



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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DGS, GOI, CREW BRANCH CIRCULAR NO. 01 OF 2013.

No. CR/RPS/53/2011

Dated: 13.08.13

4 AUG 2013

Sub: On-line corrections of incorrect entries in the Form – III A uploaded by
RPS firms – reg.

The Merchant Shipping(M.S) Recruitment & Placement of Seafarers (RPS) Rules,2005, as amended, stipulate that the RPS providers have to submit a monthly return in Form III A, to the Directorate General of Shipping, (DS), GOvt. of India, electronically. The prescribed said Form III-A being submitted by the RPS providers encompasses details of engagement of seafarers by the respective RPS providers on board merchant vessels. Apart from this, the said Form II A, enables the tracking of the particulars of the seafarers concerned also. Hence, the same attains significance, as a safeguard against fraudulent information and forged documentation submission.

2. A review of the online submission of the said Form – III A, by the RPS providers reveals that a number of such entities are making mistakes in the data entry while e-submitting the same. Subsequently, they endup requesting this office to carry out rectification of such incorrect entries made by them during such online submission, time and again. Of late, the number of such applications, being received from the RPS providers in this office, for such online corrections are on the rise.

.....2/-

3. It has also been noticed that such applications received are incomplete and do not give the requisite details for counter-checking before authorising the due corrections.

4. To overcome the said difficulties, the following guideline for such applications is prescribed. Henceforth, any RPS provider requesting for a correction in its already submitted Form-III A shall comply the below mentioned guidelines;

3.1. Guidelines for submission of requisitions/ applications for correction in Form-III A by RPS agents.

3.1. Such applications for corrections in Form II A shall be submitted only by the authorized signatory concerned of the applicant RPS provider. The said authorized signatory, has to sign all the supporting documents required [as below] to be submitted affixing the seal of the RPS.

3.2. A copy of the Form IIIA uploaded by the RPS which shows the wrong (incorrect) entry/entries shall be enclosed with the application. All wrong entries therein have to be marked with high lighter by the RPS and the concerned said forms should be attested by the authorized signatory of the RPS, with the office seal (s).

3.3. A copy of the Article of Agreement / employment contract, as the case may be, should also be attached with the applications, duly attested by the authorized signatory of the RPS with their seal (s).

3.4. Such an application shall also be attached with the copies of CDCs of all seafarers for whom correction of data is received in the said Form-IIIA (first page and the entry details of the concerned sign on/off). Each page thereof has to be attested by the authorized signatory of the RPS, with their seal (s).

3.5. The valid justification / reason(s) for the request for such corrections shall also be furnished in such applications.

3.6. A proforma for such an application is enclosed herewith (Annexure I : 1 page).

.....3/-

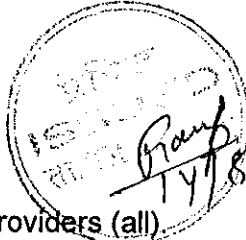
4. Scrutiny of the documents rendered for the purpose and subsequent carriage of such online corrections are a time and manpower consuming process. These issues have since been considered, holistically & in perspective in the Directorate General of Shipping, Govt. of India, and it has been decided by the competent authority that, henceforth, for every such online correction sought, an official administrative fee shall be charged, given the time and volume of work entailed. A standard fee of Rs. 250/- (Rupees Two hundred & fifty only) shall be charged for every single such correction.

5. All the RPS providers are therefore, hereby advised to submit their applications for online corrections of the said Form – III A, alongwith the said prescribed fee and documents to the Jurisdictional Director Seamen Employment Office. The said fee payment may be done by a pay order or bank demand draft drawn in favour of the Jurisdictional Director Seaman Employment office.

6.. The Jurisdictional Director, Seamen Employment Office after scrutinizing shall issue authorization for making the required correction to the DDG (e-gov) [with a copy to DDG (crew)] who in turn shall arrange for the correction in Form IIIA

7 An application for the aforesaid purpose shall from now, not be entertained without the said fee payment.

8. This issues with the approval of the Director General of Shipping & ex- officio Additional Secretary to the Govt. of India.




(C. Rethmadhas)

Deputy Director General of Shipping (Crew)

Encl: As above.

To,

1. RPS license providers (all)
2. Director, Seamen's Employment Office, Mumbai, Chennai, Kolkata.

Copy forwarded for information to the;

1. Principal Officers, Mercantile Marine Departments, Mumbai, Chennai, Kolkata, Kandla & Kochi.
2. Surveyors-in-Charge, Mercantile Marine Departments, Jamnagar, Marmugoa, Mangalore, Tuticorin, Vishakapatnam, Paradip, Haldia, Port Blair & NOIDA.
3. Indian Register of Shipping, Mumbai
4. INSA/FOSMA/MASSA.
5. NUSI/MUI.
6. Nautical/Engineering/Naval Architecture/Training/SD/ Hindi Branches of the Directorate General of Shipping, GOI, Mumbai.
7. Deputy Secretary, [MA Branch], Ministry of Shipping, GOI, Transport Bhavan, 1,Parliament Street, New Delhi – 110001,

Annexure I

Proforma for the application

No. _____ dated _____

To
Jurisdictional DSEO who has issued to RPS license

Sub: Correction in Form III A – reg.

Sir,

The following corrections are required to be arranged in the Form III A already uploaded for the mentioned seafarers.

Sr. No.	Name of Seafarer	CDC No. & INDoS No.	Existing incorrect (wrong) entry	Corrections required	Reasons requesting correction for the

The following documents are also enclosed for all seafarers

1. Copy of the uploaded Form III A showing the wrong entry (attested by authorized signatory of RPS)
2. Copy of contract or articles of agreement (attested by authorized signatory of RPS)
3. Copy of first page and stamped page of CDC (attested by authorized signatory of RPS)

Yours faithfully,

Authorized Signatory