



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

“बिटा बिल्डिंग”, 9 वी मंजिल / “BETA BUILDING”, 9th FLOOR

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COMPUTER CELL CIRCULAR NO. 01 of 2014

F. No. 1-Computer Cell (INDOS)/2010-Part

18th August, 2014.

Subject: Functioning of Indian National Database of Seafarers (INDoS) Cell.

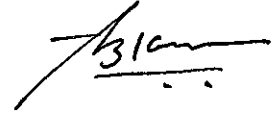
The INDoS Cell has been carrying following functions, since its formation in the FY 2000-01;

1. Allocation of the Indian National Database of Seafarers (INDoS) number to the seafarers.
 2. Uploading of the data of the Certificates of Competencies and Certificates of Proficiencies acquired by the candidates.
 3. Authentication of the said certificates
2. The Certificates of Competencies(CoCs) and Certificates of Proficiencies (CoPs) i.e 1) Watch Keeping Certificates(WKC) 2) Dangerous Cargo Certificates(DCC) 3) Global Marine Distress Safety Signal(GMDSS) Certificates are issued by the Nautical /Engineering Branches of the Directorate General of Shipping(DGS), the Mercantile Marine Departments (MMDs) and other authorized organizations like INSA,MASSA,FOSMA, CMMI,ICCSA, IMEI. After issuing the certificates, their details are transmitted online to the INDoS cell for uploading in the system, so that the said certificates can be authenticated online through the CoC/CoP checkers.
3. The Competent Authority has reviewed the existing procedures/processes and has decided to make following changes in said process of uploading and authentication of the certificates
- 3.1. The data of all such Certificate of Competencies (CoCs) & Certificate of Proficiencies (CoPs) issued by the Nautical /Engineering Branches of the DGS shall, w.e.f 01st October, 2014, be uploaded into the system by the respective branch, at the time of issue. The said data won't be transmitted to INDoS cell for uploading.

- 3.2. The data of all such Certificate of Proficiencies (CoPs) issued by the Mercantile Marine Departments (MMDs) shall, w.e.f 01st October, 2014, be uploaded in the system by the respective MMD, at the time of issue. The said data won't be transmitted to INDoS Cell for uploading.
- 3.3. The INDoS cell will continue to receive and upload the data of CoPs issued by authorized agencies like INSA, MASSA, FOSMA, CMMI, ICCSA and IMEI.
- 3.4. The Nautical Branch/ Engineering Branch/ MMDs would be provided with User IDs and Passwords for carrying out the said work of uploading of the data into the system.
- 3.5. The Nautical / Engineering Branches of the DGS and the MMDs would, before 01st October, 2014, transmit online, the details of all such old CoCs and CoPs, which are available with them, but not uploaded in the system. Same would be uploaded by the INDoS cell before 01st October, 2014.
- 3.6. Post 01st October, 2014, all the CoCs and CoPs would be authenticated only through the CoC/ CoP checker.
- 3.7. Post 01st October, 2014, the Seafarers, whose CoCs & CoPS are not found uploaded in the checker, may directly approach the respective issuing authority.
- 3.8. Any correction in the database of the certificates uploaded by the Nautical/Engineering Branch of DGS or the MMDs would be carried out by the respective issuing authority for which the user id and password would have been provided to it.
- 3.9. The INDoS cell would make all the necessary corrections in all such pending cases of mismatch in the dates of birth recorded in the INDoS database and the Certificates issued. The said work will be completed by the INDoS cell before 01st October, 2014. The INDoS cell will continue to make the corrections in such cases, post 01st October, 2014 as and when the said cases are referred to them.
- 3.10. In future, date of Birth in the INDoS database and the database of the Certificates issued should be entered in the DD/MM/YYYY format only.
- 3.11. INDoS cell would also make necessary corrections in the database of INDoS number and the Seafarers profile on request of the seafarers, with approval from Head, INDoS cell.
- 3.12. The INDoS cell would be given User Ids and Passwords for carrying out the said work of corrections in the dates of births, INDoS database and Seafarers profile.

3.13. The requests of deletion of duplicate INDoS number will continued to be referred to the e-Governance cell for necessary action till further notice.

This issues with the approval of Director General of Shipping and ex-Officio Addl. Secretary, Govt. of India.



(Dr. Amol B. Kirtane)
Dy. Director General of Shipping

To

1. Nautical Branch,
2. Engineering Branch,
3. All MMDs,
4. INDOS Cell,
5. e- Governance cell
6. INSA/MASSA/FOSMA/CMMI/ ICCSA/ IMEI
7. Website of DGS