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Circular Letter No.4254/Add.5  
5 May 2021

To: All IMO Members  
Intergovernmental organizations  
Non-governmental organizations in consultative status

Subject: **Communication from the Government of the Republic of India**

The Government of the Republic of India has sent the attached communications, dated 28 April and 1 May 2021, with the request that they be circulated by the Organization.

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**भारतसरकार/ GOVERNMENT OF INDIA**  
**पत्तन, पोत परिवहन और जलमार्ग मंत्रालय/**  
**MINISTRY OF PORT, SHIPPING & WATERWAYS**  
**नौवहन महानिदेशालय, मुंबई**  
**DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

**File No. 13-39/5/2020-ENGG-DGS**

**Date: 28.04.2021**

**DGS ORDER NO. 16 of 2021**

**Subject: Extension of Certificate of Competency and Certificate of Proficiency**

1. Whereas the onset of COVID-19 pandemic in India, led to adoption of several precautionary measures, and one such measure was closure of Maritime Training Institutes (MTI), to protect and safeguard seafarer and associated people working in the MTI from getting infected from the virus.
2. Whereas the closure of MTIs led to issuance of following Orders/Circulars/Standard Operating Procedures (SOP) as and when the situation demanded for extension of Seafarer Certificate of Competency (COC) and Certificate of Proficiency (COP) so as to ensure seafarers are able to join ships with valid COC/COP for movement / transportation of cargo / people:
  - 2.1. DG Shipping Order No. 06 of 2020 dated 23.03.2020 extending validity of Seafarer COC/COP by one-month for those seafarer who were on- board ships on date of issue of this Order.
  - 2.2. Addendum No. 1 to DGS Order 6 of 2020 dated 03.04.2020 extending seafarer COC/COP expiring between 23 March and 1 October 2020 (both dates inclusive), for a period of 6 (six) months from the expiry date printed/typed on the relevant certificate (COC/COP).
  - 2.3. DGS Order 13 of 2020 dated 21 May 2020 extending the seafarer COC/COP expiring between 1<sup>st</sup> March and 31<sup>st</sup> December 2020 (both dates inclusive), for a period of 6 (six) months from the expiry date printed/typed on the relevant certificate (COC/COP).
  - 2.4. DGS Order 16 of 2020 dated 22.06.2020 extending the validity of COC/COP till 31 December 2021 of all those seafarers which were expiring on/prior to 31 December 2020 and have demonstrated continued professional competence through approved sea service.
  - 2.5. SOP dated 30.06.2020 for extending validity of COC/COP of all those seafarers who were joining ship prior to 31 October 2020 and their certificates were expiring after 31 December 2020.
3. Whereas the Directorate issued DGS Order 20 of 2020 dated 03.08.2020 for restarting the training of seafarer through a three-tier training methodology for conduct of mandatory revalidation courses without the seafarer visiting the MTI for revalidation of COP and revalidation of COC.
4. With the aforesaid re-start of training processes, the Directorate has restricted the extension granted to seafarer joining ship on/prior to 31<sup>st</sup> October 2020 to 31<sup>st</sup> August 2020.

5. Noting the problem faced by shipping companies to immediately get seafarer to get their COC/COP revalidated for limited period vide DGS Order 20 of 2020, the Directorate issued following Orders from time to time extending validity of COC/COP of seafarers:
  - 5.1. DGS Order 24 of 2020 dated 24.08.2020 relaxed the restriction imposed via DGS Order 16 of 2020, that is restriction of joining ship on/prior to 31<sup>st</sup> August 2020 for availing extension benefit, allowed to be extended from 31<sup>st</sup> August 2020 till 30 September 2020.
  - 5.2. DGS Order 26 of 2020 dated 30.09.2020 has further relaxed the above limitation on extension. Through this order Master and Officers could avail benefit of extension of COC granted under DGS Order 16 of 2020, if they join ship on/prior to 31 October 2020 and for rating this date of joining ship for availing extension was extended to 31 December 2020.
  - 5.3. DGS Order 33 of 2020 dated 03.11.2020 has further relaxed the above limitation on extension. Master and Officers could avail benefit of extension of COC granted under DGS Order 16 of 2020, if they join ship on/prior to 30 November 2020.
6. Whereas noting backlog of seafarer requiring extension, the Directorate issued DGS Order 01 of 2021 dated 01.01.2021 extending validity of COC/COP till 31.12.2021 of those seafarer who join ship on/prior to 31 March 2021 and have not availed any extension under any previous Order/SOP.
7. Whereas the sudden surge in number of COVID-19 cases, due to its second wave, in all parts of India and corresponding travel ban and local restrictions, the seafarers finds it difficult to revalidate their COC/COP.
8. In consideration of the urgency and that the seafarers are required to man the ships to continue transportation of goods/people and that they need to be in possession of valid COC/COP, the Directorate hereby extends all Seafarer COC/COP till **31<sup>st</sup> December 2021** or one contract, whichever is **later** and **irrespective of** whether a seafarer has availed extension under any previous Order/SOP **OR** is ashore **OR** on board the ship at the time of issue of this Order subject to following conditions:
  - 8.1. Master and Officer who are ashore demonstrate continued professional competence on the date of issue of this Order by following way:
    - 8.1.1. **Extension of COC/COP under Regulation II, III or VI of the STCW Convention except Dangerous Cargo Endorsements:** Section A-I/11 of the STCW Convention - Professional Competence: Continued professional competence as required under regulation I/11 shall be established by: Approved seagoing service, performing functions appropriate to the certificate held, for a period of at least:
      - 8.1.1.1. Twelve months in total during the preceding five years, or
      - 8.1.1.2. Three months in total during the preceding six months immediately prior to revalidating;

- 8.1.1.3. Ship-owners & RPSL Companies shall verify aforesaid requirements as required vide STCW Regulation I/14, paragraph 1.1 prior employing the seafarer.
- 8.1.2. **COP for Dangerous Cargo under Regulation V of the STCW Convention:** Continued professional competence for tankers, as required under Regulation I/11, shall be established by:
- 8.1.2.1. Approved seagoing service, performing the duties appropriate to the tanker certificate or endorsement held, for a period of at least three months in total during the preceding five years; or
- 8.1.2.2. Successfully completing an approved relevant training course or courses.
- 8.2. There is no requirement for demonstration of Continued Professional Competency, as required under 8.1, for Ratings, Electro Technical Officers (ETO) and other petty officers such as pump man / Fitter, etc who have sailed on ships in last five years and for all those seafarers who are already on board ship to avail the benefit of extension under this Order.
9. This Order is valid till 31<sup>st</sup> July 2021, that is, Seafarer joining ships on/prior to 31<sup>st</sup> July 2021 can avail of the benefit of extension under this Order.

  
(Amitabh Kumar) 28/4/21  
Director General of Shipping



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. 20-16/4/2020-TRG-DGS**

**Date 01.05.2021**

**DGS Order No. 17 of 2021**

**Subject: Addendum-V to DGS Order No. 28 of 2020 dated 01.10.2020 with respect to conduct of maritime training course.**

1. Whereas, vide DGS Order No. 20 of 2020 dated 04.08.2020, the Directorate General had permitted issuance of Certificates pertaining to Refresher Course in Personal Survival Techniques (Ref. PST), Refresher Course in Fire Prevention and Fire Fighting (Ref. FFFF), Refresher Course in Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boat (Ref. PSCRB), Refresher Course in Advanced Fire Fighting (Ref. AFF) and Refresher Course in Medical First Aid (Ref. MFA) for a period of 18-months (instead of regular 5-year validity pending completion of practical at MTI due to COVID-19) after completion of a Three-Tier Mechanism of Learning comprising of E-Learning, Virtual Classes/Live Video Sessions and successfully passing on an On-Line Exit Examination.

2. Whereas, vide DGS Order No. 28 of 2020 dated 01.10.2020, DGS Order No. 38 of 2020 dated 12.11.2020 and DGS Order No. 40 of 2020 dated 17.12.2020, the MTIs were allowed to conduct courses and to resume practical training in a phased manner after compliance with necessary conditions detailed in Standard Operating Procedures (SoP) attached with

DGS Order No. 28 of 2020 and with following controls:

2.1. The Conduct of Refresher Courses in AFF, FPDF, PST, PSCRB and MFA without conduct of any practical was discontinued.

2.2. Basic Safety Training (BST) Course comprising of PST, FPDF, EFA & PSSR was permitted and the CoP validity was restricted to 18-months pending completion of training requiring entry into water.

2.3. The Complete Courses for PSCRB and Medical Care was restricted to 18- Months after completion of all practical training except for those requiring entry into water and visit to hospital respectively.

3. Whereas, after the current pandemic situation the Directorate General has received representations from various stakeholders requesting permission to conduct maritime courses like Refresher Courses in AFF, FPDF, MFA, PST & PSCRB necessary for continued sea service of existing seafarers, for limited period without any practical as was permitted via DGS Order No. 20 of 2020.

4. Whereas, all MTIs have to strictly abide by any Orders/SoP/Guidelines issued by Government of India or the State Government/any concerned authority within the jurisdiction of which the Maritime Training Institute is located. The current wave of COVID-19 pandemic has caused movement restrictions of seafarers and inability of some MTIs in restricted zones to conduct practical's.

5. Whereas, the Directorate General on consideration of above situation, has decided to re-introduce 18 month certificates for certain courses and allow MTI's to conduct such courses in accordance with and in the manner prescribed in the **Annexure** attached to this Order.

6. Whereas, necessary changes have been made in the e-Governance system. The course certificate for the courses specified in the **Annexure** has been divided into two parts i.e. Part 'A' and Part 'B'.

6.1 **Part 'A'**: The MTI's can generate Part 'A' course certificate for the specified courses in the **Annexure-I** with a validity of 18 months for those seafarers who have completed the course following three tier learning mechanism without practical's.

6.2 **Part 'B'**: The MTI's can generate Part 'B' course certificate with full validity to those seafarers who have acquired Part 'A' certificate as above and have completed practical at the MTI. On completion of practical, Part 'B' of the said Digital Certificate shall be issued.

6.3 This certificate will be issued with the same issue date and Certificate number as that of Part 'A' certificate. Both Part 'A' and Part 'B' certificate shall be available on Master Checker for verification.

6.4 **MTIs under lockdown zone are not allowed to conduct practical required for Part 'B' certificate.**

6.5 **The SOP for uploading batch details for Part 'A' and Part 'B' Certificates is attached as Annexure-II.**

6.6 **It is clarified that even in those areas where there is no lockdown or any movement restriction and MTIs are able to conduct the specified courses with practical, the batch details have to be uploaded twice, once Part 'A' for theory and Part 'B' for practical for the courses specified in the Annexure-I.**

7. Whereas, some seafarers may have completed Refresher courses in accordance with DGS Order No. 20 of 2020 dated 04.08.2020 from MTI located far-off instead of near-by their home-towns due to many reasons such as non-availability of seat, MTI not operational etc. The Directorate General has decided to facilitate these Seafarers by now permitting them to complete practical training required for Part 'B' of the course Certificates for Ref. FFFF, Ref. AFF, Ref.MFA, Ref. Medicare from any MTI approved for conduct of these refresher courses outside restricted zones and conducting practical's. On completion of practical, Part 'B' of the said Digital Certificate shall be issued by the MTI conducting the practical with a validity of five years. The Part 'B' Certificate will be having the same issue date and digital certificate number as the Part 'A'digital certificate. Both Part 'A' and Part 'B' shall be available on Master Checker for verification.

8. Whereas, due to the current phase of pandemic and resultant lockdown and restrictions many seafarers had joined the courses specified in DGS Order No. 40 of 2020 and completed their three tier learning mechanism for the approved courses, but were not able to complete the practical's due to lockdown in the area. In such cases, the MTIs are allowed to generate Part 'A' digital certificate with a validity of 18 months for the courses specified and in the manner prescribed in the **Annexure**.

9. Annexure to the DGS Order No. 40 of 2020 stands amended in view of the revisions made in the Annexure to this addendum.

  
Amitabh Kumar 01/05/2021

Director General of Shipping &  
Additional Secretary to the GOI

ANNEXURE - I

Sr. No.	Name of Course
1	<b>Basic Safety Course</b> <b>Course ID: 6101</b>
a	<b>Personal Survival Techniques</b>
b	<b>Fire Prevention and Fire Fighting</b>
c	<b>Personal Safety and Social Responsibilities</b>
d	<b>Elementary First Aid</b>
2	<b>Personal Survival Techniques</b> <b>Course ID: 6111</b>
3	<b>Fire Prevention and Fire Fighting</b> <b>Course ID: 6121</b>
4	<b>Proficiency in Survival Craft and Rescue Boat other than Fast Rescue Boat</b> <b>Course ID:6211</b>
5	<b>Proficiency in Fast Rescue Boat</b> <b>Course ID:6221</b>
6	<b>Advanced Fire Fighting</b> <b>Course ID:6311</b>
7	<b>Medical First Aid</b> <b>Course ID:6411</b>
8	<b>Medical Care</b> <b>Course ID:6421</b>
9	<b>Refresher in Personal Survival Techniques</b> <b>Course Id: 6112</b>
10	<b>Refresher in Proficiency in Survival Craft and Rescue Boat apart from Fast Rescue Boats</b> <b>Course Id: 6212</b>
11	<b>Refresher in Fire Prevention and Fire Fighting</b> <b>Course Id: 6122</b>
12	<b>Refresher in Advanced Fire Fighting</b> <b>Course Id: 6312</b>
13	<b>Refresher in Proficiency in Fast Rescue Boat</b> <b>Course ID:6222</b>
14	<b>Refresher &amp; Updating Course in Medical First Aid</b> <b>Course ID:6412</b>
15	<b>Refresher&amp; Updating Course in Medical Care</b> <b>Course ID:6422</b>

**SOP for**

- 1. Submission of Batch details,**
- 2. Generation of certificate number &**
- 3. Conducting Practical's (Part 'B' of the course)**
- 4. Process flow for E-Governance**

**1. Submission of batch details**

Step 1: Go to DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

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

Step 3: Login with user id and password provided by DGS.

Step 4: Click on Training module link and go to Submit details tab.

Step 5: From the drop down list, click on Batch Details (New).

Step 6: Enter the data in the requisite fields.

Step 7: In the INDoS Number field, the INDoS numbers for all the candidates undertaking the particular maritime course must be entered. Each INDoS number shall be entered separated by a comma (,). The system shall not process the INDoS number which is not separated by a comma.

Step 8: Ensure that the entered data is correct in all respect and click on Continue.

Step 9: The system shall generate list giving personal details of the seafarer including photograph & signature against each INDoS numbers entered.

Step 10: Choose Name of course in charge from the drop down menu.

Step 11: Verify the details and click on Submit tab to submit the batch details.

Step 12: An acknowledgement will be generated on successful submission of the batch details.

**2. Generation of Certificate number by MTI**

Step 1: Go to DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

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

Step 3: Login with user id and password provided by DGS.

Step 4: Click on Training module link and go to Submit details tab.

Step 5: Click on Generate certificate number/Withdraw from batch link.

Step 6: Select from name of the course, Batch start date & Batch ID and click on View batch details.

Step 7: Batch details corresponding to the selected details will appear on the screen.

Step 8: Select Generate Certificate number or withdraw to generate the certificate number for each candidate and to withdraw in case the candidate's certificate number.

Step 9: Click on Update to save the data.

### **3. Conducting Practical's (Part B)**

#### **a. Steps to be followed before commencement of Part 'B' (Practical's)**

Step 1: The Part 'B' of the course (Practical) may be done by the same MTI where Part 'A' of the course was done or any other DGS approved MTI, provided the candidate has successfully completed Part 'A' of the course.

Step 2: MTI login into the e-Governance system.

Step 3: Clicks on Training.

Step 4: Clicks on Update details for Part 'B' (Practical's)

Step 5: Enters INDoS number of the candidates, Selects Course Name and fetches the details.

Step 6: The system displays the details of the course (Part 'A') which was done with validity of 18 months.

Step 7: MTI enters Part 'B' (Practical's) details like start date & end date.

Step 8: MTI selects the Course In-charge for Part 'B' (Practicals)

Step 9: MTI submits the data.

#### **b. Steps to be followed after completion of Part 'B' (Practicals)**

Step 10: MTI confirms completion of Part 'B' (Practical's) by fetching the details submitted in step 9.

Step 11: MTI generates e-Certificate as per existing procedure after appending the digital signatures of the course in charge and the principal.

Step 12: The e-Certificate is generated with 5 years of validity from date of issue of previous e-Certificate.

Step 13: The e-Certificate is generated with the same certificate number as that of previous e-Certificate issued for Part 'A'.

Step 14: The latest e-Certificate is issued with a note stating “this certificate supersedes the certificate issued by the institute XXXXX with validity of 18 months bearing the same certificate number”

Step 15: Both the e-Certificates will be available to view wherever required.

#### 4. Process flow for course certificate – Practical

a. Login to eGovernance system of DGS & Click on Training module.

**DG Shipping** Directorate General of Shipping, Mumbai

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User Id:   
Password:   
**Login**

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**The Directorate General of Shipping Government of India**  
The Director General of Shipping is the statutory Maritime authority, appointed by Govt. of India under the Merchant Shipping act 1958 and is responsible for implementation of the provisions of the act. The Directorate General ensures implementation of various International Conventions, relating to safety requirements for prevention of pollution and other mandatory requirements of International Maritime Organization.

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Instruction :  
Information :

b. Submit batch details for Practical

DG Shipping Directorate General of Shipping, Mumbai

Welcome ABC Institute (Thursday 07/01/2021 02:01 PM)

Submit Application Old Submit Request Old Submit Details Old Reports Old Other View Acknowledgement Profile NEW Application for Course Approval INDoS in INDoS Correction in INDoS Temporary INDoS Home Logout

Submit Details > Batch Details for Practical

### Batch Details for Practical

**Read the Instructions Carefully**

1. Enter the data in the requisite fields.
2. In the INDoS Number field, the INDoS numbers for all the candidates undertaking the practical of particular maritime course must be entered.
3. Each INDoS number shall be entered separated by a comma (,). The system shall not count the INDoS number which is not separated by a comma.
4. Ensure that the entered data is correct in all respect and click on "Continue".
5. The system shall populate Name (Sur Name / Last Name + Given Name), Date of Birth, Email Id, Mobile No. and Photo of seafarer's profile against each INDoS numbers who had completed 18 months course and got the digital certificate.
6. Verify the details and click on "Submit" tab to submit the batch details.
7. The eligibility of the candidates shall be verified by the course incharge.
8. An acknowledgement will be generated on successful submission of the batch details.

**Data Submission For**

Year\* 2021 Month\* January

**Course Details**

Course\* Basic Safety Training

Approved Intake Capacity\* 10 No. of Students\* 1

Batch No.\* 001

Batch Start Date\* 08-Jan-2021 Expected Batch End Date\* 11-Jan-2021

**Average Course Fee per Candidate**

Fee (₹)\* 2000

INDoS Nos \* (e.g. 00K11090,12PL3067,14EL1453)

SR\_N0001

Continue Reset

- c. Eligible candidate details will appear for submission of data against INDoS. Select Eligibility, Course in charge & click on submit.

DG Shipping
Directorate General of Shipping, Mumbai

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Submit Application Old
Submit Request Old
Submit Details Old
Reports Old
Other View Acknowledgement
Profile NEW
Application for Course Approval
INDoS in INDoS
Correction in INDoS
Temporary INDoS

**Batch Details for Practical**

Batch Details for Practical

Data Submission For(Month-Year)*: 01-2021	Name of the Course*: Basic Safety Training
No. of Students(At the time of admission)*: 1	Batch No.*: 001
Batch Start Date*: 08-Jan-2021	Expected Batch End Date*: 11-Jan-2021

**Details of students having 18 months validity certificate for said course**

Sr. No.:	INDoS No.*: SR_N0001	Candidate Name*: Kumar Rakesh	Date of Birth*: 11-AUG-1981	Email Id*: SDADASD@ASDD.COM	Mobile No.*: 1231313131
	CDC No.:	Admission Taken for*: Basic Safety Training	Name of MTI*: ABC Institute		
	Course Start Date*: 01-DEC-2020	Course End Date*: 03-DEC-2020	Certificate No.*: 10016101200044	Certificate Issue Date*: 03-DEC-2020	Certificate Expiry Date*: 02-JUN-2022
	Eligible ?* : <input type="button" value="Select"/>				

**Course Incharge Details**

I hereby certify that all the above mentioned candidates selected found eligible for undertaking the course.

Name of Course Incharge\*:

d. Batch Data is submitted with acknowledgement details.

The screenshot displays the DG Shipping web portal interface. At the top, the header includes the logo 'DG Shipping' and the text 'Directorate General of Shipping, Mumbai'. A navigation menu contains various options: 'Submit Application Old', 'Submit Request Old', 'Submit Details Old', 'Reports Old', 'Other View Acknowledgement', 'Profile NEW', 'Application for Course Approval', 'INDoS in INDoS', 'Correction in INDoS', and 'Temporary INDoS'. A central blue box titled 'Acknowledgement of Batch Details data submission for practical' contains the following information: 'Acknowledgement No. : BT\_01-2021\_TL.B100\_07\_JAN\_2021\_03:44:52', 'Date of Submission : 07-JAN-2021', 'Submitted for Month & Year : 01-2021', and 'User Name : ABC Institute'. Below this box, a message states 'Out of 1 record(s), 1 record(s) have been successfully uploaded.' A button labeled 'Go to upload batch details for practical' and a red link 'Click to view the result of Batch Details submitted' are also visible.

e. After practical is successfully completed, Click on “Update Attendance” & enter details & click on View batch details.



### Update Batch Details

**Instructions**

1. Select name of course, Practical Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.

**Search Batch Details for Practical**

Name of the Course : *	<Select>	
Batch Start Date : *	<Select>	Batch ID/No. : * <Select>

- f. Click on check box to certify the attendance & click on “Update attendance”


Directorate General of Shipping, Mumbai


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Submit Details » Update Attendance for Practical

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Update Attendance

**Search Batch Details for Practical**

Name of the Course for Practical : \* Basic Safety Training

Basic Safety Training Practical Batch Start Date : \* 08-JAN-2021      Batch ID/No. : \* 001

Basic Safety Training Practical Batch End Date : \* 11-JAN-2021

[Back](#)

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Batch Details for Practical

Sr. No.	Name of Course	Candidate Name	INDoS No.	Date of Birth (DD-MON-YYYY)	Course Start Date (DD-MON-YYYY)	Course End Date (DD-MON-YYYY)	Attendance Entered By Course Incharge	Attended the Course ?
1.	Basic Safety Training	Kumar Rakesh	SR_M0001	11-AUG-1981	08-JAN-2021	11-JAN-2021		Yes <input type="checkbox"/>

**Course Incharge Details**

I hereby certify that all the above mentioned candidates attendance selected are correct.

Name of Course Incharge\*: Mr. Rakesh Kumar

[Update Attendance](#)    [Reset](#)

g. Select Certificate generation from the drop down, enter details & click on “View Batch details”

The screenshot displays the DG Shipping web application interface. At the top, there is a blue header with the text "DG Shipping" on the left and "Directorate General of Shipping, Mumbai" on the right, accompanied by a small image of a ship. Below the header, a navigation menu includes options like "Submit Application Old", "Submit Request old", "Submit Details", "Reports Old", "Other View Acknowledgement", "Profile NEW", "Application for Course Approval", "INDoS in INDoS", "Correction in INDoS", and "Temporary INDoS". A welcome message "Welcome ABC Institute (Thursday 07/01/2021 02:41 PM)" is visible, along with "Home" and "Logout" links.

The main content area is titled "Update Batch Details for Practical" and contains a section for "Instructions":

1. Select name of course for practical, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.

Below the instructions is a "Search Batch Details for Practical" form with the following fields:

- Name of the Course : \* Basic Safety Training
- Batch Start Date : \* 08-JAN-2021
- Batch ID/No. : \* 001

At the bottom of the form are two buttons: "View Batch Details" and "Reset".

- h. Select "Generate Certificate" from the drop down and click on "Update"

**DG Shipping** Directorate General of Shipping, Mumbai 

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Submit Details   Update Batch Details

**Update Batch Details**

**Instructions**

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.
5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the Institute.

**Search Practical Batch Details**

Name of the Course: \*

Basic Safety Training Practical Batch Start Date: \*  Batch IDNo.: \*

**Details of students having 18 months validity certificate for said course**

	INDoS No.*: SR_N0001	Candidate Name*: Kumar Rakesh	Date of Birth*: 11-AUG-1991	Email Id*: SOADASD@ASDD.COM	Mobile No.*: 1231313131
	CDC No.:	Admission Taken for*: Basic Safety Training	Name of MTI*: ABC Institute		
	Course Start Date*: 08-JAN-2021	Course End Date*: 11-JAN-2021	Certificate No.*: <a href="#">10016101200044</a>	Certificate Issue Date*: 03-DEC-2020	Certificate Expiry Date*: 02-JUN-2022
	Practical Start Date*: 08-JAN-2021	Practical End Date*: 11-JAN-2021	Practical Attended ?*: Yes	Select to Withdraw / Generate New Certificate*: <input type="text" value="&lt;Select&gt;"/>	

i. Certificate number is generated.

DG Shipping
Directorate General of Shipping, Mumbai

Welcome **ABC Institute** (Thursday 07/01/2021 02:01 PM) Home Logout

Submit Application Old
Submit Request Old
Submit Details Old
Reports Old
Other View Acknowledgement
Profile NEW
Application for Course Approval
INDoS in INDoS
Correction in INDoS
Temporary INDoS

Updated Successfully

Update Batch Details

Instructions

1. Select name of course, Batch start date and Batch ID & Click on "View Batch Details".
2. The details corresponding to the batch will be populated.
3. Select the option "Withdraw" from the dropdown if the candidate has withdrawn from the course and click on update.
4. Select the option "Generate certificate number" from the dropdown to generated certificate number for candidates who have successfully completed the course and click on update.
5. The same certificate number issued from system shall be mentioned in the certificate issued to the candidate by the Institute.

**Search Practical Batch Details**

Name of the Course:  ▼

Basic Safety Training Practical Batch Start Date:  Batch ID No.:

Details of students having 18 months validity certificate for said course

Sr. No.:-1	INDoS No.*: SR_N0001	Candidate Name*: Kumar Rakesh	Date of Birth*: 11-AUG-1981	Email Id*: SDADIASD@ASDD.COM	Mobile No.*: 1231313131
	CDC No.:	Admission Taken for*: Basic Safety Training	Name of MTI*: ABC Institute		
	Course Start Date*: 08-JAN-2021	Course End Date*: 11-JAN-2021	Certificate No.*: <a href="#">10016101200044</a>	Certificate Issue Date*: 03-DEC-2020	Certificate Expiry Date*: 02-JUN-2022
	Practical Start Date*: 08-JAN-2021	Practical End Date*: 11-JAN-2021	Practical Attended?*: Yes	Select to Withdraw / Generate New Certificate*: <input type="text" value="&lt;Select&gt;"/>	
	Status : New certificate generated with expiry date : 02-DEC-2025 <a href="#">View Certificate</a>				