

	DIRECTORATE GENERAL OF SHIPPING, GOVT. OF INDIA, MUMBAI	IS/ISO Clause No.7.1
Ref.:QMS -7.0 Page 1	Subject:- Various services related to the Maritime Training Institutes (MTIs) - reg.	F. No. TR/CIR/6(6)/2017
Approved by the Director General of Shipping & Special Secretary to the Govt. of India.	Training Circular No. 02 of 2018	Date : 22.01.2018

The Directorate desires to provide various services related to the Maritime Training Institutes (MTIs) expeditiously for ease of business and to avoid delays. Therefore, the various processes related to the maritime training institutes are planned to be online.

1. In this regard, it is vital to have the profile of Maritime Training Institutes updated completely in the e-governance system. The Maritime Training Institutes are therefore directed to complete their MTI profile on e-governance system latest by 01st February, 2018. The Maritime Training Institutes may update their profile following the steps below:-

Step 1 - Go to DGS website www.dgshipping.gov.in and click "e-governance".

Step 2 - Login using your user ID & password & go to "Profile New".

Step 3 - Update profile details as under "Profile New" namely,

(a) Institute Details (b) Approved Course Details (c) Faculty Details (d) Upload Documents & (e) Authorised Signatory.

3. The MTI which fail to update its profile in the e-governance system of DGS will not be able to upload the batch details on the DGS website and the approvals granted shall remain suspended till the profile of the Institute is duly uploaded and verified.

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

Deependra Singh Bisen
22 Jan 2018

[Deependra Singh Bisen]
Asstt. Director General of Shipping [Training]

To,

1. All Maritime Training Institutes.
2. Principal Officers, MMD, Mumbai/Chennai/ Kolkata/ Kochi/ Kandla
3. Shipping Masters, Mumbai/ Kolkata/ Chennai
4. INDOS Cell, DGS, GOI, Nau Bhavan Building, Mumbai-400 038.
5. Nautical Branch, DGS, GOI
6. Engineering Branch, DGS, GOI
7. Training Branch
8. Hindi Cell (To translate in Hindi and put up in website)
9. INSA/ FOSMA/ MASSA/ ICSSA/ MUU IMEI/ CMMI/ NUSI.
10. Computer Cell, DGS, GOI with a request to upload
11. E-Governance Cell, DGS, Gol.
12. Guard File.
13. Sr. PS to DG(S) for information.
14. Sr. PS to Addl. DG(S) for information.