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F. No. TR/Misc/9(9)/2014/

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NOTICE

SUBJECT: UPDATING OF CERTIFICATE DETAILS IN BATCH MODULE IN E-SAMUDRA BY ALL APPROVED MARITIME TRAINING INSTITUTES CONDUCTING DGS APPROVED PRE-SEA, COMPETENCY, POST SEA, BASIC AND ADVANCE MODULAR COURSES.

The submission of batch details through the e-samudra module was made mandatory w.e.f 1.1.2011 for all training institutes approved by the DG Shipping. This was informed to all institute vide **Training Circular No. 3 of 2011 dated 22.03.2011.**

2. The Directorate has repeatedly insisted upon updating of batch details by all Training Institutes, and a number of letters and even show-cause letters have been issued to errant institutes to complete the updation of batch details in the e-samudra module.

3. While it is reported by most institutes that they have updated the batch details records in the e-samudra module, it is found that **NONE of the training institutes have updated the batch details with the details of certificates issued by the institute to candidates who have undergone courses in their institute,** barring MASSA MARITIME ACADEMY, NAVI MUMBAI, which has uploaded/ updated all its data of batches conducted and also populated this data with the Certificate details and date of issue of such certificates.

4. An e-audit of e-samudra (e-Governance of DG Shipping) will shortly be carried out for validating the data submitted by all training institutes, and wherever non-compliance is found either in the submission of batch details, or submission of details of certificates issued for such batches and courses, the training institutes will be automatically barred from uploading fresh data of batches of the course(s) till all such non-conformities are rectified by the

training institute with regard to updating the certificate details of the previous batches of all the approved courses.

5. Additionally, it is hereby brought to the notice of all training institutes that, all data pertaining to batch details for the period 1.1.2011 to 31.12.2015- including the certificate numbers and date of issue, will compulsorily have to be updated in the e-samudra by the institutes, by 1.1.2016 , without fail.

6. On completion of this exercise, the institutes shall send a letter of compliance and undertaking that it has completed this task within the due date to the D.G. Shipping through email to egovernance-dgs@nic.in with copy to paddgtr-dgs@nic.in . This undertaking and letter of compliance shall state whether it has uploaded all relevant data in the batch detail module for all the courses conducted by it during this period. A list of such courses shall be specified in such letter.

7. Further, it is informed that the approval granted by the Director General of Shipping for the courses which are non-conforming to the above instructions shall stand withdrawn w.e.f. 4.1.2016, if the institute fails to upload and update the requisite batch details along with the corresponding certificate details, in the e-samudra by 1.1.2016.

8. The instructions provided in Training Circular No. 3 of 2011 containing the process and steps to be followed for uploading and updating the batch detail module in e-samudra is once again enclosed in Annexure 1 to this notice, for guidance.

9. This is issued with the approval of the competent authority.

V. K. Pandey
(Vijay Kumar Pandey)

Asst. Director General of Shipping

Copy to:

1. All approved Training Institutes conducting DGS approved courses.
2. All MMDs, SICs for information.
3. All approved Recognised Organisations for CIP
4. VC, IMU and IMU campuses

1 Process Description for Registration with DGS

The following guideline is applicable to the Training Institute which have not obtained their User Id /password to access e samudra online services.

The Training Institutes who are already applying online CDC / Indos application can use the same User Id and Password to access training module.

- a. Write an application for obtaining User Id and Password in Institute's letter head , scan and send to the following email address: **egovernance-dgs@nic.in**

2 Process Description for Data Submission

The following guide lines are applicable to submit the online data of Batch Details and Placement Details.

2.1 Process for Submitting Batch details-online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Submit Details " and click on "Batch Details" link.
- e. Read the Instructions carefully then Fill up online form and upload the excel file
- f. After submission of online form, an unique acknowledgement number will be generated for further reference.

2.2 Process for Submitting Lateral Entry details-online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Submit Details " and click on "Lateral Entry in Batch" link.
- e. Read the Instructions carefully then Fill up online form and upload the excel file
- f. After submission of online form, an unique acknowledgement number will be generated for further reference.

2.3 Process for Updating Certificate Details in Batch -online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Submit Details " and click on "Update Certificate Details in Batch" link.

- e. Select the "Name of the Course" and "Batch Start Date" and Click on 'Search' button to display the Batch details and update Certificate Number, Issued Date and Expiry Date of each candidate.
- f. After entered the certificate details click on 'submit' button to update the data.
- g. After successful data submission, system will display "Data submitted successfully".

2.4 Process for Candidate Withdrawn from Batch -online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Submit Details " and click on "Candidate Withdrawn from Batch" link.
- e. Select the "Name of the Course" and "Batch Start Date" and Click on 'Search' button to display the Batch details and enter 'Date of Withdraw' and tick on 'select to withdrawn' for that candidate to be withdrawn.
- f. After that click on 'submit' button to update the data.
- g. After Submission system will display "Data submitted successfully".

2.5 Process for Submitting Placement Details-online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Submit Details " and click on "Placement Details" link.
- e. Read the Instructions carefully then Fill up online form and upload the excel file
- f. After submission of online form, an unique acknowledge number will be generated for further reference.

2.6 Process for Submitting NIL Declaration Details-online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Submit Details " and click on "Nil Declaration" link.
- e. Select the 'Nil Declaration Submission Type', (i.e. 'Batch Details' then select 'Year' and 'Month' or 'Placement Details' then select 'Year') and Click on checkbox to agree the declaration and Click on 'continue' button to submit the details.
- f. After submission of online form, an unique acknowledge number will be generated for further reference.

3 Process for View and Print Acknowledgement of Batch and Placement Details

Acrobat Reader needs to be installed to view the report.

3.1 Process for View and Print Acknowledgement for Batch and Placement Details-online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.

- c. Click on "Training" link.
- d. Go to Menu "View and Print Application " and click on link.
- e. Select "Data Submission Type" (i.e. Batch Details or Placement Details) and click on 'View' button, system will display the uploaded batch/Placement details
- f. Click on "View " link to view the uploaded batch/Placement details.

3.2 Process for View the Submitted Batch Details -online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Report " and click on 'Batch Details Submission Report' link.
- e. Enter the Searching Criteria as per requirement and click on 'Generate' button, system will display "Click to View the Report" link
- f. Click on "Click to View the Report" link to view the Submitted Batch Details.

3.3 Process for View the Submitted Placement Details -online

Access the home page of DG Shipping web site i.e. <http://www.dgshipping.gov.in>

- a. Click on "e Samudra" link.
- b. Login with the User ID and Password.
- c. Click on "Training" link.
- d. Go to Menu "Report " and click on 'Placement Details Submission Report' link.
- e. Enter the Searching Criteria as per requirement and click on 'Generate' button, system will display "Click to View the Report" link
- f. Click on "Click to View the Report" link to view the Submitted Placement Details.
