Cadet)

3.1.4.4. Pre-sea training for manning personnel on Dredgers, Tugs, OSVs on NCVs (NCV Engine Cadet)

3.1.5. Other Courses:

3.1.5.1. Three year B.Sc. (Maritime Hospitality Studies)

3.1.5.2. Electro Technical Officers Course (17 weeks) – ETOs

3.2. Shipping Office processing such CPC applications:

3.2.1. The Continuous Discharge Certificates cum Seafarers Identity Documents (CDCs) were, previously, issued by the three Shipping Masters, Govt. Shipping Offices, i.e., the Shipping Masters of Mumbai, Kolkata, Chennai. However, subsequently, vide this office **DGS Order No.2 of 2008** (F. No. 3 (2)CR/2006) dated 07.03.08, the work of receipt of applications for and issuance of all CDCs, including of replacement, renewal & duplicate CDCs was centralized in the office of the Shipping Master, Govt. Shipping Office, (GSO), Mumbai, with effect from 01.04.08.

3.2.2. The receipt of application and issuance renewal, duplicate and replacement of CDCs were decentralized to be issued by the Shipping Masters, Govt. Shipping Offices at Mumbai, Chennai & Kolkata vide DG Shipping Order No.06 of 2012 (F No. 3(2)CR-2006) dated 04.12.12. Similarly the receipt of applications for new CDCs, of all individual categories of CDC (excluding Higher National Diploma CDCs), wherein, the applications for such CDCs have to be submitted by the seafarer himself was also decentralized in the offices of three Shipping Masters Offices at Mumbai, Chennai and Kolkata vide DG Shipping Order no.12 of 2013 [F.No.3(2)/CR/2006] dated 08.05.13.

3.2.3. Now, in order to streamline the procedures of the issuance of the institutional CDCs and process such applications with lesser lead time, the receipt of application

for such CDCs for the trainees undergoing the aforesaid pre-sea courses from such MTIs and issuance institutional CDCs are also hereby decentralized to be processed and issued from the Shipping Master, Govt. Shipping Offices at Mumbai, Chennai and Kolkata. These Shipping Offices shall, henceforth, receive process and issue these CDCs as per the following procedures.

3.3. Method of Application & Processing:

3.3.1. The MTIs which conduct the said pre-sea long term & short term training courses shall be responsible for the submission of CDC application forms for their respective trainees/candidates enrolled in these courses as per the approval of the Directorate General of Shipping.

3.3.2. Such MTIs shall at the first instance obtain the choice of the trainees for the Shipping Office in which the trainees would like their CDC applications to be submitted. The trainees shall be apprised by the MTIs that the choice once taken shall be the shipping office they will be corresponding with, in future, during their entire seafaring career for any CDC related issues.

3.3.3. The MTIs shall thereafter, submit applications for CDCs for their respective trainees /candidates, online as well as in hardcopy, in the new Form- 1 prescribed to the Shipping Master, Govt. Shipping Office , (GSO), Mumbai, Kolkata, Chennai according to the trainees choice, for processing the CDC. The format of the application, instructions for filling such applications and user manual for the filling of the applications shall be uploaded subsequently on finalization of the new e-module.

3.3.4. Such applications for CDCs for their respective training candidates, online as well as in hardcopy shall be forwarded three clear months prior to the completion of the respective course(s) to the concerned Govt. Shipping Office.

3.3.5. The Shipping Master, GSO, Mumbai, Chennai & Kolkata, on their receipt, shall process the applications, and issue and dispatch the CDCs in respect of all the enrolled trainees, to the trainee institutions concerned, before the completion of the course. The MTIs concerned shall hand over the CDCs to the trainees on completion of the course before the trainees are leaving the MTIs.

3.3.6. The MTIs shall forward the result of each of their candidates for successful completion of the given course from the concerned University/Institution as the case

may be, on declaration thereof. The MTIs shall also explore the possibility of uploading the results of such passed candidates of their institutions, with details of batch number, roll no. of examination, reference of the university result etc, on their web site.

3.3.7. The Shipping Master, GSO, Mumbai, Chennai & Kolkata shall on receipt of the results from the concerned MTIs update the pass out details i.e. the pass out certificate no. & date of the concerned trainee in the online CDC scanned details already uploaded in the e-governance system alongwith the CDC checker. There will be no requirement for the endorsement in this regard in the CDC Booklet concerned. The CDC of the concerned seafarer shall become operational only after the said pass out details are uploaded as stated above.

3.4. Issuance of CDCs to trainees undergoing long term embedded courses.

3.4.1. 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 them 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.

3.4.2. However, the following long-term pre-sea courses have an embedded sea-time or structured on board ship training in between the maritime training courses concerned, as under;

3.4.2.1. Alternative Training Scheme (ATS);

3.4.2.2. Bachelor of Engineering (Marine Engineering)/ (Technical)/B.S. [Engineering] and B.S.[NT], offered by the BITS Pilani & Jadhavpur University.

3.4.2.3. GME -1 year of the Great Eastern Institute of Maritime Studies (GESCO).

3.4.3. 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 6th /

7th 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.

3.4.4. In order to facilitate such maritime training institutes conducting these embedded sea training courses in the pre-sea 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;

3.4.4.1. 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 by this order to the Shipping Master, Govt. Shipping Office (GSO), Mumbai, Kolkata & Chennai following all procedures mentioned above 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.

3.4.4.2. The Shipping Master, GSO, Mumbai, Chennai & Kolkata shall expeditiously process such applications, and issue & dispatch [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, Kolkata & Chennai shall also forward, promptly, on a monthly mode [by the 10th of the following month] a list of such CDCs issued, institute & course wise, to the Training Branch of this Office, for due monitoring.

3.4.4.3. 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, Chennai & Kolkata 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, following due procedure.

3.5. Other Guidelines:

3.5.1. The above procedure shall be implemented for submission of application for CDCs for all the aforesaid DGS approved long term & short term pre-sea courses which are completing after 31.03.14.

3.5.2. For courses which get completed on or before 31.03.14 the old M.S. Notice No. 23 of 2012 [F. No. CR/CDC(1)/Pre-sea/2011] dated 04.12.12 will apply.

3.5.3. The validity of such CDCs issued to the candidates who have successfully undergone the said long & short duration pre-sea training courses shall be of 10 years duration, in line with the regular CDCs. The M.S. Notice No. 28 of 2011 [F. No. CR/CDC (1)/Pre-sea/2011] dated 18.11.11 is, therefore, hereby withdrawn, consequently.

4. All the Shipping Masters, Govt. Shipping Offices shall process and issue institutional categories CDCs, by following the aforesaid procedures, until further orders.

Sd/-

(Gautam Chatterjee)

Director General of Shipping

To:

1. All DGS approved Maritime Training Institutions.
2. Shipping Master office, Mumbai, Kolkata & Chennai.

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

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