DGS Circular No. 10 of 2021

Sub.: Addendum-1 to DGS Circular No. 9 of 2021- Coronavirus (COVID-19) - arrangement for vaccination of seafarers – reg.

1. Whereas para 7 of DGS Circular No. 9 of 2021 dated 23.04.2021 has advised the following categories of Indian seafarers to utilize the vaccination facility at Mumbai Port Trust Hospital on production of CDC or SID,
   a) Seafarers who are of 45 years of age or above; or
   b) Seafarers who are less than 45 years but have to sign-on a vessel after 60 days. An online certificate to this effect to be issued by the Directorate General of Shipping;
   c) Seafarers above 18 years of age and below 45 years can use this facility after 1st of May, 2021.

2. Whereas the details of the arrangements made by Mumbai Port Trust Hospital for vaccination of essential workers is mentioned in the DGS Circular No. 9 of 2021 dated 23.04.2021. In order to facilitate Covid-19 vaccination at other ports also, arrangement at the following hospitals have been made by the respective Port Trusts to roll out vaccination drive for seafarers. The details of the hospitals and the nodal officers for vaccination drive of seafarers are as below;

| Kolkata Port Trust |
|-------------------|--------------------------------------------------|
| Address of the Hospital |
| - Kolkata Port Trust Centenary Hospital 1, Diamond Harbour Road New Alipore Kolkata 700053 |
| Name |
| - Dr. Nabarun Bhowmick |
| Designation |
| - Deputy CMO |
| Telephone No. |
| - Office-033-71003661/9830247076 |
| E-mail |
| - dr.n.bhowmick@kolkataporttrust.gov.in |
3. The vaccination drive will be subject to the availability of the vaccines at the centers and would be regulated in accordance with the SoP.

4. The "Standard Operating Procedure" (SOP) to enable the seafarer/RPSL/Shipping company to register and generate the online Sign-on Certificate for Covid-19 Vaccination is attached as an Annexure to this Circular.

5. Whereas the seafarer/RPSL/Shipping Company are required to register on the DGS website for the vaccination as per the above mentioned SOP, they are required to get themselves registered on the Co-WIN Portal also and schedule his/her vaccination appointment at https://www.cowin.gov.in/home with the respective Port Trust Hospital.

6. This issues with the approval of Director General of Shipping & Additional Secretary to the Govt. of India and Chairpersons of Mumbai Port Trust, Kolkata Port Trust and Cochin Port Trust.

Encl: Operating Procedure” (SOP) to enable the seafarer/RPSL/Shipping company to register and generate the online Sign-on Certificate for Covid-19 Vaccination.
Standard Operating Procedure (SOP) for

generation of Sign On Certificate for priority vaccination of seafarer by Shipping Company/ RPS Agency.

1. Login to e-Governance system by using User Id and Password provided by D. G. Shipping www.dgshipping.gov.in → e-Governance
2. Go to the link -> Sign on Certificate for Vaccination at dedicated Hospital-> Sign on Certificate->Submit Application.
3. Enter INDoS No. and click continue button.
4. System shall populate seafarer details.
5. Fill the required data and click ‘Submit’ button.
   a. Company cannot submit the details for Sign on Certificate for the seafarer whose INDoS no. was deactivated.
   b. Only active Shipping Company/ RPSL Agency can submit the details for Sign on Certificate.
6. After submission, system will display application No. and same will be forwarded to Issuing Authority for processing.
7. Issuing Authority can either approve or reject the application.
8. If Application is approved and Sign on Certificate is generated by Issuing authority, system generated email will be sent to the Company/RPSL and Seafarer. System will also send auto SMS to Seafarer with Certificate No.
9. Print option will be available for Company/RPSL/Seafarer to print the Certificate available on link -> Sign on Certificate for Vaccination at dedicated Hospital-> Sign on Certificate->View Application Status.

Annexure to DGS Circular No. 10 of 2021 dated 28.04.2021
Screen Shot of the process flow

A. For RPSL/ SHIPPING COMPANY

1. Login to e-Governance system by using User Id and Password provided by D. G. Shipping  [www.dgshipping.gov.in → e-Governance]

2. Enter ID and password
3. Click on “Sign on Certificate for Vaccination at dedicated Hospital”

4. Click on Submit Application:
5. Enter INDoS No. and click continue button.

6. System shall populate seafarer details. Fill the required data and click ‘Submit’ button Enter Details of Seafarer & click on Submit:
7. **View Submitted Application, Certificate and Generate Reports.**
   Go to the link -> Sign on Certificate » View Application Status
8. Click on VIEW & Certificate number to see details & Generate report respectively.
9. Generate Summary Report:

![Summary Report Image]

**Summary Report**

<table>
<thead>
<tr>
<th>RPS Agency</th>
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<th>Total</th>
</tr>
</thead>
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<td>1</td>
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<tr>
<td></td>
<td>Total</td>
<td>1</td>
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<td>1</td>
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</table>

**Details**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Reference No</th>
<th>No. of. No</th>
<th>Name of Seafarer</th>
<th>Mobile No.</th>
<th>CCC No.</th>
<th>Rank</th>
<th>Date of Commencement of Contract</th>
<th>Proposed Place of Vaccination</th>
<th>Status</th>
<th>Certificate No</th>
<th>Certificate Issue Date</th>
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</thead>
<tbody>
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<td>123456</td>
<td>Kumar RAJESH</td>
<td>01234589</td>
<td>890123</td>
<td>5</td>
<td>25 APR-2021</td>
<td>Mumbai</td>
<td>Approved</td>
<td>DSB/123456</td>
<td>25 APR-2021</td>
</tr>
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</table>
B. For Seafarer to View submitted details and Print Sign on Certificate for Vaccination:

1. Login to e-Governance system by using User Id and Password provided by D. G. Shipping (www.dgshipping.gov.in →eGovernance ) - Go to the link- > Sign on Certificate for Vaccination at dedicated Hospital

2. Sign on Certificate- >View Application and Certificate
3. Seafarer can take print out by clicking on the Certificate No. and can view the data submitted by RPSL/ Shipping Company.
<table>
<thead>
<tr>
<th>Certificate No.</th>
<th>DGS/V/04213</th>
<th>Issue Date</th>
<th>26-APR-2021</th>
</tr>
</thead>
</table>

**Certificate Details**

**Signature Certificate No. for Vaccination Request:** DGS/V/04213

**Company Name:** MANNING AGENT TEST

**Authority:** Directorate General of Shipping

**Address:** 9th floor, BETA Building, I – Think Techno Campus, Kanjur Marg (East), Mumbai - 400 042, INDIA

**Contact No.:** 022-25782012 / 9920095711

**Email Id:** pandurang.rav@nic.in

### Seafarer Details

- **Surname / Last Name:** Kumar
- **Given Name:** RAKESH
- **Passport No.:** WERAS34324
- **Date of Birth:** 11-AUG-1981
- **Gender:** Male
- **Email Id:** SDADASD@ASDD.COM
- **Rank:** Watch Keeping Deck Officer (NCV) OINW
- **Mobile No.:** XXXXXXXX

### Application Details

- **Application Date:** Kumar
- **INDoS No.:** SR_N0001
- **Sur Name / Last Name:** Kumar
- **Given Name:** RAKESH
- **Date of Birth:** 11-AUG-1981
- **Gender:** Male
- **Mobile No.:** XXXXXXXX
- **Rank:** Watch Keeping Deck Officer (NCV) OINW
- **Date of Commonement of Contract:** 21-APR-2021
- **Proposed Place for Vaccination:** Mumbai
- **Application Submitted By:** MANNING AGENT TEST
- **Date of Commonement of Contract:** 21-APR-2021
- **Certificate Details**

**Certificate No.:** DGS/V/04213

**Issue Date:** 26-APR-2021

**Remarks:**