



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

"बेटा बिल्डिंग", 9 वी मंजिल / "BETA BUILDING", 9th FLOOR

आई-थिंक टेक्नो कैम्पस / I-THINK TECHNO CAMPUS

कांजूर गाँव रोड / KANJUR VILLAGE ROAD

कांजूर मार्ग (ईस्ट) / KANJUR MARG (EAST)

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No. I-CC(INDOS)/2010

Dated: 24.09.2014

DG SHIPPING ORDER NO. 14 OF 2014

Subject: Merger of INDoS activities with the Maritime Training Trust

The Indian National Database of Seafarers (INDoS) Cell was set up by the Directorate General of Shipping, GoI, in the FY 2000-2001, vide this office M.S. Notice No. 2 of 2001, [F. No.11-TR(37)/2000] dated 28.02.01 to comply with the regulation 1/9, Para 4 of the Standards of the Training, Certification and Watch Keeping Convention, 1978 as amended in 1995 [herein after referred of as the STCW-95] and thereby prevent the use of fraudulent certificates by seafarers. The said Cell has been carrying out following functions;

- 1.1. Allocation of the Indian National Database of Seafarers (INDoS) number to seafarers.
- 1.2. Updation of the Certificates of Competencies and Certificates of Proficiencies issued to seafarers.
- 1.3. Authentication of the said certificates.

2. The INDoS number is a unique alphanumeric number allocated to all seafarers who have undergone maritime training courses in India through the DGS approved Maritime Training Institutes. The details of the Certificates of Competencies and the Certificates of Proficiencies issued to seafarers are stored against the said number. The employer companies, before employing any seafarer, can authenticate his certificate, either through an INDoS based online checker or by referring them to the INDoS cell. Thus the INDoS number allotted to a seafarer plays an important role in authentication of his CoCs/CoPs and further facilitates the employment prospects of the seafarers. Presently, a onetime fee of ₹ 1200 for Indian Nationals and ₹ 3000 for Foreign Nationals is charged for allotment of INDOS number.

3. The Maritime Training Trust [MTT] was formed on 15.12.04 as a Public Charitable Trust and was registered under Bombay Charitable Trusts Act, 1950, on 16.02.05. This Trust was settled by the Director General of Shipping, GoI as the 'Settlor' by a Deed of Trust dated 15.12.04 and is registered with the Charity Commissioner, Govt. of Maharashtra, Mumbai, as a Charitable Trust. The objectives of the Maritime Trust are outlined hereinbelow;

- 3.1. Provide facilities for an adequate training to Indian seafarers;
- 3.2. Provide all necessary facilities for training and employment of Indian shore-based and ship board seafarers, to make India a leading supplier of maritime manpower to the Indian and world shipping;

- 3.3. Encourage Indian citizens to take to sea and for training Indian seafaring officers, by offering necessary incentives, employment avenues and opportunities – in India or abroad;
- 3.4. Advancement of any other object of general utility for training and employment of the required Indian seafarers;
- 3.5. To institute and award fellowships, scholarships, studentships, medals and prizes in the matter of training Indian seafarers;
- 3.6. To make provision for research and advisory services and, for that purpose, enter into arrangements and agreements with institutions and bodies, inside and outside India, in the matter of training Indian seafarers;
- 3.7. To maintain or establish a separate Cell as a part of the Trust (to be called as the 'Tonnage Tax(TT) Cell') located in the Directorate General of Shipping, GoI to implement all aspects of the guidelines, issuance of certificates and compliance of various formalities provided in the said Bombay Charitable Trusts Act and the guidelines and incur all expenditure on employing required staff and providing necessary furniture, fixtures, appliances, equipment, telephones, computers and other paraphernalia required for an office;
- 3.8. To do such acts as may become necessary in the event of the amendment of the said Bombay Charitable Trusts Act relating to tonnage tax and/or the guidelines issued there under;
- 3.9. To do such acts and things as may be necessary incidental or conducive to the attainment of all or any of the objects of the Trust.

4. The Maritime Training Trust (MTT) has been acting as the custodian of INDoS Funds since 01.04.09. The fee collected by INDoS Cell are directly credited to the bank account maintained by the MTT named 'MTT INDoS A/c'. Further, vide the DGS Order No. 84 [F.No. Computer Cell (INDoS/2010)] dated 29.07.13, the management of the INDoS cell was transferred to the MTT, with effect from 01.08.13. The allotment of the INDoS number is in nature of an object of general utility for training and employment of the Indian seafarers. Since there is an element of commonality between the activities of the INDoS cell and the functions of Maritime Training Trust, it has now been decided by the competent authority i.e. the Director General of Shipping, GoI that all the activities of the INDoS cell shall be merged with the activities of Maritime Training Trust with effect from 01.10.14. The Director General of Shipping hereby orders that the entire fund of INDoS cell representing all the fixed deposits with the banks and balances in two savings bank accounts shall be donated to the corpus of the Maritime Training Trust, with the following conditions;

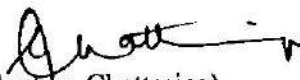
- 4.1. MTT cannot utilize the Corpus for its day to day or recurring expenses.
- 4.2. MTT will invest the Corpus judiciously & prudently.
- 4.3. MTT will spend at least 85% of the Income arising from the Corpus Investment on the objects of the trust indicated hereinbefore.

5. The MTT will liquidate the entire INDoS funds, held by it in form of fixed deposits & savings bank accounts and aggregate the same in the 'MTT INDoS A/c'. The entire liquidated funds would be en-block transferred from the said MTT-INDoS account to the



bank account of The MTT as a corpus donation with effect from 01.10.14 and the same will be with effect from 01.10.14 controlled and operated by the Board of Trustees of the MTT. For the sake of maintaining continuity, the receipts of the INDoS Cell would continue to get deposited in the MTT-INDoS account and would be deemed to be the receipts of the MTT.

6. It is further ordered that all other assets & liabilities of the INDoS Cell, as on 01.10.14 shall be deemed to be the assets & liabilities of the MTT.


(Gautam Chatterjee)

Director General of Shipping &
ex-officio Addl Secretary to GoI

Copy to:-

✓ ~~MTT~~ Cell

Recd.

(12)

25/09.



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No. MTT/17-18/Misc.-16

Dated : 09th March, 2018

INDoS CIRCULAR NO. 2 OF 2018

Subject:- Online procedure for corrections in INDoS profile of seafarer

It has come to the notice of the Directorate that the procedures for making corrections in INDoS profile of seafarer was time consuming and causing inconvenience to the seafarer. In its endeavour to expedite the services offered to the seafarers, the Directorate has developed a module in the e-governance system to handle corrections in seafarer's profile.

2. The candidates desiring to make corrections in their profile may follow the steps as given below:-

Steps -1: Go to the DG Shipping website – <http://dgshipping.gov.in/>

Step - 2: Select E-Governance tab and click on e-governance.

Step - 3: Enter Login and Password ID (seafarer)

Step - 4: Select the menu – "Request for Corrections in personal details profile" under 'Seafarer' module on the Home page and click the same.

Step - 5: System would open the request form which facilitate the user to enter the 'New value' i.e. necessary correction to be done against the 'old values' i.e. wrong data entered in the profile in the various field names like name, DoB, Address, etc.

Step - 6: Upload the relevant supporting documents like Passport or High School (10th) marksheet or birth certificate or school leaving certificate in PDF / Word /JPG format for verification and click the checkbox to confirm the changes. Please note that the scan should be of the original document and not photocopies.

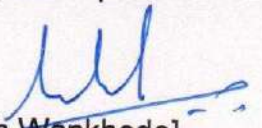
Step -7: Click 'Submit button for Correction'.

Step - 8: System would display the confirmation page to acknowledge the 'acceptance of application request'.

Contd....2/-

Step – 9: If the request made by seafarer is rejected by the INDoS cell then the seafarer can again make a fresh request by following the steps 1 – 8 above.

3. This issue with the approval of the Director General of Shipping and Special Secretary to the Government of India.


[Ashish Wankhede]
Dy. Director General of Shipping [Trg.]

2018/03/09

	<u>DIRECTORATE GENERAL OF SHIPPING,</u> <u>GOVT.OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.:QMS - 7.0 Page 1	Subject: Online procedure for registration of candidate for admission in Maritime Training Institute and issuance of INDoS no. to aspiring seafarers	No.TR/CIR/6 (6)/2019
Approved by : Director General of Shipping, GOI	Training Circular No. 08 of 2019	Date : 30.04.2019

1. Whereas “Indian National Database of Seafarers” (INDoS) number is a unique number issued to a seafarer and this number is required by every aspiring seafarer desiring to undertake any pre-sea course in any Maritime Training Institute (MTI) approved by the Directorate.
2. Whereas an aspiring seafarer should readily have the information of the various maritime courses and the Maritime Training Institutes (MTI) approved by the Directorate (DGS) for conducting such maritime courses.
3. Whereas the current procedure for issuance of INDoS requires submission of substantial documents and payment of fees by demand draft to the INDoS cell.
4. Whereas there have been many cases where a seafarer has applied for multiple INDoS number which created lot of confusion and improper data.

Handwritten signature and date: 30 April 2019

5. Noting that a large number of corrections were required pertaining to the personal details of an aspiring seafarer like name, date of birth, passport number, father's name, etc. Also noting that all these corrections caused inconvenience to the seafarer and the MTI while generating certificates for the conducted courses.
6. Noting that several corrections essentially require the passport details for verification. Additionally, the name of seafarer in all the certificates require to be as mentioned in the passport.
7. Noting also that INDoS number is required for a seafarer and has no significance if the aspiring seafarer does not join maritime courses.
8. Taking cognizance of the above, the Directorate has developed the following simplified online procedure for registration of candidate for admission in Maritime Training Institute and issuance of INDoS number to facilitate the seafarers and the MTI
9. **Instructions and Procedures for registration of candidate and issuance of INDoS number to the Candidate –**
 - 9.1. **Instructions to be followed by Candidate for application for registration for admission in Maritime Training Institute:**
 1. *The candidate must have a valid passport.*
 2. *The candidate must have tenth class pass marksheet unless exempted by DGS Circular.*
 3. *No fee is charged for registration for admission in Maritime Training Institute.*


30 April 2019

4. Upon successful registration for admission, the candidate shall receive a system generated "Reference number". The candidate shall note this "Reference number" for future correspondence.
5. The "Reference number" issued to a candidate shall be valid for a period of three months from the date of issue of "Reference number". The candidate must seek admission in a Maritime Training Institute within these three months. If the candidate fails to seek admission in Maritime Training Institute within the three months period, the candidate may register again and a new reference number shall be generated for the candidate.
6. Prior to admission, the candidate is required to have "Indian National Database of Seafarers" (INDoS) number. The Maritime Training Institute shall apply for "Indian National database of Seafarers" (INDoS) number of the candidate.
7. The candidate shall be physically present with all original documents in the Maritime Training Institute during verification for generating the INDoS number of the candidate.
8. The candidate shall be charged a total fee (including GST) of Rs. 1416 /- (Rs.1200 /- +18% GST) for Indian nationals and Rs. 3540 /- (Rs.3000 /- + 18% GST) for foreign nationals for generating the INDoS number.
9. The Maritime Training Institute shall not charge any fee from the candidate for generating the INDoS number.

9.2. Procedure for Online registration of a candidate for admission in a Maritime Training Institute (MTI):

Step 1: The candidate shall go to DGS website www.dgshipping.gov.in

Step 2: Click on tab "Maritime Training" and in the dropdown list click on "Admission in Maritime Training Institute".

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30 April 2019

- [**Note:** 1. A detailed list of all the DGS approved Maritime Training Institutes (MTI) is displayed. The details of MTI such as its location, courses offered, Current approval status, Comprehensive Inspection Programme (CIP) grading, intake capacity utilization, and placement record (if applicable) shall be available to the candidate for information.
2. The candidate may also search for MTI details for a specific course he wishes to undertake.]

Step 3: Read “**Instructions to submit application**” and click on the “**Application**” button to register as a candidate for admission in Maritime Training Institute.

Step 4: Fill up the form.

- [**Note:** 1. The system will prompt you to enter your personal details. All the fields with asterisk (*) mark are mandatory.
2. Please ensure that all the entries are correct and as mentioned in passport. 3. The candidate shall select the course he / she desires to undertake from the drop down of the DGS approved courses under the head “Course name” (Only one course is required to be selected even if you wish to undertake multiple courses).]

Step 5: Click on “**Submit**” button after entering the details.

- [**Note:** 1. The candidate is advised to verify the details before clicking on “submit” button.]

Step 6: A “**Reference number**” will be generated after successful submission of the details. Candidate is advised to note the reference number for future correspondence.

- [**Note:** 1. The system shall verify whether the candidate was earlier issued an INDoS number. In such case, the existing INDoS number of the candidate

But
30 April 19

shall appear on the screen as message and reference number of the candidate shall not be generated.

2. A system generated e-mail and SMS shall be sent to the candidate's registered email Id and mobile number confirming the generated "Reference number".]

Step 7: The candidate may then visit the desired Maritime Training Institute (MTI) along with original certificates and reference number for generating his INDoS number and seeking admission.

9.3. Instructions to be followed by Maritime Training Institute for generating INDoS number of a candidate prior admission:

1. Ensure that the login details of the MTI are fully protected. The MTI shall be solely responsible for its login details.

2. The candidate shall be physically present with all original documents (Valid passport and tenth class pass marksheet unless exempted by DGS Circular) in the Maritime Training Institute during verification for generating the INDoS number of the candidate.

3. The Maritime Training Institute shall not apply for the INDoS number of a candidate if the candidate is not desiring to seek admission in the same Maritime Training Institute.

9.4. Procedure to be followed by Marine Training Institute for generating online INDoS number of a candidate:

Step 1: Login in the e-governance system on DGS website using login credentials and click on menu name "**Training**".

Step 2: Click on the tab "**INDoS**" and in the dropdown list click on "**Verify data and Upload documents**".

By
30 April 19

Step 3: Enter the reference number given by the candidate and click on “**Click to view details**”.

Step 4: Verify personal details entered by the candidate with passport entries. Verify original certificates such as Passport and tenth standard mark sheet / Passing certificate submitted by candidate. All the entries made by the candidate are editable except the passport number. The MTI shall ensure that all entries are correct including typo errors, spelling mistakes and dates.

[Note: 1. Each “Reference number generated by the system is locked with the mentioned passport number.]

Step 5: Photograph of the candidate shall be taken at the MTI. Signature of the candidate shall be taken at the MTI on a white paper strip using blue ink.

[Note: 1. The photograph shall be of standard passport size. The background of the photograph should be white. The face size should be 75% to 80% of the photograph.

2. The signature of the candidate shall be taken at the MTI on a white paper strip using blue ink. The signature of the candidate should be clearly visible on a scanned copy. Please do not take signature on a blank sheet and do not scan the entire page, the signature will not be clear when scanned.]

Step 6: The MTI shall scan all the original documents and signature of the candidate and save a copy of original documents, photograph and signature for records.

[Note: 1. The blank pages of the passport are not required to be scanned. The scanned copy of passport and 10th standard mark sheet / Passing certificate must be saved in pdf format.

2. The photograph and signature must be in jpg format.

By
30 April 19

3. The MTI shall maintain records in soft copy of photograph, scanned copy of all original certificates and signature of all candidates for a period of at least five years. Please ensure that the date and time of records is maintained. These records may be verified by any inspecting authority and may be required to be submitted to the Directorate for investigation and other related matters.

4. Same photograph shall be used for generation of INDoS number and for certificates issued by the MTI.]

Step 7: Upload scanned copies of original Passport, tenth standard mark sheet / Passing certificate and signature. Upload photograph.

[**Note:** 1. Ensure that the scanned copies uploaded and photograph uploaded is of the same candidate.]

Step 8: Click the check boxes given for verification and declaration.

[**Note:** 1. Ensure that the check boxes are checked only after diligent verification.]

Step 9: Click on “Add to List / Save” button. A window showing all entered data shall appear. The MTI shall verify all data again. If all entered data found correct, Click on “OK”. A new window shall appear to verify details of the next candidate. Below the window, a list of candidates whose details have been verified shall appear along with the total fees to be paid. The MTI may add as many candidates to the list as they wish. MTI may choose to remove a candidate from the list if required.

Step 10: Once the list of candidates to be added is complete, Click on “Submit” button. An application number shall be system generated for each submitted list. A message “Data updated successfully with system generated application number” shall appear on screen. The MTI may proceed to add new list before making e-payment if it so desires.

[**Note:** 1. It is advisable to create and submit one list for each batch.]

A handwritten signature in blue ink, followed by the date '30 April 19'.

Step 11: Click on the tab **“INDoS”** and in the dropdown list, Click on **“ePayment”**.

A list of all submitted applications shall appear on screen. The MTI may view the total fees (including GST) against each application and the details of candidates against each application.

Step 12: Click on **“Pay now”** to make online payment against each application number. The system will open the online payment gateway where the MTI shall pay the total fee using various payment options.

Step 13: Upon successful payment, Click on the tab **“INDoS”** and in the dropdown list, Click on **“Generate INDoS No.”**. A list of all candidates for whom the payment has been successfully made shall appear on screen with details.

Step 14: Click on **“Generate”** button given against each candidate to generate the INDoS number of the candidate. The system generated INDoS number of the candidate shall appear on the screen.

[Note: 1. A system generated e-mail and SMS shall be sent to the candidate's registered email I'd and mobile number confirming the generated “INDoS number”.

2. The MTI shall be able to print an excel sheet giving names of the candidates and their respective INDoS numbers for each application number.]

Step 15: In order to view all submitted applications, the MTI may Click on the tab **“INDoS”** and in the dropdown list, Click on **“View Applications”**. A list of all applications submitted by the MTI shall be available with details. The MTI shall generate Invoice against each application by clicking on **“Generate”**.

Step 16: The MTI can also generate reports for e-payment made during a given period. In order to do so, the MTI may Click on the tab **“INDoS”** and in the dropdown list, Click on **“Generate epayment report”**. Mention the

by
30 April 19

period and a report shall be generated for all epayments made for INDoS applications.

10. Corrections

10.1. In case a candidate changes / renews his passport, the candidate shall directly send email through his registered email Id to INDoS cell / e-governance cell with attached scanned copy of new passport requesting for changing passport number and details as per the new passport. The changes shall be made free of cost to the seafarer.

10.2. In case of any errors / corrections in the submitted data, the MTI shall directly send email to INDoS cell / e-governance cell requesting for corrections to be made with attached copy of Passport. The MTI shall be penalized and charged Rs. 3000 /- for each correction. The MTI shall make an online payment to the MTT INDoS A/c. The details of account are as under –

Entity Name	Maritime Training Trust
Payment Mode	NEFT/RTGS/Account Transfer
Beneficiary Name	Maritime Training Trust INDoS A/c
Beneficiary Bank Name	Axis Bank, Kanjurmarg West, Mumbai
Bank where A/c is held	Ground Floor, Huma Mall, Station Road, Kanjurmarg (West), Mumbai - 400078
Bank A/c Number	004010100722896
RTGS IFSC Code	UTIB0002511
NEFT IFSC Code	UTIB0002511

By
30 April 19

Please note the above penalty amount of Rs.3000/- will be charged without the GST. Hence No Invoice will be generated for the same.

11. Fee for issuance of INDoS number

- 11.1. The candidate shall be charged a total fee [including GST (9% SGST and 9% CGST)] of Rs. 1416 /- (Rs.1200 /- +18% GST) for Indian nationals and Rs. 3540 /- (Rs.3000/- + 18% GST) for foreign nationals for generating the INDoS number.
- 11.2. The total fee for INDoS number is paid to the Maritime Training Trust (MTT) through Maritime Training Trust INDoS A/c. The Maritime Training Trust registration number under GST is '27AABTM4048D1ZS'.
- 11.3. The Maritime Training Institute shall not charge any fee from the candidate for generating the INDoS number.

12. Suspension and denial of access to e-governance system for uploading batch details.

- 12.1. The issuance of INDoS number of a candidate is a responsible job and must be carried out when the candidate is physically present in the Maritime Training Institute. The MTI shall not generate INDoS number of the candidate if he is not physically present with his original documents. If it comes to the notice of the Directorate that the INDoS number of candidate was generated by the MTI without the physical presence of the candidate at the MTI, strict disciplinary action shall be initiated immediately. The


30 April 19

disciplinary action shall be immediate suspension of the MTI and all the access to the e-governance system of the Directorate shall be denied till the investigations are complete and actions taken accordingly.

- 12.2. The MTI shall maintain records in soft copy of photograph, scanned copy of all original certificates and signature of all candidates for a period of at least five years. Please ensure that the date and time of records is maintained. If it comes to the notice of the Directorate that the records of candidate are not maintained as required, strict disciplinary action shall be initiated immediately. The disciplinary action shall be immediate suspension of the MTI and all the access to the e-governance system of the Directorate shall be denied till the investigations are complete and actions taken accordingly.
- 12.3. The MTI shall not charge the amount to the candidate in any case for correction. If it comes to the notice of the Directorate that the candidate was charged for corrections, strict disciplinary action shall be initiated immediately. The disciplinary action shall be immediate suspension of the MTI and all the access to the e-governance system of the Directorate shall be denied till the investigations are complete and actions taken accordingly.
13. This Training Circular supersedes INDoS Cell Circular no. 1 of 2017 dated 01 / 11 / 2017, Merchant Shipping Notice No. 12 of 2014 dated 31 / 07 / 2014, Section 3 and 4 of M. S. Notice 23 of 2008 dated 05 / 11 / 2008.


30 April 19

14. This Training Circular enters in to force with immediate effect. There could be few prospective candidates who are not in possession of their passport. In order to ensure smooth transition, the INDoS number shall be issued by the INDoS cell to the candidates through MTI till 15 / 06 / 2019. The INDoS cell shall not be issuing any INDoS number after 15 / 06 / 2019.

15. This issues with the approval of the Director General of Shipping and Additional Secretary to the Government of India.



(Deependra Singh Bisen)

Asstt. Director General of Shipping.

To

1. All DGS approved MTIs
2. Engg. branch
3. Nautical branch
4. All MMDs
5. CEO , MTT
6. Head INDoS
7. Computer Cell with a request to upload it in the DGS website.



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

File No. 20-16/8/2020-TRG-DGS

Date 28.01.2021

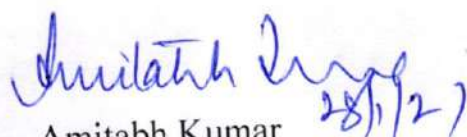
DGS Order No. 07 of 2021

Amendment to DGS Order No.27 of 2020 & 37 of 2020

Sub.-Procedure for Photo/signature updation and verification

1. Whereas the Directorate has issued elaborate instructions and SOP for updation of photograph and signature of the candidates for facial recognition by E-Learning, Central Attendance System and Exit Examination.
2. Whereas the Directorate has issued DGS Order No. 27 of 2020 dated 01.10.2020 putting responsibility on MTI to upload correct data of candidates at the time of uploading of batch detail on e-governance system. Further, an additional facility has been provided to candidates to verify his/her photograph with the photograph in seafarer profile using URL.
3. Whereas the Directorate has issued DGS Order No. 31 of 2020 dated 21.10.2020 where URL mentioned at para 4.1 of the DGS Order No. 27 of 2020 has been replaced by a new URL: <https://220.156.188.229/> for verification of uploaded photograph in seafarer profile.
4. Whereas the Directorate has issued DGS Order No. 37 of 2020 dated 10.11.2020 for revised procedure for updating of seafarer profile.
5. It has come to the notice of the Directorate that in number of cases the photos uploaded at above mentioned URL following the prescribed procedure, have not been verified. This issue has been analyzed by the technical team of the Directorate and the probable reasons have been identified as follows;

- i. The quality of uploaded photo is poor and not suited for being used for facial recognition and the uploaded photo is not as per the SOP issued vide DGS Orders.
 - ii. The devices (camera of computer/laptop) used during the verification process are of very poor quality. These devices are not being able to capture good quality image of the candidate which lead to rejection of the photo by the system.
 - iii. The photo taken in poor light condition is of bad quality and the system is not being able to verify it with the INDoS photo.
 - iv. The number of cases in which photograph has been wrongly uploaded has increased and there is a need to reiterate that the candidate need to follow correct procedure.
 - v. Keeping in view, the DGS has also decided to make the photograph uploading process more effective and developed a new functionality for facial recognition of seafarers.
6. In partial modification to para 8.7 and 8.8 of DGS Order No. 37 of 2020, the Directorate has now devised new procedure for making a change request for uploading Photo or/and signature. The candidate can avail the facilities by visiting the URL: <https://220.156.188.229/> **The detailed procedure is explained in the Annexure with screen shots.**
7. It is cautioned that the candidates who have successfully completed the e-Learning and Online Exit Exam shall not change his/her Photograph or signature.


Amitabh Kumar
Director General of Shipping &
Additional Secretary to the Government of India

Detailed procedure for Photo/signature change and verification

The facial authentication will be done for each candidate during E-learning and Exit Exam against the INDoS profile photo. Hence, it is recommended to verify if the INDoS profile photo is matching with live image or not before appearing for the E-learning and Exit Exam.

2. Through a web portal following facilities have been provided to candidates so that they do not face any issue during the E-learning and Exit Exam.

- i. Verify your live image against the INDoS profile photo
- ii. Upload/Change your INDoS profile photo
- iii. Upload three additional live images for better facial recognition during E-learning and Exit Exam
- iv. Upload/Change your Signature in INDoS

Note1: Candidates are required to use a good quality web camera, plain background and proper lighting on the face while capturing live image in the system. Candidates should not wear a mask. Also they should try without specs, if matching is not happening with specs.

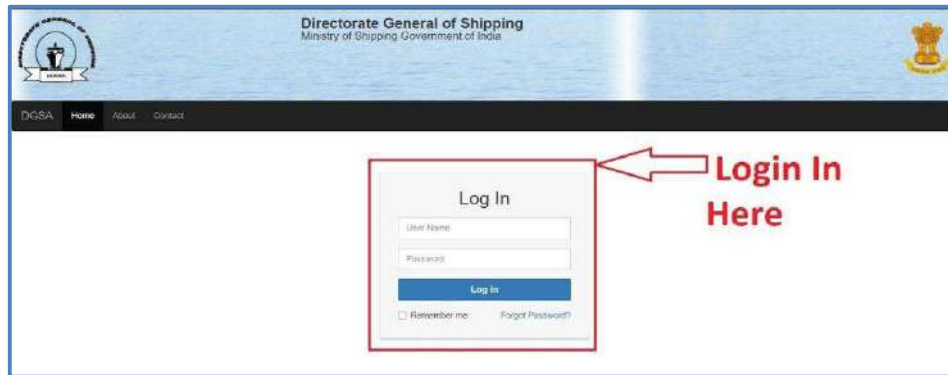
Note 2: The devices (web camera of computer/laptop) used during the verification process should be of good quality.

Note 3: ‘INDoS profile photo’ means the uploaded photo in the seafarer’s INDoS profile or scanned photo for uploading on the seafarer’s INDoS profile. The candidates are instructed to follow the procedure mentioned in the Para 8.7 of DGS order No. 37 of 2020 dated 10.11.2020 while uploading the photographs.

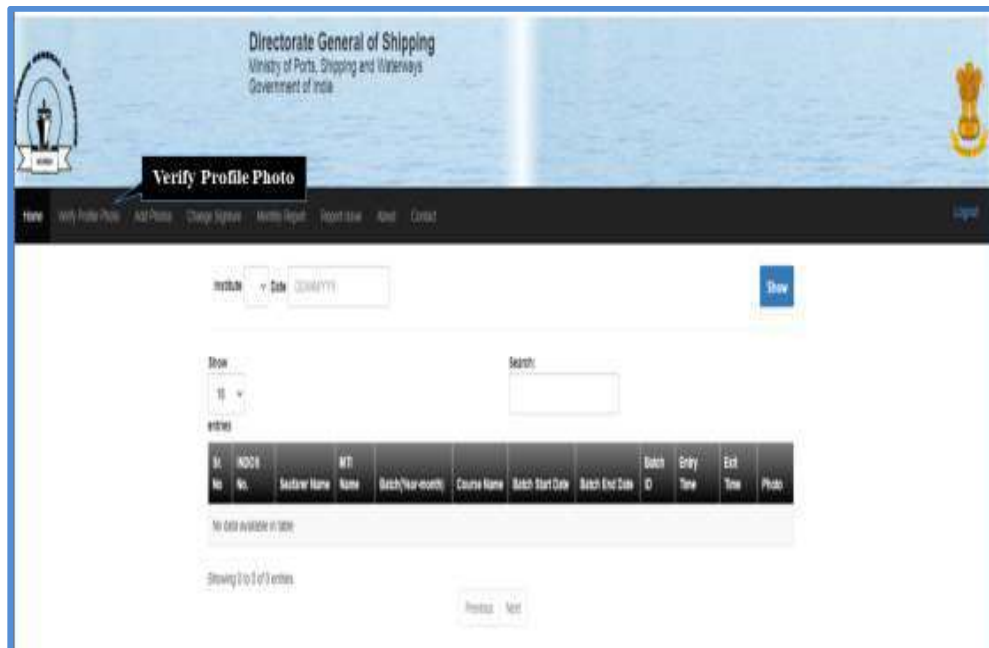
Note 4: ‘Live Image’ means the image captured by the devices (web camera of computer/laptop) for uploading and matching purpose.

3. To avail aforementioned facilities, visit the website: <https://220.156.188.229/>

4. Login on this website by using your INDoS number and INDoS password.



5. After login the following Interface will be opened:



6. CASE-I: Procedure to match INDoS profile photo with live image

6.1 Click on “**Verify Profile Photo**” button on the top menu bar.

6.2 In the left side, system will display the candidate's ‘INDoS profile photo’ available in INDoS and in the right side, facility for capturing live image will be displayed.

6.3 On this screen you can verify if your live image is matching with ‘INDoS profile photo’ available in INDoS or not.

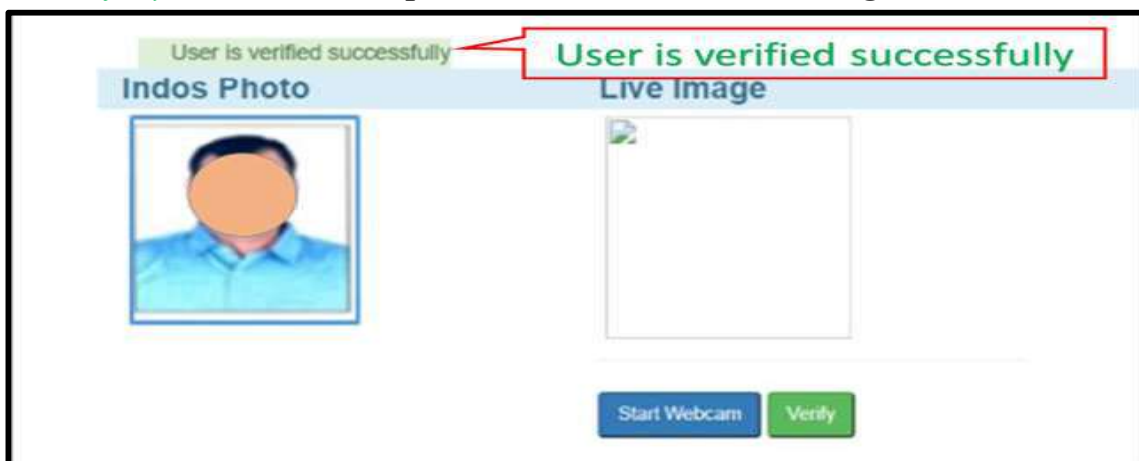
6.4 Click on “**Start Webcam**” to Start Web Camera.



6.5 Click on “**Capture Image**” to take a live image (Please follow Note 1 and 2 for having good quality image)



6.6 Click on “**Verify**” button. If the ‘INDoS profile photo’ is matching with ‘Live Image’, the message will be displayed on the screen as ‘*User is verified successfully*’. Thereafter capture three additional live images.



6.7 Repeat the process of ‘start webcam’ and ‘capture image’ for three times.

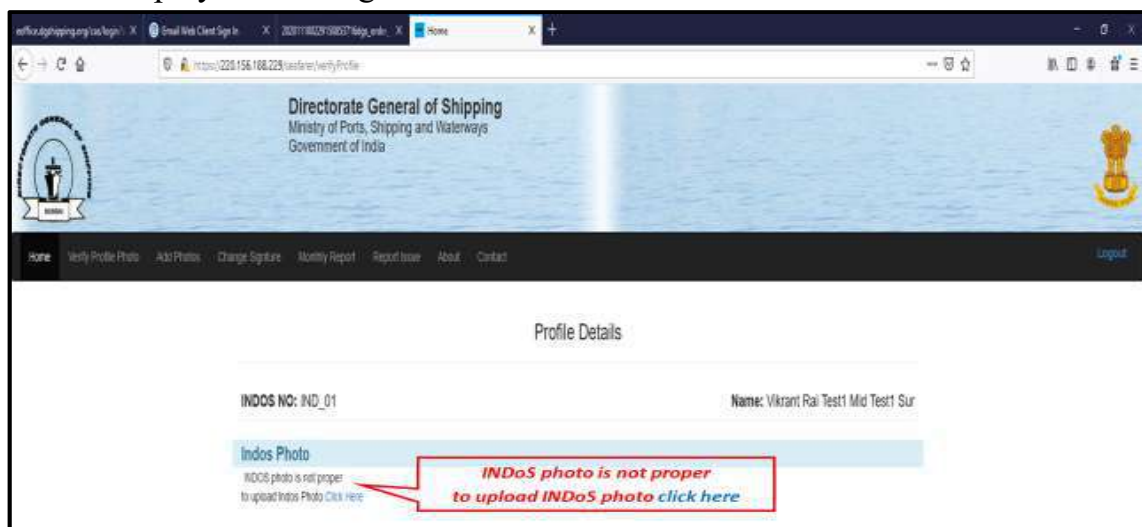


6.8 The ‘live image’ uploading will be successful only if ‘INDoS profile photo’ matches with live image.

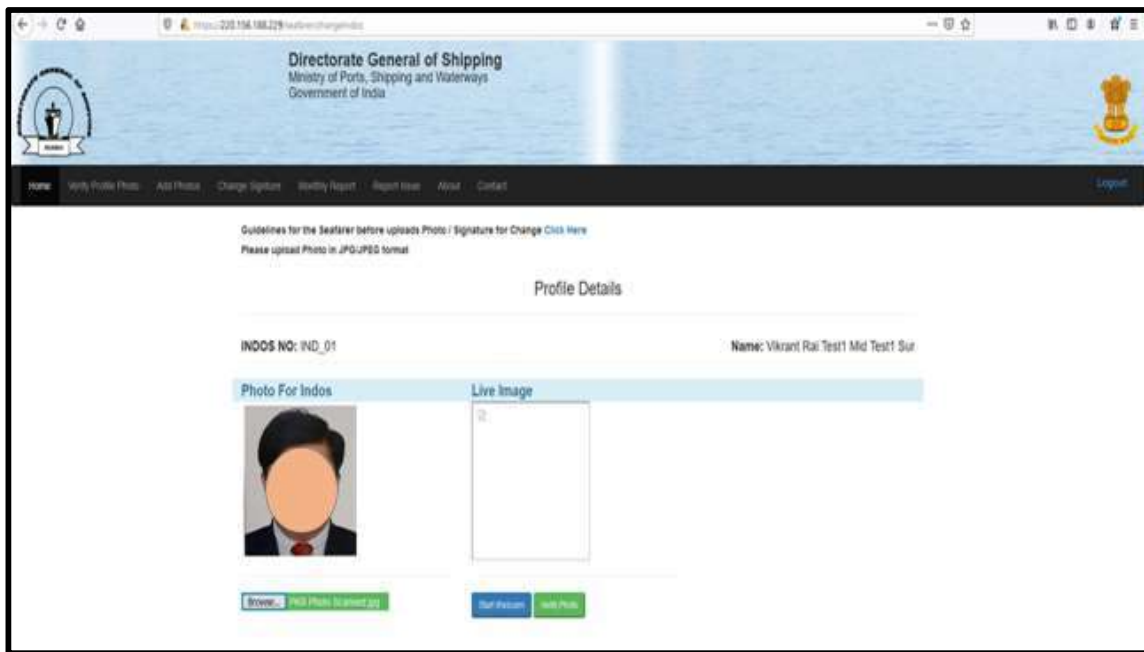
7. CASE-II- Procedure to upload INDoS profile photo, if there is no INDoS profile photo in the INDoS

7.1 Click on “**Verify Profile Photo**” button on the top menu bar.

7.2 In this case as the ‘INDoS profile photo’ is not there, the message will be displayed on the screen as *‘INDoS photo is not proper- to upload INDoS photo [click here](#).’* Click on the link mentioned in the message. After this next page will be displayed showing the ‘**browse**’.

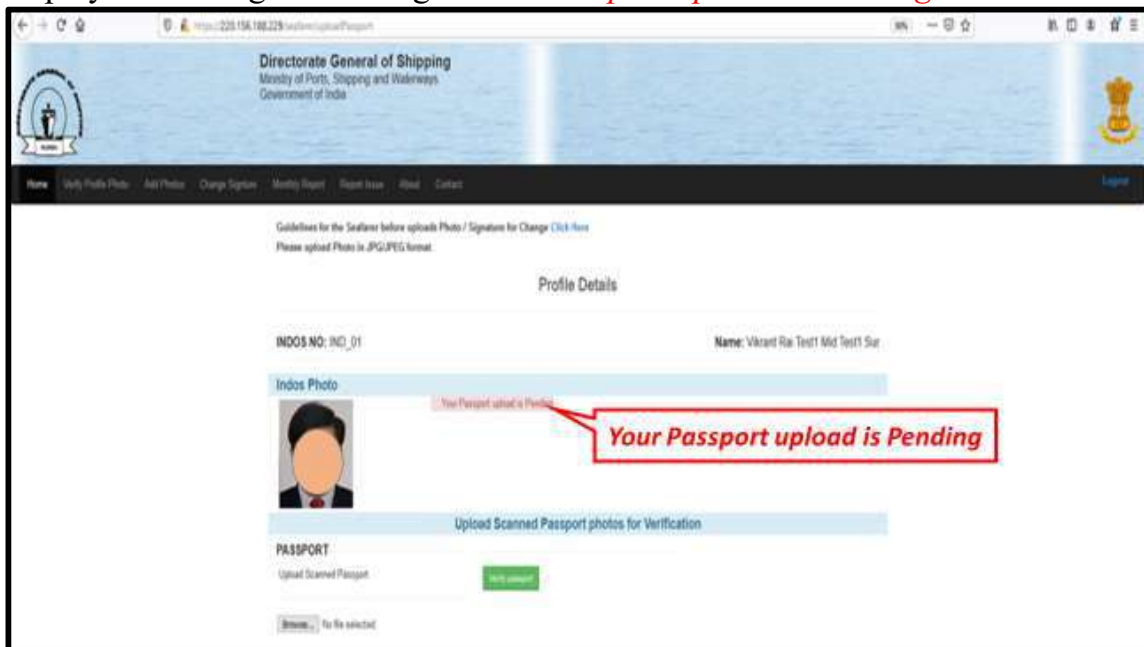


7.3 Click on **‘browse’** to select the scan copy of ‘INDoS profile photo’ kept ready on the computer for uploading.



7.4 After this please follow the steps as mentioned in **para 6.4 to 6.9** above.

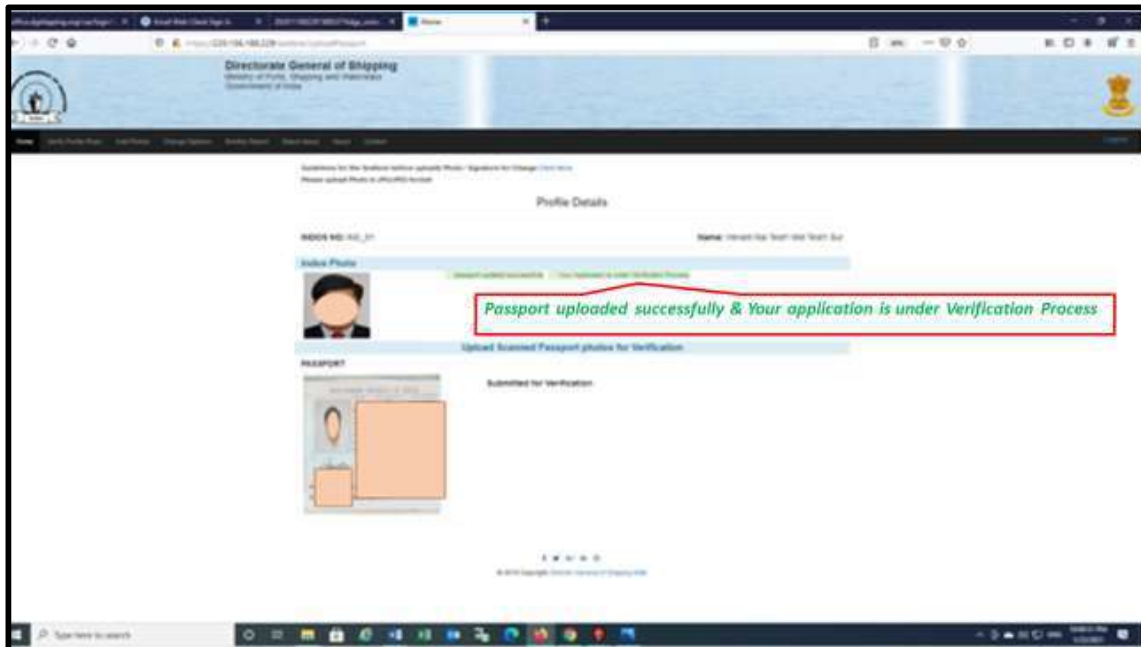
7.5 After uploading all the three live images, the next screen will be displayed showing the message ***‘Your Passport upload is Pending’***.



7.6 Click on **‘browse’** to select the scan copy of Passport page photo kept ready on the computer for uploading. Ensure that the passport copy uploaded shows passport photo in HORIZONTAL orientation.

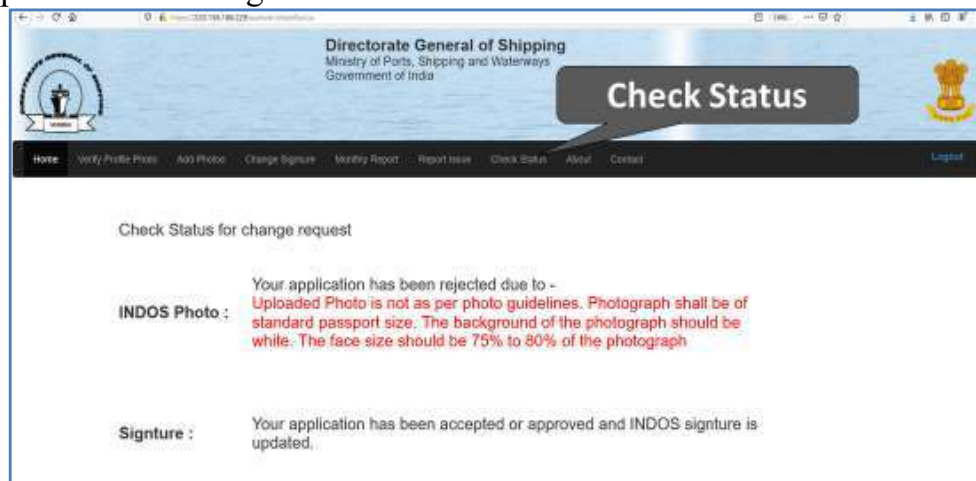
7.7 After uploading the copy of Passport page, click on **‘verify Passport’**.

7.8 After clicking on ‘**verify passport**’, the message will be displayed as ‘*Passport uploaded successfully*’, and ‘*Your application is under Verification Process.*’



7.9 Thereafter your application will be processed by the verifying authorities for the correctness.

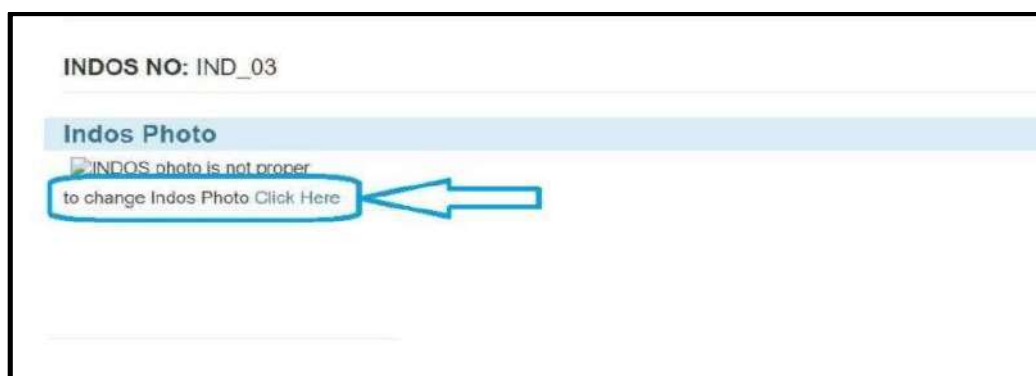
7.10 You can check the statues of the application by logging into the same web portal and clicking on the **check status button**.



8. CASE-III- Procedure to upload INDoS profile photo, if the INDoS profile photo is not proper OR the process of verification as mentioned in Case-I is not successful

8.1 Follow the steps mentioned in **para 6.1 to 6.5of Case-I.**

8.2 Click on “**Verify**” button. If the ‘INDoS profile photo’ is not matching with ‘Live Image’, then the message will be displayed as ‘*INDoS photo is not proper -to change INDoS Photo [Click here.](#)*’



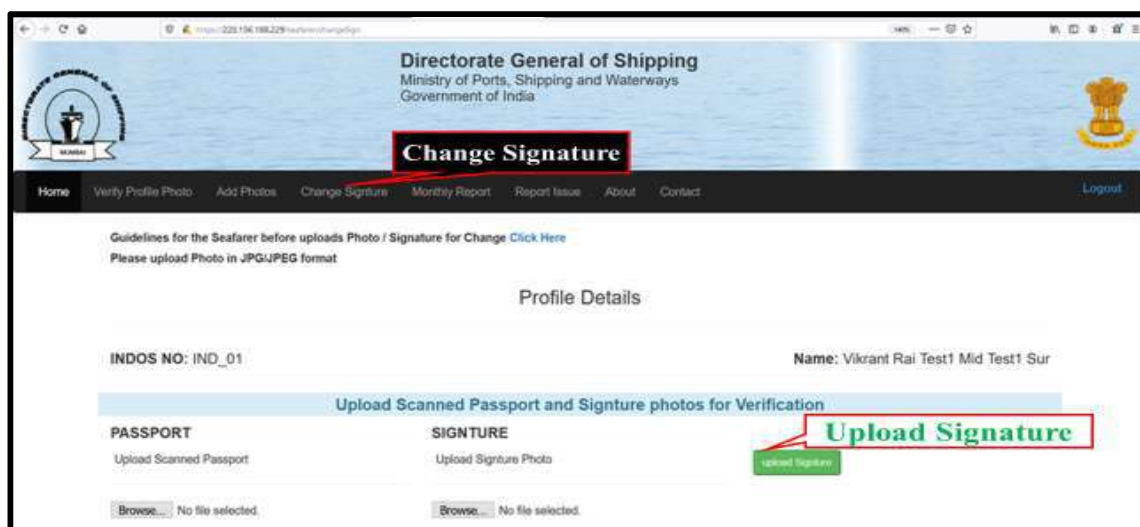
8.3 Thereafter follow the steps mentioned at **para 7.3 to 7.10 of Case-II**

9. CASE-IV- Procedure to Change Signature

9.1 The candidates who desires to change the signature has to first Log in to the web page as mentioned in the **para 3,4 & 5 above.**

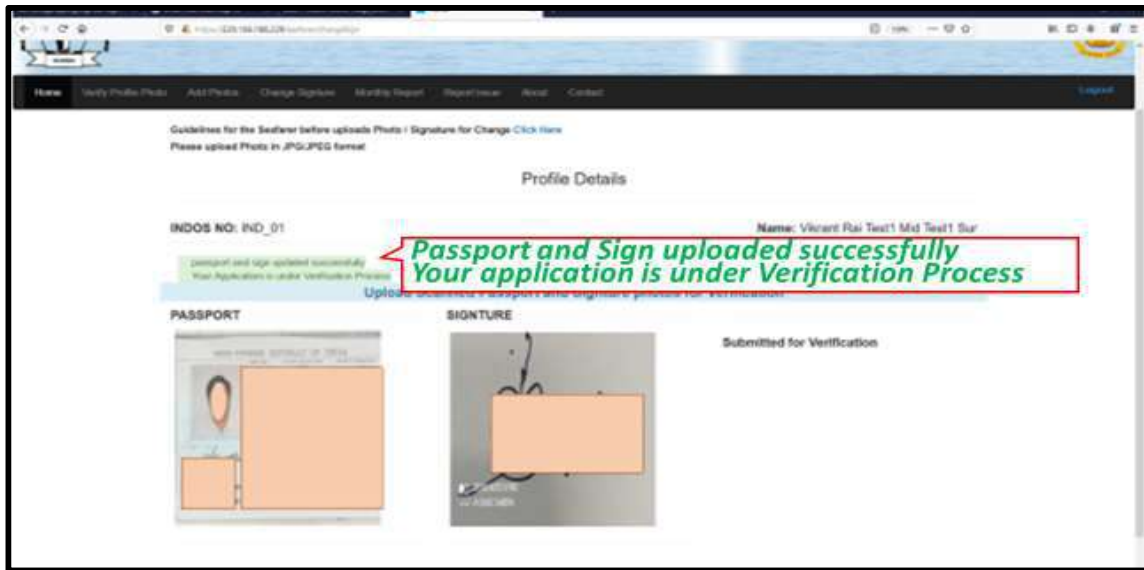
9.2 Click on “**Change Signature**” button on the top menu bar.

9.3 The candidate has to upload scan copy of **HORIZONTAL**Passport page showing the photo and signature and the scan copy of the Signature kept ready on the computer for uploading.



9.4 Click on ‘**browse**’ to select the scan copy of Passport page showing the photo and Signature kept ready on the computer for uploading.

9.5 Click on ‘**browse**’ to select the scan copy of the Signature kept ready on the computer for uploading.



9.6 Click on the **'upload Signature'**. After this, the page will be displayed showing as *'Passport and Sign uploaded successfully', and 'Your application is under Verification Process.'*

9.7 Thereafter your application will be processed by the verifying authorities for the correctness.

9.8 You can check the statues of the application by logging into the same web portal and clicking on the **check status button**.