

DIRECTOR GENERAL OF SHIPPING		
Authorised by	EAC Branch File No: ENG/EXAM-17(9)/99	EACQMP Chap VI
DYCS	Instructions to Examiners	Circular 028
	Issue No. 00	Dated: 19 January 2001

There have been numerous applications for duplicate certificates, which are being processed by the MMDs and received by this Directorate from time to time. These certificates have been reported to be lost in various parts of the world and are usually submitted alongwith a police report / FIR and news paper cuttings from two prominent newspapers. This practice is being followed for quite sometime. We have however, been reported by various agencies on forged certification which has caused immense amount of embarrassment for the administration. In order to regularize the practice of obtaining duplicate certification, you are requested to carry out the following procedure before the document is sent to the Directorate for issue of duplicate certificate.

(1) Ensure that the candidate fills up the appropriate forms and deposits the fees.

(2) A police FIR filed in the presumed place of loss of certificate must be produced. In case the documents are lost on board ship or where there is no access to a police station, then the same must be informed to the Embassy /Council of India or the flag country of the ship, from where a letter of loss of certification must be produced.

(3) After receipt of the above documents, the same must be referred to the local police authorities, company, immigration, customs and passport authorities, in case of any outstanding case of default, or seizure of documents. An effort should be made to compare with PSC records or reports of fraudulent certification from DGS and foreign flag countries. If no reply is received from the organizations, after a waiting period of 2 months, the same may be consolidated and sent to the Directorate with the recommendation for issue of the certificate. This entire process must be completed prior to the expiry of 3 months from the date of submission of application and must reach the Directorate with a clear recommendation before expiry of 90 days. This process may be strictly adhered to and n departure made from the practice.