



DIRECTORATE GENERAL OF SHIPPING, MUMBAI

SOP

for Priority Vaccination
of Seafarer





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-CIR/2/2021-COASTAL - DGS

Dated: 28.04.2021

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

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

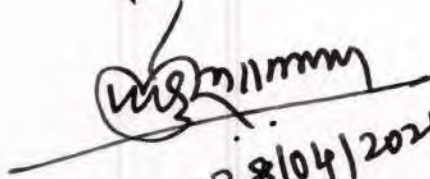
9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

Cochin Port Trust

Address of the Hospital - Cochin Port Trust Hospital, Willingdon Island, Island, Cochin-03, Kerala-682003
Name - Dr. Roy Thomas
Designation - CMO
Telephone No. - Office-0484-2666403/ 9847049026
E-mail - cmo@cochinport.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.


28/04/2021

(Dr. Pandurang K. Raut)
Deputy Director General of Shipping

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



Annexure to DGS
Circular No. 10 of
2021 dated
28.04.2021

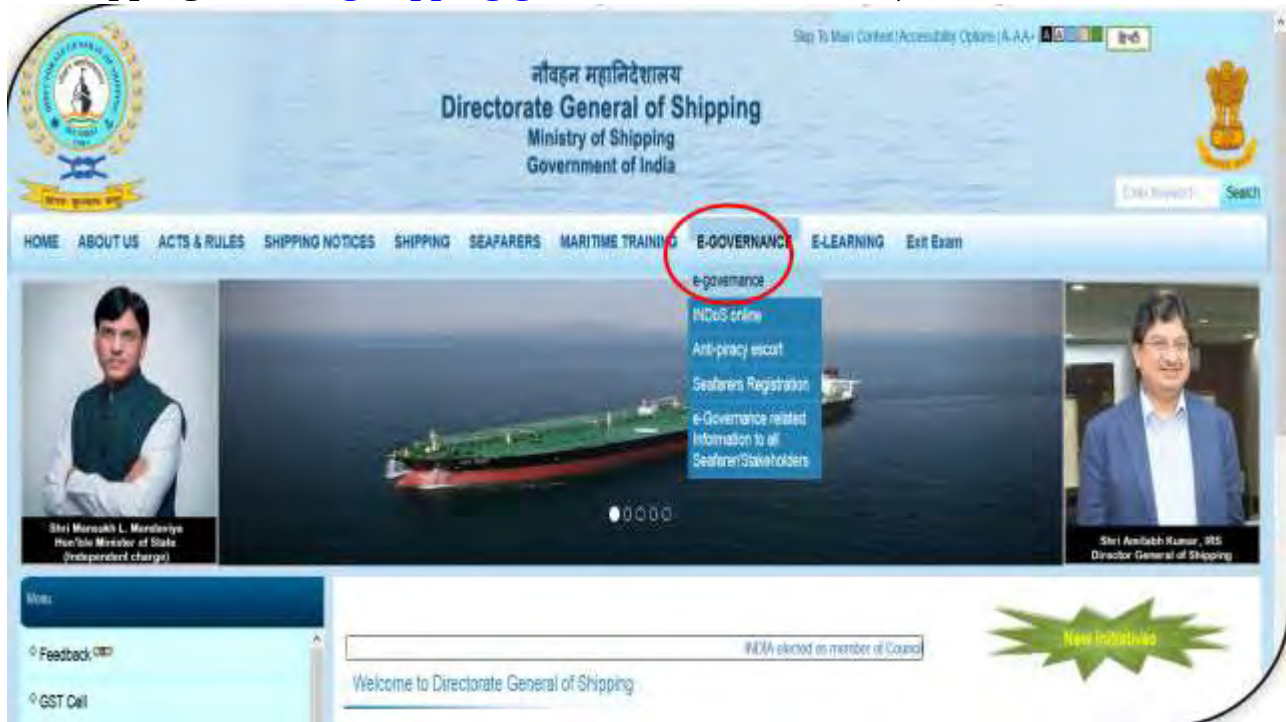
Standard Operating Procedure (SOP) for
Generation of Sign On Certificate for priority vaccination of seafarer by
Shipping Company/ RPS Agency.

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.

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.

The screenshot shows the DG Shipping web portal interface. At the top, it says 'DG Shipping' and 'Directorate General of Shipping, Mumbai'. Below the header, there is a navigation menu with 'Sign on Certificate' selected. The main content area is titled 'Details for Sign on Certificate'. There is a search bar and a form with the following fields:

INDoS No. *	
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At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red.

6. System shall populate seafarer details. Fill the required data and click 'Submit' button Enter Details of Seafarer & click on Submit:

The screenshot shows the DG Shipping web portal interface with the 'Details for Sign on Certificate' form populated with seafarer details. The 'Submit' button is circled in red.

Seafarer Details

INDoS No. *	091_44001	Given Name *	PWEER
Sur Name / Last Name *	Kumar	CTC No.	0000000
Passport No. *	ME9434024	Date of Birth *	11-AUG-1981
Gender *	Male	Email ID *	BDGASG@DGSD.COM
Mobile No. *	00000000	Rank *	
		Date of Commencement of Contract *	
Proposed Place for Vaccination *	SELECT		

At the bottom of the form, there are three buttons: 'Back', 'Submit', and 'Reset'. The 'Submit' button is circled in red.

Data Submitted successfully (Reference No. : 6)

7. View Submitted Application, Certificate and Generate Reports.

Go to the link -> Sign on Certificate » View Application Status

Sign on Certificate » View Application Status

Search Application	
Search Criteria	
INDUS No.:	Reference No.:
DOC No.:	Metric No. of Seafarer:
Certificate No.:	Proposed place for Vaccination: <input type="button" value="Select"/>
Application Submitted Between:	and
<input type="button" value="View Details"/> <input type="button" value="Cancel"/> <input type="button" value="Generate Summary Report"/>	

8. Click on VIEW & Certificate number to see details & Generate report respectively.

The screenshot displays the DG Shipping web application interface. At the top, the header includes the DG Shipping logo and the text "Directorate General of Shipping, Mumbai". Below the header, there is a navigation menu with options like "Sign on Certificate" and "Sign on Certificate - View Application Status". The main content area features a "View Application Details" section with a "Generate Report" button circled in red. Below this is a table with columns for Application Date, Reference No., MDS No., Name of Seafarer, Date of Birth, Passport No., Status, Certificate No., Issue Date, and Details. The first row of data is highlighted, and the "Certificate No." and "View" buttons in this row are also circled in red.

Application Date	Reference No.	MDS No.	Name of Seafarer	Date of Birth	Passport No.	Status	Certificate No.	Issue Date	Details
2021-04-26 20:08:47	8	SR_0001	NAKESH Kumar	11-AUG-1981	W59424234	Approved	000104213	26-04-2021	View



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DIRECTORATE GENERAL OF SHIPPING

Sign on Certificate No. for Vaccination Request: DGSV/04213

Certificate Details

Certificate No. : DGSV/04213
Issue Date : 26-APR-2021

Company Name : MANNING AGENT TEST

Issuing Authority Details

Authority : Directorate General of Shipping
Address : 9th floor, BETA Building, I-Think Techno Campus, Kanjur Marg (East), Mumbai - 400 042, INDIA
Contact No. : 022-25752012 / 9920095711
Email Id : pandurang.raut@nic.in

Seafarer Details

Sur Name / Last Name : Kumar
Given Name : RAKESH
Passport No. : WERAS34324
INDoS No. : SR_N0001
Gender : Male
Email Id : SDADASD@ASDD.COM
Rank : Watch Keeping Deck Officer (NCV) OINW
Date of Commencement of Contract : 21-APR-2021
Proposed Place for Vaccination : Mumbai

Date of Birth : 11-AUG-1981
CDC No. : XXXXXXXX
Mobile No. : XXXXXXXXX



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DIRECTORATE GENERAL OF SHIPPING

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 : XXXXXXXXX
Rank : Watch Keeping Deck Officer (NCV) OINW
Date of Commencement of Contract : 21-APR-2021
Application Submitted By : MANNING AGENT TEST
Status : Approved

Reference No. : 6

CDC No. : XXXXXXXX
Passport No. : WERAS34324
Email Id : SDADASD@ASDD.COM

Proposed Place for Vaccination : Mumbai



Certificate Details

Certificate No. : DGSV/04213
Remarks :

Issue Date : 26-APR-2021

9. Generate Summary Report:

shipping Directorate General of Shipping, Mumbai

Welcome MANNING AGENT TEST (Wednesday 28/04/2021 12:04 PM)


Sign on certificate

Sign on Certificate - View Application Status

Search Application

Search Criteria

INDoS No.:	Reference No.:
CDC No.:	Mobile No. of Seafarer:
Certificate No.:	Proposed place for Vaccination: <input type="text" value="Select"/>
Application Submitted Between:	and:



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DIRECTORATE GENERAL OF SHIPPING

Application Status of MANNING AGENT TEST

Summary Report

		Approved	Total
RPS Agency	MANNING AGENT TEST	1	1
	Total	1	1
Total		1	1

Details

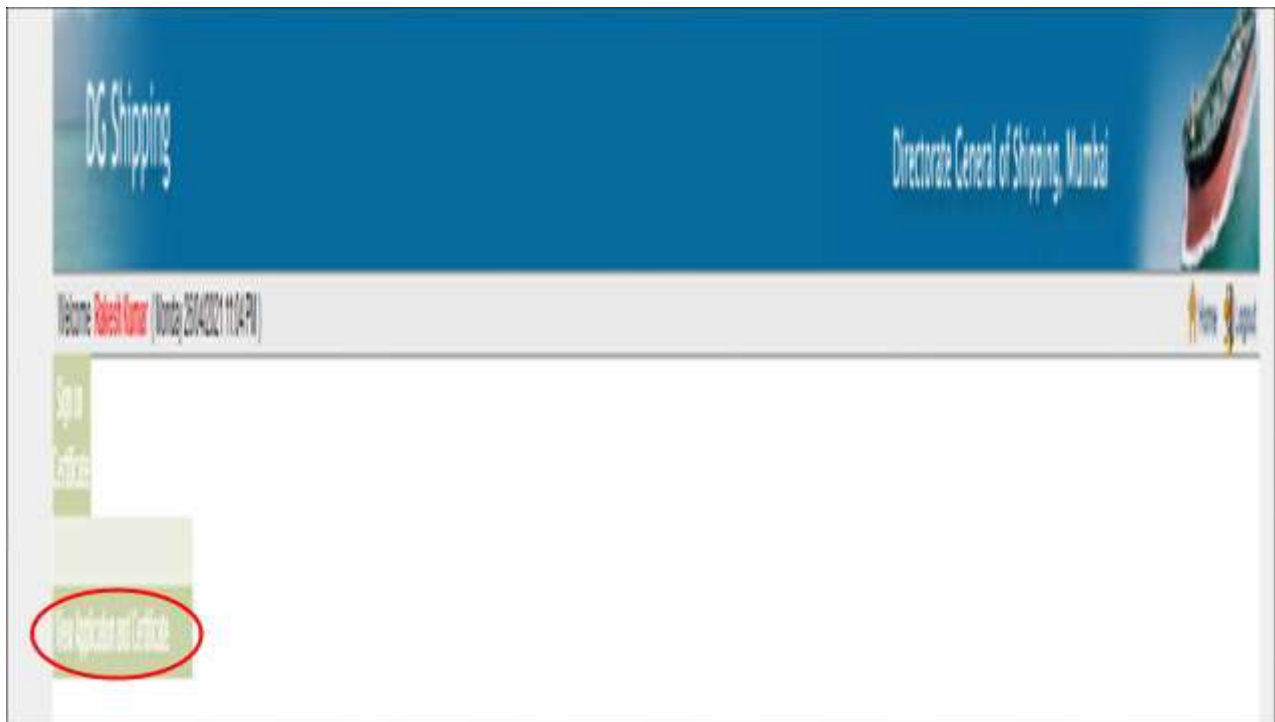
Sr. No	Reference No.	INDoS No.	Name of Seafarer	Mobile No.	CDC No.	Rank	Date of Commencement of Contract	Proposed Place for Vaccination	Status	Certificate No.	Certificate Issue Date
1	8	SR_0001	Kumar RAKESH	xxxxxxxxxx	xxxxxxxxxx	Watch Keeping Deck Officer (NCV) CHINA	21-APR-2021	Mumbai	Approved	DGS/V/04213	28-APR-2021

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.

The screenshot shows the DG Shipping web portal interface. At the top, it says "DG Shipping" and "Directorate General of Shipping, Mumbai". Below that, there is a navigation menu with "Sign on Certificate" and "View Application Status". The main content area is titled "View Application Details" and contains a table with the following columns: Application Date, Reference No., MDS No., Name of Seafarer, Date of Birth, Passport No., Status, Certificate No., Issue Date, and Details. A "Generate Report" button is located above the table. The table has one entry with the following data: Application Date: 2021-04-26 21:08:47, Reference No.: 6, MDS No.: SR_0001, Name of Seafarer: RAMESH Kumar, Date of Birth: 11-AUG-1981, Passport No.: W58454234, Status: Approved, Certificate No.: DG51104212, Issue Date: 26-APR-2021, and a "View" button in the Details column. The "Generate Report" button, the "Certificate No." field, and the "View" button are circled in red.

Application Date	Reference No.	MDS No.	Name of Seafarer	Date of Birth	Passport No.	Status	Certificate No.	Issue Date	Details
2021-04-26 21:08:47	6	SR_0001	RAMESH Kumar	11-AUG-1981	W58454234	Approved	DG51104212	26-APR-2021	View



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 DIRECTORATE GENERAL OF SHIPPING

Sign on Certificate No. for Vaccination Request: DGS/V/04213

Certificate Details

Certificate No. : DGS/V/04213 Company Name : MANNING AGENT TEST
 Issue Date : 26-APR-2021

Issuing Authority Details

Authority : Directorate General of Shipping
 Address : 9th floor, BETA Building, I-Think Techno Campus, Kanjur Marg (East), Mumbai - 400 042, INDIA
 Contact No. : 022-25752012 / 9920095711
 Email Id : pandurang.raut@nic.in

Seafarer Details

Sur Name / Last Name : Kumar
 Given Name : RAKESH
 Passport No. : WERAS34324 Date of Birth : 11-AUG-1981
 INDoS No. : SR_N0001 CDC No. : XXXXXXXX
 Gender : Male Mobile No. : XXXXXXXX
 Email Id : SDADASD@ASDD.COM
 Rank : Watch Keeping Deck Officer (NCV) OINW
 Date of Commencement of Contract : 21-APR-2021 Proposed Place for Vaccination : Mumbai



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 DIRECTORATE GENERAL OF SHIPPING

Application Details

Application Date : Kumar Reference No. : 6
 INDoS No. : SR_N0001
 Sur Name / Last Name : Kumar
 Given Name : RAKESH
 Date of Birth : 11-AUG-1981 CDC No. : XXXXXXXX
 Gender : Male Passport No. : WERAS34324
 Mobile No. : XXXXXXXX Email Id : SDADASD@ASDD.COM
 Rank : Watch Keeping Deck Officer (NCV) OINW
 Date of Commencement of Contract : 21-APR-2021 Proposed Place for Vaccination : Mumbai
 Application Submitted By : MANNING AGENT TEST
 Status : Approved



Certificate Details

Certificate No. : DGS/V/04213 Issue Date : 26-APR-2021
 Remarks :