



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File NO. 20-16/8/2020-TRG-DGS

Dated: 10.11.2020

DGS Order No. 37 of 2020

Subject: Revised Procedure for Updating of Seafarer Profile

1. Whereas an INDOS (Indian National Database of Seafarers) number is a Unique Identification number allotted to each candidate intending to work as a seafarer. The seafarers profile containing various details including Name, Signature and Photograph, Course Certificates, Passport /CDC details etc. is mapped with this INDOS number. The MTIs are responsible for initiating the process for generation of INDOS number and details being entered in the seafarer's profile while ensuring the correctness and authentication of such details.
2. Whereas the requirement of details such as Name, Photograph, signature etc. in the seafarer's profile for purposes of e-pass, e-learning, exit examination, automatic generation of watch-keeping certificates/DCEs etc. revealed that the required data in the seafarer's profile were either missing or unusable due to poor quality of photograph and signature, name wrongly entered etc. The above resulted in allowing the seafarers to make changes in their profile which was allowed with due control measures.
3. It has been further noticed that the Email ID, address and mobile number of the seafarer are either incorrectly filled or not present in his profile. Apart from difficulty in communicating with the seafarer, this also renders many facilities available to the seafarers in the Directorates E-governance system unusable including regeneration of passwords.

Page 1 of 7

बीटा बिल्डिंग, 9वीं मंज़िल, आई थिंक टेक्नो कैम्पस, कांजूर गाँव रोड, कांजूरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-25752029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

4. The increasing use of digital technology is an unavoidable and pressing requirement which has been fairly evidenced in the recent pandemic and the increased use of data in the seafarer's profile for 3 tier examination process, generation of digital certificate etc. has necessitated further simplification of the seafarer's profile updation process and also the need for correct capture of data at the initial stages. Facial recognition is now an integral part of the various e-governance process for ensuring integrity and security of all processes and facilities available to the seafarers.
5. The Directorate vide DGS Order 27 of 2020 dated 01.10.2020 imposed responsibility on the MTI to verify correctness of details of a particular candidate on his seafarer profile prior uploading the batch details and gave a detailed procedure in case changes are needed on the seafarer profile of a particular candidate. This included forwarding of change request by the Candidate through the MTI to the MTT Cell of the Directorate and the escalation matrix, provided the response to change request is not received by the Candidate within a certain time frame. **The Directorate hereby reaffirms the continuation of said procedure and all MTIs are hereby directed once again to ensure correctness on seafarer profile of a Candidate prior uploading batch details.**
6. Noting that INDOS Cell Circular No. 2 of 2018 dated 09 March 2018 gives detailed procedure for up-dating changes in personal details of a seafarer on his profile.
7. Also noting that the Training Circular 08 of 2019 dated 30.04.2019 has assigned added responsibility on MTI to ensure correctness of a Candidates personal details including photograph and signature while initiating the on-line mechanism of generation of INDOS number.