

	<p align="center"><u>DIRECTORATE GENERAL OF SHIPPING,</u> <u>GOVT.OF INDIA, MUMBAI</u></p>	<p align="center">IS/ISO Clause No.7.1</p>
<p>Ref.:QMS - 7.0</p> <p>Page 1</p>	<p>Subject:- Online issuance of In-principle approval and approval of maritime courses to institutes for conducting maritime courses – reg.</p>	<p>No.TR/Cir/6(5)/2017</p>
	<p align="center">Training Circular No. 05 of 2018</p>	<p>Date : 08.03.2018</p>

In order to ensure transparency, efficiency and to promote ease of doing business, the Directorate has decided to process all applications for issuance of In-principle approval for opening a new Maritime Training Institute and approval of maritime courses online. Upon submission of the application, the institute shall be able to see the status of their application online. The online procedures for seeking In-principle approval and approval of maritime courses online are given below.

2. Procedure for online application for In-principle approval of new pre-sea/post sea maritime institute.

- Step 1: Go to www.dgshipping.gov.in
- Step 2: Click on 'egovernance' link under 'E-GOVERNANCE' menu tab.
- Step 3: Under 'Internal Reference Links', on left hand side select 'Training Institute' from the drop down menu & click on 'Go'.
- Step 4: Click on 'Application for In-Principle Approval'.
- Step 5: Read 'Instructions to Submit application'.
- Step 6: Click on 'Application'.
- Step 7: Fill the data & click on 'Save data and proceed for payment.'
- Step 8: Pay fees using link 'Pay Fees, upload documents & view application status.'

- Step 9: Upload documents using link '*Pay Fees, upload documents & view application status*'. (Note: Documents can only be uploaded upon payment of fees)
- Step 10: In case a query is raised the institute may see the same and rectify by re-submitting the compliance documents
- Step 11: Track your application status using link '*Pay Fees, upload documents & view application status*.'
- Step 12: The institute may be called to make presentation. Upon satisfactory presentation, the Directorate shall accord in-principle approval to the institute. The "in-principle approval" letter may be downloaded/printed by the applicant for records.

3. Procedure for institutes which have been accorded In-principle approval.

- 3.1. The institute shall send an email to dgstrg@gmail.com requesting for user Id and password.
- 3.2. Upon receiving user Id and password from the Directorate, the institute shall login on DGS website and complete their MTI profile as per DGS training circular 02 of 2018.

4. Procedure for online application for approval of maritime courses

- Step 1: Go to www.dgshipping.gov.in
- Step 2: Click on e-governance link under 'E-GOVERNANCE' menu tab.
- Step 3: Log in using the user ID & Password.
- Step 4: Click on "Training" module.
- Step 5: Under tab "Application for course approval" click on 'Application'.
- Step 6: Fill in the requisite fields as instructed in the application.
- Step 7: Click "Save data and proceed for payment".
- Step 8 : Pay fees "Pay fees using link "pay fees, upload documents and view application status".