Sub: Applications for individual & institutional category Continuous Discharge Certificates - reg.

Continuous Discharge Certificates (CDC) in the individual categories thereof such as for officers certificated by Foreign Maritime Administrations, Non-Certificated Officers, experience based etc. are being issued as per the Merchant Shipping (M.S) (CDC-SID) Rules, 2001, as amended and subsequent executive orders of the office. This is apart from the CDCs issued to candidates who are successfully completing the various pre-sea courses.

2. The work of issuance of such CDCs, which was centralized at the office of the Shipping Master, Govt. Shipping Office at Mumbai since 2008, has since been decentralized by the DG Shipping, Govt. of India’s Order No. 12 of 2013 [F. No. 3(2)/CR/2006] dated 09.05.13, to be now officially handled at the offices of all the 3 Shipping Masters, Govt. Shipping Offices at Mumbai, Chennai & Kolkata.

3. However, in order to facilitate the process of these applications systematically and in a streamlined manner, within a minimum lead time, by the office of the three Shipping Masters, Govt. Shipping offices, the undersigned as the Director-General of Shipping and ex-officio Additional Secretary to the Govt. of India, in exercise of the powers conferred by sub-section (1) of Section 456 of the Merchant Shipping Act, 1958 read with the Notification issued by the Govt. of India vide S. O. No. 3144 dated 17.12.60, delegating the said power to him, hereby issues the following directives;

3.1 With a view to follow a uniform pattern of unique distinct numbering of CDCs issued by these three offices, the numbering pattern mentioned herein below for the issuance of CDCs shall be followed by them henceforth, with an immediate effect and until further orders;

3.1.1. Mumbai: The existing unique numbering pattern ‘MUM’ (followed by Six digits) shall be continued by the Shipping Master, Govt. Shipping office, Mumbai
3.1.2. Chennai: Unique numbering in the series, 'CHN', followed by six digits shall be started by the Shipping Master, Govt. Shipping Office, Chennai, commencing from CHN 100001.

3.1.3. Kolkata: Numbering in the series 'KOL' followed by six digits shall be started by the Shipping Master, Govt. Shipping Office, Kolkata, commencing from KOL 100001.

3.2 In order to expedite the issuance of these CDCs, the process of application for such individual category CDCs has been rendered online. A person eligible for such a CDC & who wishes to obtain the same in any of the individual category, shall, henceforth, apply electronically. The instructions for such candidates for applying for individual category CDCs, online are herewith enclosed (Annexure-I: 4pages). The user manual for applying for such CDCs electronically / on-line too is enclosed herewith (Annexure II: 20 pages).

3.3. The following additional instructions & guidelines are also hereby promulgated for the purpose of application for individual category CDCs;

3.3.1. Candidates applying for individual category CDCs have to submit a certificate / undertaking to the effect that, quote: "I am aware that, if at any time, I am found to have misrepresented concealed/distorted any material information hereto and the Shipping Master, Govt. Shipping Office concerned has reason(s) to believe that I have obtained my CDC by presenting false or fraudulent erroneous information, my CDC will be liable to be cancelled/suspended, forthwith, as per the provisions contained in Rule 10 of the Merchant Shipping (Continuous Discharge Certificate-cum-Seafarer's Identity Document) Rules, 2001, as amended" Unquote.

4. All the Shipping Masters, Govt. Shipping Offices shall process and issue individual categories CDCs, by following the foresaid procedures, with an immediate effect. and Until further orders.

Sd/-
(Gautam Chatterjee)
Director General of Shipping &
ex-officer Additional Secretary to the Govt. of India.
To,

1. The Shipping Masters, Govt. Shipping Office, Mumbai, Chennai & Kolkata

2. Copy forwarded for an information and necessary action to the;

   2.1 Principal Officers, Mercantile Marine Departments, Mumbai/Kolkata/Chennai/Kochi/Kandla.
   2.2 Surveyors-in-Charge, Mercantile Marine Departments, Vizag/Tuticorin/Paradit/Haldia/Port Blair/ Jamnagar/ Marmagao/ New Mangalore/ NOIDA.
   2.3 Directors, Seamens’ Employment Offices, Mumbai/Chennai/Kolkata.
   2.4 Indian Maritime University, Chennai/& all its constituent colleges at cochin Mumbai/Kolkata/Kanada/Vizag.
   2.5 DGS approved Maritime Training Institutions.
   2.6 INSA/FOSMA/MASSA.
   2.7 MUI/NUSI.
   2.8 N.T. Branch/ Training Branch/ Engineering Branch/Naval Architecture Branch, DGS, Gol.
   2.9 Hindi Branch, DGS, Gol, for the due translation.
   2.10 Computer Branch, DGS, Gol.
   2.11 Sr. P.S. to the DGS

3. Copy submitted for an information to the;

   Secretary to the Govt. of India, Ministry of Shipping, [Attention: Sh. Sunil Mishra, Joint Secretary (MA)] Transport Bhavan, 1, Parliament Street, New Delhi - 110001.
INSTRUCTIONS FOR APPLICATION ON LINE FOR FRESH CDC IN INDIVIDUAL CATEGORY.

GENERAL INSTRUCTIONS:

1. Ensure your eligibility as per M.S. CDC Rules, 2001 & DGS Orders, M.S. Notices, Circulars issued subsequently from time to time, before filling up the Form, electronically.

2. The applicants must to ensure that they have registered on line (at DG Shipping Website) their Seafarer’s Profile Registration.

(See instructions in annexure I for Seafarer Profile Registration, if not already done)

3. The applicants have to also update their Seafarers Profile Registration (SPR) (In case they wish to update their data) before applying for CDC online. If the new data are not up dated in the SPR, the old data available in the SPR only will be migrated to the CDC online application.

4. Column with red star in the form are mandatorily to be filed in.

5. Specimen signatures should be strictly within the box without touching the boundaries.
6. The Declaration and Specimen Signatures are common to all applicants. Column No. __ is applicable depending on the category of CDC being applied for and only the concerned enclosures appearing there in, for the specific category are to be enclosed.

7. Instructions to the applicants and General information about CDC may be retained by the applicant and are not to be sent along with the application.

8. CDCs application in respect of Cadets, TMEs, Petty Officers and Ratings who have undergone pre-sea training courses approved by DGS shall be forwarded by the Training Institutes in accordance with the M.S. Notice 18 of 2002 dated 5th September, 2002 and 4 of 2007 dated 09.04.2007. Individual applications in respect of these candidates will not be entertained by the Shipping Master.

9. Clear Xerox copies of relevant certificates / documents, as applicable, and as appearing in the application print out from submitted online, shall be submitted by the applicants, by self-attesting their certificates and other documents, along with their name in full and date of self-attestation there under.

(NO ORIGINAL CERTIFICATES/ DOCUMENTS ARE TO BE SENT ALONGWITH THE APPLICATION FORM. EXCEPT DD & AFFIDEVIT)

10. The incomplete applications or the applications not having appropriate documents shall not be entertained and summarily rejected.

11. The Status of application, duly submitted online followed by submission of hard copies, can be viewed by the applicant.

12. The Status of application with reasons of rejection of application shall be available online and can accessed & viewed by the applicant.
13. In the case of rejection, no intimation shall be given through letter by post.

14. Envelope containing the application i.e. Print out of application submitted on line, should clearly indicate the category of CDC applied for, on the top left hand side on the envelope in block letters.

15. NO APPLICATION WILL BE ACCEPTED IN PERSON

Applications can be sent by Registered / Speed post / Courier service to The Shipping Master to Whom the application has below sent online. The Postel address are as follows:

   (Phone No. 022-2269 7971/ 2269 7972,
   Fax No. 022-22693053,
   Email: gsomumbai@dgshipping.com.

2. Chennai: Anchorage Building, 2nd Floor, PB No. 5004, Rajaji Salai, Chennai- 600 001.
   Tel: 044-25251107/1108,
   Fax: 044- 25232929,
   Email: mmdchennia@vsnl.net.

   Tel: 033-2223 0517/ 30527
   Fax: 033-222 30108,
   Web: www.mmdkolkata.gov.in, pommdkol@yahoo.com
16. ISSUE OF CDC DOES NOT GUARANTEE A JOB, WHICH IS THE PREROGATIVE OF THE EMPLOYERS

FOLLOWING DOCUMENTS DULY SELF ATTESTED ASPER THE APPLICABILITY AS MENTIONED IN THE ELECTRONIC APPLICATION FORM ARE TO BE ENCLOSED ALONGWITH THE PRINTOUT OF APPLICATION SUBMITTED ONLINE.

i. Copies of 4 STCW modular courses.

ii. Copy of CoC/Degree/Diploma with mark list/ Orientation Course Certificate (for Cooks) / CoS / IN 271/ Release Certificate for Ex-Naval/Coast Guard/MEOCL.IV/NCV/CoP Watch Keeping/GMDSS, etc. as the case may be.

iii. Copy of Medical fitness certificate, issued from DGS approved Doctor.

iv. One photographs (3.5 cm X 3.5 cm) in white shirt to be affixed in the printout of the application form, of the given space.

v. One self addressed envelope (size: 5" x 12") with Rs.50/- (Rupees Fifty only) postage stamp affixed (to forward the CDC to the applicant by speed post).

vi. Non-refundable fee of Rs.500/- (Rupees Five Hundred only) vide Account Payee Demand Draft in Original drawn in favour of Shipping Master, Concerned payable at the city of Shipping Master Concerned. (Demand Draft should be kept on top of the application).

(Please write your name and application on the reverse side of the D.D.)

vii. Copy of valid passport i.e. front (2) two & last page. (Complete set of the copy of passport, i.e.) front 2 and last page & entries of immigration stamping corresponding to the Sea Service, for the application who apply in experience category as per DGS Order No. 8 of 2013)
eSamudra Project

Directorate General of Shipping

User Manual

For

Individual category Fresh CDC (Form A)

Version: 1.0
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<td>10</td>
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<td>Category Details</td>
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<td>16</td>
<td>Print Submitted Application</td>
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<td>Report : Submitted application</td>
<td>20</td>
</tr>
<tr>
<td>19</td>
<td>Master Details</td>
<td>21</td>
</tr>
<tr>
<td>20</td>
<td>Ship Particulars</td>
<td>22</td>
</tr>
<tr>
<td>21</td>
<td>Main Engine</td>
<td>23</td>
</tr>
</tbody>
</table>
Home page

Figure 1: Home Page

Note: - Open internet explorer and type www.dgshipping.com in address bar to access Home Page and click on eGovernance to access Login Page (Figure 2: Login Page)
Click on LOGIN after entering the User ID & Password.

Figure 2: Login Page
CDC Management

**Figure 3: CDC Management**

Click to access CDC management.
Continuous Discharge Certificate : Business Process

DG Shipping is involved in administration of shipping industry of the country. As shipping has inter-country scope, regulations governing the industry are affected by international laws.

The need for a reliable seafarer database is essential from the point of view of international conventions (STCW Reg. 1978, ILO Reg. 1985). Continuous Discharge Certificate cum seafarers identity documents issued to Indian Seafarer under M.S. (CDC) Rules 2001, as amended provides his identity as well as his date of professional records such as sea service, training and examination particulars.

Click to apply for Fresh CDC (form A).

Please Read Instruction Carefully Before Applying

Figure 4: Application for Fresh CDC (Form A)
Personal Details

Note: - All fields marked with an (*) asterisk are mandatory.

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>SHAILESH DHAI SHUKAR BHAI TANDEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father’s name</td>
<td>akash</td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
</tr>
<tr>
<td>Date of birth</td>
<td>01-JUN-1978</td>
</tr>
<tr>
<td>Place of birth</td>
<td>MENDHAR VALSAD GU</td>
</tr>
<tr>
<td>Nationality</td>
<td>INDIAN</td>
</tr>
<tr>
<td>IDOS No.</td>
<td>01CL6598</td>
</tr>
<tr>
<td>Indos Issue Date</td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td>168 (in cm)</td>
</tr>
<tr>
<td>Color of eyes</td>
<td>BLACK</td>
</tr>
<tr>
<td>Color of hair</td>
<td>BLACK</td>
</tr>
<tr>
<td>Identification Mark</td>
<td>MOLE ON RIGHT HAND ELBOW</td>
</tr>
</tbody>
</table>

Note: Above personal details are as per IDOS. For any modification in details please contact IDOS Cell prior to submission of 'FORM A' online application.

<table>
<thead>
<tr>
<th>Passport Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Passport No.</td>
<td></td>
</tr>
<tr>
<td>Date of issue</td>
<td></td>
</tr>
<tr>
<td>Place of issue</td>
<td></td>
</tr>
</tbody>
</table>

Select Office from the list.

Enter Passport details & click on Continue.

Figure 5: Personal details
Address

![Address Form](image)

**Permanent Address**

- **House No.**: GOD GRACE, PLOT 19
- **Street**: SECTOR - 16, NEW PANVEL
- **Village/Post Office**: NEW PANVEL
- **District**: RAIGAD
- **State**: MAHARASTRA
- **Pin Code**: 410206
- **Phone No. with STD Code**: 02256466465
- **Nearest Police Station**: PANVEL

**Address to receive CDB By Post**

- **House No.**: GOD GRACE, PLOT 19
- **Street**: SECTOR - 16, NEW PANVEL
- **Village/Post Office**: NEW PANVEL
- **District**: RAIGAD
- **State**: MAHARASTRA
- **Pin Code**: 410206
- **Phone**: 02256466465
- **Nearest Police Station**: PANVEL

**Other Communication details**

- **Email Address**: BHUVAN@GMAIL.COM
- **Mobile No.**: 00917358115006

**Click on continue to go to next tab.**

**Figure 6: Address**
## Next Of Kin

![DG Shipping Directorate General of Shipping](image)

Welcome SHAILESHBHUSHANBHALTANDEL (Friday 25/10/2013 11:21 PM)

Submit Application | Others

Submit Application | Fresh CDC

<table>
<thead>
<tr>
<th>Name of Next of Kin*</th>
<th>SOURABH TANIEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship with Seafarer*</td>
<td>FATHER</td>
</tr>
<tr>
<td>House No.*</td>
<td>NO 12, BHAVANG, GAND</td>
</tr>
<tr>
<td>Street*</td>
<td>BAHUNAGAR</td>
</tr>
<tr>
<td>Village Post Office/Tehsil*</td>
<td>VALSAD</td>
</tr>
<tr>
<td>District*</td>
<td>VALSAD</td>
</tr>
<tr>
<td>State*</td>
<td>GUJRAT</td>
</tr>
<tr>
<td>Phone No. with STD Code *</td>
<td>40546546</td>
</tr>
<tr>
<td>Pin Code*</td>
<td>632456</td>
</tr>
</tbody>
</table>

**Note**: All fields marked with an (*) asterisk are mandatory.

Enter Next of Kin details.

Click on continue to go to next tab.

---

**Figure 7: Next Of Kin**
STCW Course

Figure 8: STCW Course

Enter STCW course details.

Click on continue to go to next tab.
Medical Certificate

<table>
<thead>
<tr>
<th>Note: All fields marked with an * (asterisk) are mandatory.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Fitness Certificate for Sea service in the prescribed format issued by DGS approved Medical Examiners.</td>
</tr>
<tr>
<td>Name of the Doctor*</td>
</tr>
<tr>
<td>Dr. Bhavada Patel</td>
</tr>
<tr>
<td>DGS Approval No. for Doctor*</td>
</tr>
<tr>
<td>DOC/324/M</td>
</tr>
<tr>
<td>Place of issue of Medical Certificate*</td>
</tr>
<tr>
<td>MUMBAI</td>
</tr>
<tr>
<td>Date of issue of Medical Certificate*</td>
</tr>
<tr>
<td>25-Sep-2012</td>
</tr>
</tbody>
</table>

Click on Continue to go to next tab.

Figure 9: Medical Certificate
Select Category.

Click on continue to move to next tab.

Figure 10: Category
Category details

Figure 11: Category Details

Enter the details & click on continue.
Fees Details

Enter the fee details & click on continue.

Figure 12: Fees Details
Attach documents

Read the attached documents carefully. Tick mark on the “I agree” check box & click on submit to submit the application.

Figure 13: Attach documents
The application is submitted successfully. Click on print application to take a print of the submitted application to be submitted along with the documents.

Figure 14: Application Acknowledgement
Print Submitted Application

Figure 15: Print Submitted Application
View Application Status

Continuous Discharge Certificate: Business Process

DG Shipping is involved in administration of shipping industry of the country. As shipping has inter-country scope, regulations governing the industry are affected by international laws. The need for a reliable seafarer database is essential from the point of view of international conventions (STCW Reg. 119, ILO Reg. 185). Continuous Discharge Certificate cum seafarers identity document issued to Indian Seafarer under M S (CDC) Rules 2001 as amended provides his identity as well as his date of professional records such as sea service, training and examination particulars.

![Image of DG Shipping website with instructions to view fresh CDC application status.]

Click “View fresh CDC application status” to view the status of the application.

Figure 16: View Application Status
Figure 17: Report: Submitted application