



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING
"बिटा बिल्डिंग", 9 वी मंजिल / "BETA BUILDING", 9th FLOOR
आई-थिंक टेक्नो कैंम्पस / I-THINK TECHNO CAMPUS
कांजुर गॉय रोड / KANJUR VILLAGE ROAD
कांजुर मार्ग (ईस्ट) / KANJUR MARG (EAST)
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M.S. Notice No. 6 of 2015

F.No. 3(2) /CR/2006-Vo-I

Dated:15.06.15

Sub: Modification /simplification of CDC application form and its issuance -reg.

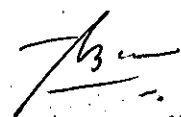
In pursuance of sub clause 2 of Rule 3 of the Merchant Shipping (CDC) Rules, 2001, as amended, the CDC application in Form A & Form B and its guidelines for the issuance of fresh continuous discharge certificates [CDCs] offline (other than candidates who have undergone DGS, Gol approved pre-sea-training courses) and for duplicate/renewal/ replacement CDCs, respectively, were set out in this office Merchant Shipping[M.S.] Notice No. 25 of 2002 [F.No.43(7) CR/2000-IV] dated 11.10.02.

2. The procedure for the issuance of CDCs to the trainees of the pre-sea maritime training institutes approved by the Directorate General of Shipping (DGS), Gol, was specified vide this office other M.S. Notice No. 18 of 2002 [F.No.43(7)/CR/2000-IV] dated 05.09.02 and Form-I & Form-II were specified for issuance of fresh CDCs offline.

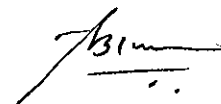
3. Subsequently, in order to implement the application of information technology in the process of issuance of CDCs, the procedure of a submission of a CDC application was further simplified and made online vide this office M.S. Notice 4 of 2007 [F.No. 3(1)-CR/2007] dated 09.04.07 for the issuance of CDCs to the pre-sea maritime training institutes as approved by the DGS, Gol and vide this office another Order No. 20 of 2013 [F.No.3(2)CR/2006] dated 30.10.13 setting out procedures for the issuance of CDCs to individual category [of CDCs](other than for duplicate/renewal/ replacement CDCs).

4. The [CDC]s are being issued by the Govt. Shipping Offices of the Shipping Masters [under the DGS, Gol] at Mumbai, Chennai & Kolkata. The said process is presently being carried out using the CDC module developed under the 'e-Samudra project' of the DGS, Gol. In the said module, the submission of an application for a CDC and processing of the same are being done online. However, such candidates also have to submit copies of the supporting documents, a self-addressed stamped envelope, a photograph and a demand draft for fee in the physical mode. Further the application and processing for duplicate, renewal & replacement CDC continues to be in the offline mode.

5. In order to streamline the procedures further towards achieving the desired objective of rendering all such processes of the DGS, Gol & involving interactions with external stakeholders, completely online and paperless, an application for an issuance of a CDC and its process is further modified/simplified as under;


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- 5.1. The existing Form 1 and Form 2 for an issuance of CDCs to trainees of the DGS, Gol approved MTIs are further simplified and merged into one online Form, namely Form 1, in the same module.
- 5.2. The application for an issuance of a renewal CDC is now made online. The instructions for applicants, applying for such CDCs online, are made available in the module itself.
- 5.3. Similar online facility would be made available soon [by end August, 15 latest] for the applicants requesting for duplicate/replacement CDCs.
- 5.4. For an application for an issuance of CDCs in any category, all the supporting documents can now be scanned and uploaded along with the application forms. Henceforth, there would be no requirement for the same to be submitted in the offline/physical mode, at all.
- 5.5. The photograph of a candidate for a CDC can now be scanned and uploaded in the said online system. The photograph would be directly taken up from the system and printed on the CDC booklet.
- 5.6. An e-payment gateway facility has been provided recently, by this office, so that the payment of the specified official fee can be made through debit card/credit card/net banking.
- 5.7. The CDC applicants need not, now on, send the stamped self-addressed envelope to the Office of the Shipping Master. The CDC booklet would, consequently, be dispatched by speed post A/D. The cost of postage and envelope shall be covered in the revised fee for an issuance of the CDC which shall be ₹ 700 [Rupees Seven hundred only] for fresh CDC and ₹ 100 [Rupees One hundred only] for renewal of CDC.
- 5.8. Along with the existing four basic Standard of Seafarers Training Certification & Watch keeping [STCW] modular courses, undertaking of a fifth course i.e. Security Training for Seafarers with designated security duties [STSDSD] or Ship Security Officer [SSO] course, as set out in the MS[STCW]Rules, 2014, shall be mandatory for obtaining a CDC.
- 5.9. The pre-sea maritime training institutes, as approved by the DGS, Gol, shall not deposit an advance fee for obtaining a CDC. Henceforth, the fee would have to be paid online while applying for a CDC online.
- 5.10. The CDCs which are issued to the trainees of the pre-sea maritime training institutes [MTIs] shall be dispatched to such training institutes and would be handed over to their trainees by the respective said pre-sea maritime training institutes only on the successful completion of their pre-sea training course(s) by the candidates thereof. In case, candidate fails to complete such a training course, the DGS, Gol, approved MTIs would have to return such CDC to the office of the Shipping Master, Gol, concerned. Such MTIs shall send a quarterly report to the concerned Shipping Master/ Govt. Shipping Offices concerned of all such CDCs received by it and delivered by it to the candidates and also returned by it, in the case of the unsuccessful candidates.
6. This Notice shall come in to force with an immediate effect.
7. This issues with the approval of the Director General of Shipping & ex-officio Additional Secretary to the Govt. of India.



(Dr. Amol B. Kirtane)

Deputy Director General of Shipping (Crew)

To,

1. Shipping Masters, Govt. Shipping Offices, Mumbai, Chennai & Kolkata

I. Copy forwarded (by e-mail) for an information to the;

1. Principal Officers, MMDs, Mumbai/Kolkata/Chennai/Kochi/Kandla.
2. Surveyors-in-charge, Mercantile Marine Departments [MMDs], Vishakhapatnam/Tuticorin/Port Blair/Jamnagar/Marmagao/New Mangalore/Paradeep/Haldia/NOIDA.
3. Directors, Seamens' Employment Offices, Mumbai/Chennai/Kolkata.
4. Indian Maritime University, Chennai/LBS College, Mumbai.
5. All pre-sea Maritime Training Institutes.
6. INSA/FOSMA/MASSA/ICCSA
7. MUI/NUSI
8. Nautical Branch/ Training Branch/Engineering Branch,DGS, Gol.
9. Hindi Branch, DGS, Gol, for translation.
10. Computer Branch, DGS, for hoisting in the website of DG Shipping.
11. Sr. PS to the DGS,

II. Copy forwarded for an information to the Secretary to the Govt. of India, Ministry of Shipping, Transport Bhavan, 1, Parliament Street, New Delhi-110 001.

[Handwritten Signature]
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