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Sub: Draft new procedure for uploading seafarers engagement and discharge data [Article of Agreement and Form – I, RPSL] – req.

Whereas, the submission of details of seafarers engagement and discharge on Indian flag vessels has been functional in DGS e-governance module to facilitate the Indian ship owners and their authorised agent to electronically submit the data into DGS e-governance system.

And whereas, similarly the details of seafarers engagement and discharge on foreign flag vessels are also being submitted by the RPSLs in Form – I electronically.

And whereas, there is no timeframe vide which the seafarers' data is submitted by end users into the e-governance system of DGS, which leads disparity and inconvenience to the seafarers for their subsequent employment and also for counting of sea service for various purposes.

And whereas, it is noted that some of the RPS are employing seafarers more than the number of seafarers covered under the bank guarantee deposited by them for protection of their wages & repatriation cost under M.S.(R&PS) rules.

And whereas, it has been reported by the seafarers a number of times that their data in the past has not been submitted by the company/RPS concerned.

Now therefore, a new procedure as below for submission of seafarers data in respect of their engagement and discharge is formulated which is functional from now

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and will come into force from 01.03.2019.

(1) The "Date of Sign On Shore"/"Date of Commencement of Contract" shall be entered with in 7 days from the date of contract signed.

(2) The "Sign On Ship Date" shall be entered with in 30 days from "Date of Sign On Shore"/"Date of Commencement of Contract".

[The facility to enter "Sign On Ship Date" is now available in e-Governance system for all sea service entries where "Date of Sign On Shore" has been entered and "Sign Off Date" is not submitted.

It is mandatory to update all the pending "Sign On Ship Date" before 01-Mar-2019 for seafarers who are still on board and their Sign Off from ship is yet to happen, failing which the "Sign On Ship Date " shall not be available for submission after 01-Mar-2019 in such cases.]

(3) The "Sign Off Ship Date " shall be entered with in 7 days from the seafarer signs off from the ship.

(4) The "Sign Off Shore Date "/"Date of Completion of Contract" shall be entered with in 7 days from the date of the signed off shore.

(5) The system will not allow to submit any data if the details are not submitted in the stipulated time frame.

(6) 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.

All end users are advised to strictly adhere to the above new procedure. Defaulter shipowner/Shipowners' authorized agents/RPSL will be publicized in the DGS website.



In the event of default of the said provisions of new procedure, the shipowner/RPSL shall be debarred for using the said system for a period of one month.

In the event if it is reported by the seafarers concerned that their data has not been uploaded by the company/RPSL then the company/RPSL shall be debarred for using the system for a period of 3 months.

Repeated defaulters shall be debarred from using the DGS e-system beside strict action against them under the provision under Section 436 of M. S. Act, 1958 and M.S. (R&PS) Rules 2016.

Comments on this draft new procedure if any, may be submitted to this Directorate by 10.02.2019 on the following emails:

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This issues with the approval of Director General of Shipping, Gol.



(Subhash Barguzer)

Deputy Director General of Shipping(Crew Branch)