



भारत सरकार / GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI



File No. 23-POL/1/2023-CREW-DGS (C. No. 26079)

Date: 13.12.2023

Draft DGS Circular No. XX of XXXX

**Subject: Correction / deletion / updation of entries in the FORM-I and Article of Agreement uploaded by RPS / Shipping Companies – reg.**

Whereas, the Directorate General of Shipping issued DGS Crew Circular No. 03 of 2019 dated 12.06.2019, regarding new procedure for uploading seafarers engagement and discharge data [Article of Agreement / FORM-I]. The said new procedure for submission of seafarer's data in respect of their engagement and discharge has been implemented and the same is functional from 16.03.2019 as per following formulation and timelines:-

- The “*Date of Sign-on Shore / Date of commencement of Contract*” shall be entered within 15 days from the date of contract signed.
- The “*Date of Sign-on Ship*” / *Sign-on Date*” shall be entered within 30 days from “*Date of Sign-on Shore / Date of commencement of Contract*”
- The “*Date of Sign-off Ship*” / *Sign-off Date*” shall be entered within 15 days from the date of seafarer signs off from the ship.
- The “*Date of Sign-off Shore*” / *Date of Completion of Contract*” shall be entered within 15 days from the date of seafarer signs off from the ship.
- The system will not allow to submit any data if the details are not submitted in the stipulated time frame.
- The system will not allow to submit data of seafarers more than the number of seafarers covered under bank guarantee at any given point of time.

2. Whereas, request are also being made from RPSL / Shipping Companies for change in e-governance / e-migrate records for rectification or deletion of dates already fed and populated in the system.

3. Whereas, these dates fed and populated by RPSL / Shipping Companies are critical data for counting of sea-service and issue of various certificates to seafarers in accordance with IMO conventions.

4. Whereas, Sign-on carried out by the RPSL / Shipping Companies implies that the seafarer has actually joined the vessel based on the confirmation received from the Master / Agent of the vessel.

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