



भारतसरकार / GOVERNMENT OF INDIA
पत्तन,पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहनमहानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No. 23-68011/23/2020-CREW-DGS

Dated: 23.12.2021

DGS Circular No. 29 of 2021

Subject: Standard Operating Procedure to deal with cases where Sign On Ship / Sign Off Ship, Sign Off Shore / Date of Completion of contract / Arriving India dates are not entered in to the seafarer's sea service details in e-governance system by Shipping company / RPSL which is now suspended / withdrawn / online privileges deactivated - Regarding.

Whereas, vide DGS Crew Branch Circular No. 03 of 2019 dated 20.06.2019, new procedure for uploading seafarers engagement and discharge data [Article of Agreement & Form-I of RPSL] was circulated.

2. And whereas, vide DGS Circular No. 18 of 2021 dated 09.06.2021 procedure for updating Sign Off details of the seafarers was circulated in such cases where RPS License is suspended / withdrawn / online privileges deactivated.

3. And whereas, the cases of seafarers' where Sign On Ship details are not entered / updated by RPSLs which are now suspended / withdrawn / online privileges deactivated are also being received in this Directorate.

4. Now therefore, it is decided to deal with such cases as per the Standard Operating Procedure [SoP] attached as Annex to this Circular.

5. This Circular is issued in supersession to DGS Circular No. 18 of 2021.

6. This issues with the approval of Director General of Shipping & Additional Secretary to the Govt. of India.

(Subhash Barguzer)
Deputy Director General of Shipping

Encl: As above

To,

1. All stakeholders through DG Shipping website
2. Computer Cell (with a request to host this Circular on DGS website).
3. Assistant Director (Official Language) for Hindi Version.