



# Technical Circular

No.: 064/2020

Date: 24<sup>th</sup> April 2020

## **Subject: DGS, Order No. 12 of 2020 Reg Standard Operating Procedures / Protocols (SOP) for controlled crew change in view of COVID-19 outbreak**

1. Reference is made to our Technical Circular No. 061/2020 dated 22<sup>nd</sup> April 2020 regarding Ministry of Home Affairs, GOI instructions in respect of Sign-on and Sign-off of Indian Seafarers at Indian Ports.
2. The Directorate vide DGS Order No. 12 of 2020 has now prescribed **Standard Operating Procedures / Protocols (SOP)** for controlled crew change for seafarer sign-on and sign-off at Indian ports as detailed below;

### **A. For Sign-on:**

- a. Ship owner / Recruitment and Placement Service (RPS) agency to identify Seafarer for joining a vessel.
- b. Seafarer to fill up the travel and contact history for **last 28 days** as per Form 1 of DGS Order 12 of 2020 and submit it to the ship owner / RPS agency by email.
- c. Ship owner / RPS agency to submit the duly filled in seafarer's travel and contact history Form to a DGS approved medical examiner, for assessment and certification of the seafarer's fitness to join ship.
- d. Based on the seafarer's travel and contact history for last 28 days submitted by the ship owner / RPS agency, the medical examiner may call the seafarer for standard medical examination prescribed by DGS for certifying medical fitness of the seafarer.
- e. Upon medical examiner's confirmation for processing the sign-on, the following further processes are to be completed by the Ship owner / RPS agency:
  - i. Seafarer's travel route is to be identified;
  - ii. Details of the Seafarer, vehicle, and driver for the proposed travel to be uploaded on DGS website "e-pass for seafarer's link" for generation of e-pass, if needed.
- f. The downloaded e-pass is to be submitted to the local authority in the area where the seafarer resides for clearance for sign-on and for issue of a transit pass from the place of residence to the place of embarkation on the vessel.

**IRCLASS**

. This Technical Circular and the material contained in it is provided only for the purpose of supplying current information to the reader and not as an advice to be relied upon by any person.  
. While we have taken utmost care to be as factual as possible, readers/ users are advised to verify the exact text and content of the Regulation from the original source/ issuing Authority.

- g. The transit pass (to and fro) for such movement by road, for the seafarer and one driver, will be issued by the Government of the State / Union Territory where the seafarer resides.
- h. The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored / allowed by the authorities of the State / Union Territory along the transit route.
- i. Ship owner / RPS agency to ensure completion of the following processes prior to sign-on:
  - i. Uploading on DGS website the requisite details of the Seafarer as per Form I / IIIA;
  - ii. Vehicle to be properly sanitized and sanitizers, PPE (masks, hand gloves) kept in place for driver and seafarer;
  - iii. Seafarer and driver to maintain the social distancing requirements as per MoHFW guidelines;
  - iv. At the city of port of embarkation, the Seafarer is to undergo the COVID-19 test to confirm "negative" test result for COVID-19.
  - v. The seafarer would be ready for sign-on if the Covid-19 test is negative. Otherwise action would be taken as per guidelines of MoHFW;
  - vi. Online sign-on (e-migrate) is to be done for the seafarer;
- j. Till the time test results are awaited, the seafarer is to be dropped at a safe location by the car.
- k. With the completion of the above formalities and negative COVID-19 test report, the seafarer would be ready for signing-on and can be placed on board.
- l. Driver to drop seafarer in the port, as applicable and use the pass for return journey.

**B. For Sign-off:**

- a. The master of a vessel, before arrival at its port of call in India, is to ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port, like

temperature chart, individual health declaration, etc. are also to be provided by the master as per the directives of the health authorities of the port. Port health authorities will grant pratique to the vessel prior to berthing as per necessary health protocols.

- b. Seafarer to wear necessary PPE (masks, hand gloves) on arrival.
- c. Seafarer will be cleared by Immigration authority.
- d. Seafarer arriving on a vessel would undergo the COVID-19 test to confirm that he/she is negative of COVID-19. After disembarking and till the time the seafarer reaches the facility for sample collection/ testing to be mutually decided by the Port & State Government, within port premises, it is to be ensured by the shipowner / RPS that all safety precautions as per standard health protocol are observed.
- e. Till the time test reports are received, the seafarer is to be kept under quarantine facility approved by the Port and State Health Authorities.
- f. If the seafarer is tested as "positive" for COVID-19, he/ she will be dealt with as per the procedures laid down by MoHFW, GOI.
- g. Seafarer arriving on a vessel from any foreign port within 14 days of departure from foreign port is to be kept in quarantine for a total of 14 days from the date of departure from the last foreign port at a facility approved by the Port or State authority. On completion of 14 days, he is to undergo a COVID-19 test to confirm 'negative' test.
- h. Upon a seafarer tested as "negative", the ship owner / RPS agency to ensure completion of the following processes:
  - i. Seafarer's travel route post sign-off is to be identified;
  - ii. Details of the Seafarer, vehicle, and driver for the proposed travel to be uploaded on DGS website "e-pass for seafarers link" for generation of e-pass, if needed;
  - iii. Requisite details of the seafarer as per Form I / IIIA are to be uploaded on DGS website.
- i. Seafarer/ Shipping company/ RPS to download the e-pass from his / her 'DGS E-governance seafarer profile', if needed.

- j. The downloaded e-pass to be submitted to the Local Authority in the area where the seafarer disembarks for clearance for sign-off, for issue of a transit pass from the place of disembarkation to the place of his/ her residence.
  - k. The transit pass for such movement by road, for the seafarer and one driver, will be issued by local authorities of the Government of the State/ Union Territory where the seafarer disembarks.
  - l. The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored/ allowed by the authorities of the State/ Union Territory along the transit route.
  - m. Ship owner / RPS agency to ensure the following for taking seafarer home:
    - i. Vehicle being used for travel is properly sanitized and PPE (masks, hand gloves) and sanitizers made available for driver and seafarer;
    - ii. Driver and seafarer to maintain the social distancing requirements as per MoHFW guidelines.
3. Ship owners/ operators, Masters and RPSL are advised to be guided by above while carrying out Sign-on and Sign-off of Indian Seafarers at Indian Ports.

**Enclosure:**

DGS Order No. 12 of 2020, dated 22 April 2020.

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भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 22.04.2020**

**DGS Order No. 12 of 2020**

**Subject: Standard Operating Procedures / Protocols (SOP) for controlled crew change - reg.**

1. The corona virus (COVID-19) pandemic has created a global crisis which has impacted all aspects of life and badly affected the work environment. In the maritime sector, it has severely impacted the ship to shore interactions, including crew changes.
2. The Ministry of Home Affairs' vide their Order No.40-3/2020-DM-I(A) dated 21.04.2020 have included Sub-Clause (iii) under Clause 17 on Movement of persons to allow sign-on and sign-off of Indian seafarers at Indian ports and their movement for the aforesaid purpose as per the attached Standard Operating Protocol (SOP). The attached SOP has also noted that DG (Shipping) will prescribe the detailed protocol with regard to sign-on and sign-off to be followed. (Copy attached).
3. The Directorate has earlier issued DGS Order No. 04 of 2020 dated 20.03.2020, DGS order No. 05 of 2020 dated 23.03.2020 and clarification on DGS Order No. 04 of 2020 & DGS Order No. 05 of 2020 dated 24.03.2020 about sign on / sign off of Indian seafarers in which seafarers were advised to exercise utmost caution in respect of sign off in foreign ports due to the international and domestic travel restrictions imposed by various international and national authorities.
4. As indicated in the Ministry of Home Affairs (MHA), Govt. of India, vide Order No. 40-3/2020-DM-I (A) dated 21.04.2020 and to facilitate and regulate crew change for seafarers so that the safe environment on the ship is not compromised or no contamination is brought from ship to shore, the Directorate hereby prescribes the following Standard Operating Procedures / Protocols(SOP) for controlled crew change for compliance by all stakeholders;

**5. Standard Operating Procedures / Protocols(SOP) for controlled crew change for seafarer sign-on and sign-off at Indian Port -**

**1. For Sign-on**

1. Ship owner / Recruitment and Placement Service (RPS) agency to identify Seafarer for joining a vessel.

*Amilatah Jind*  
22/4/2020

बीटा बिल्डिंग, 9वीं मंजिल, आई थिंक टेक्नो कैम्पस, कांजूर गाँव रोड, कांजूरमार्ग (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

2. Seafarer to fill up the travel and contact history for last 28 days as per Form I<sup>i</sup>(attached) and submit it to the ship owner / RPS agency by email.
3. Ship owner / RPS agency to submit the duly filled in seafarer's travel and contact history Form to a DG (Shipping) approved medical examiner, for assessment and certification of the seafarer's fitness to join ship.
4. Based on the seafarer's travel and contact history for last 28 days submitted by the ship owner / RPS agency, the medical examiner may call the seafarer for standard medical examination prescribed by DGS for certifying medical fitness of the seafarer.
5. Upon medical examiner's confirmation for processing the sign-on, the following further processes are to be completed by the Ship owner / RPS agency:
  - a. Seafarer's travel route is to be identified;
  - b. Details of the Seafarer, vehicle, and driver<sup>ii</sup> for the proposed travel to be uploaded on DGS website "e-pass for seafarers link" for generation of e-pass, if needed.
6. The downloaded e-pass to be submitted to the local authority in the area where the seafarer resides for clearance for sign-on and for issue of a transit pass from the place of residence to the place of embarkation on the shipping vessel.
7. The transit pass (to and fro) for such movement by road, for the seafarer and one driver, will be issued by the Government of the State / Union Territory where the seafarer resides.
8. **The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored / allowed by the authorities of the State / Union Territory along the transit route.**
9. Ship owner / RPS agency to ensure completion of the following processes prior to sign-on:
  - a. Uploading on DGS website the requisite details of the Seafarer as per Form I / IIIA;
  - b. Vehicle to be properly sanitized and sanitizers, PPE (masks, hand gloves) kept in place for driver and seafarer;
  - c. Seafarer and driver to maintain the social distancing requirements as per MoHFW guidelines<sup>iii</sup>;
  - d. At the city of port of embarkation, the Seafarer shall undergo the COVID-19 test to confirm "negative" test result for COVID-19.
  - e. The seafarer would be ready for sign-on if the Covid-19 test is negative. Otherwise action would be taken as per guidelines of MoHFW;
  - f. Online sign-on (e-migrate) to be done for the seafarer;
10. Till the time test results are awaited, the seafarer will be dropped at a safe location<sup>iv</sup>, by the car.
11. With the completion of the above formalities and negative CoVID-19 test report, the seafarer would be ready for signing-on and can be placed on board.
12. Driver to drop seafarer in the port, as applicable and use the pass for return journey.

*Sanjiv Kumar*  
22/04/2020



## 2. For Sign-off

1. The master of a vessel, before arrival at its port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port, like temperature chart, individual health declaration, etc. shall also be provided by the master as per the directives of the health authorities of the port. Port health authorities shall grant pratique to the vessel prior to berthing as per necessary health protocols.
2. Seafarer to wear necessary PPE (masks, hand gloves) on arrival.
3. Seafarer will be cleared by Immigration authority.
4. Seafarer arriving on a vessel would undergo the COVID-19 test to confirm that he/she is negative of COVID-19. After disembarking and till the time the seafarer reaches the facility for sample collection/ testing to be mutually decided by the Port & State Government, within port premises, it will be ensured by the shipowner / RPS that all safety precautions as per standard health protocol are observed.
5. Till the time test reports are received, the seafarer shall be kept under quarantine facility approved by the Port and State Health Authorities.
6. If the seafarer is tested as "positive" for COVID-19, he/ she will be dealt with as per the procedures laid down by MoHFW, Govt. of India.
7. Seafarer arriving on a vessel from any foreign port within 14 days of departure from foreign port shall be kept in quarantine for a total of 14 days from the date of departure from the last foreign port at a facility approved by the Port or State authority. On completion of 14 days, he shall undergo a COVID-19 test to confirm 'negative' test.
8. Upon a seafarer tested as "negative", the Ship owner / RPS agency to ensure completion of the following processes:
  - a. Seafarer's travel route post sign-off is to be identified;
  - b. Details of the Seafarer, vehicle, and driver<sup>ii</sup> for the proposed travel to be uploaded on DGS website "e-pass for seafarers link" for generation of e-pass, if needed;
  - c. Requisite details of the seafarer as per Form I / IIIA are to be uploaded on DGS website.
9. Seafarer/ Shipping Company/ RPS to download the e-pass from his / her 'DGS E-governance seafarer profile', if needed.
10. The downloaded e-pass to be submitted to the Local Authority in the area where the seafarer disembarks for clearance for sign-off, for issue of a transit pass from the place of disembarkation to the place of his/ her residence.
11. The transit pass for such movement by road, for the seafarer and one driver, will be issued by local authorities of the Government of the State/Union Territory where the seafarer disembarks.
12. **The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honored/ allowed by the authorities of the State/ Union Territory along the transit route.**

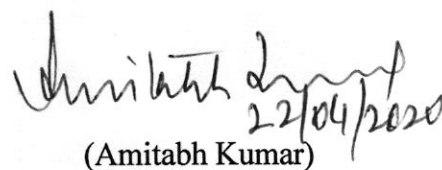
*Umita S*  
22/04/2020

13. Ship owner / RPS agency to ensure the following for taking seafarer home:

- a. Vehicle being used for travel is properly sanitized and PPE (masks, hand gloves) and sanitizers made available for driver and seafarer<sup>iii</sup>;
- b. Driver and seafarer to maintain the social distancing requirements as per MoHFW guidelines<sup>iii</sup>.

**Notes:**

1. Shipowners / RPS Agency may, at their choice, consider isolating the seafarer for 14 days prior the medical examinations for sign-on purposes in the city of embarkation port, so that there are no complications due to COVID-19 after the seafarer joins the ship. In such cases transit pass will be issued for journey to the supervised isolation centres set up by the shipping companies/RPS and again to the port of embarkation. The SoP for road journey will be followed.
2. All necessary arrangements and facilities at ports in accordance with the guidelines of MoHFW will be made by the port authorities concerned.
3. The cost of transportation of seafarers will be borne by the ship owner / RPS agency.
4. Authenticity of the E-pass is verifiable online in [www.dgshipping.gov.in](http://www.dgshipping.gov.in)
5. In case of any difficulty is faced en-route for signing-on or after signing-off, the seafarer may contact any of the following:
  - a) Contact details of e-pass issuing authority as mentioned under section in "pass details" /
  - b) DG Comm. center (022-22614646) /
  - c) Subash Barguzer, Dy. DG [Crew] ([barguzer-dgs@nic.in](mailto:barguzer-dgs@nic.in)) and /
  - d) Capt. (Dr.) A. Daniel J Joseph, Dy. DG [Tech.] ([danieljohn-dgs@gov.in](mailto:danieljohn-dgs@gov.in))
6. Declaration of travel history of seafarer (Form 1) - Annexure I
7. The detailed process for generation of e-pass for seafarers by ship owner / RPS agency is detailed in - Annexure II

  
22/04/2020

(Amitabh Kumar)

Director General of Shipping &  
Additional Secretary to the Govt. of India

Enclosure(s): As above

1. <sup>i</sup>Seafarers identified for joining ship should have travel history declared for last 28 days which shall be self-declared by seafarer and verified by Ship owner / RPS agency. This record should be retained by RPS agency and made available to medical practitioner. DG Shipping approved medical examiner shall utilize this information whilst certifying fitness to join ship. (*Annexure 1 Travel history of seafarer to be maintained for verifications by authorities*)



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3. <sup>iii</sup>While applying for e-pass, Ship owner / RPS agency to give declaration that vehicle is properly sanitized & PPE (masks, sanitizers etc.) in place and driver & seafarer would maintain the social distancing requirements as per MoHFW guidelines
  4. <sup>iv</sup>Safe location is a location / place / guest house / hotel etc. where no COVID-19 case is reported till now and has the required amenities for the upkeep of seafarers for the required number of days of isolation

Amitha Singh  
22/4/2020

**Declaration of Travel History of seafarer (past 28 days)**

**Annexure - I**

Name \_\_\_\_\_  
Last sign off date \_\_\_\_\_  
Last sign off port / country \_\_\_\_\_

Indos No. \_\_\_\_\_  
Passport No. \_\_\_\_\_

S. No.	Date	Details / address of place visited (Home, Friend, Hotel, Social gathering, Hospitals etc.)	Approx. time of visit to place(s) Hrs	Name of the person(s) you met with	Contact details (phone no.) of person(s) met

I / we, do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name / Sign.

## Annexure - II

### **Process of Generation of e-pass by Ship owner / RPS agency for seafarers:**

1. Login to E-Governance system by using User Id and Password provided by DG Shipping for other modules. ( [www.dgshipping.gov.in](http://www.dgshipping.gov.in) →E-Governance)
2. Go to the link -> e-pass for Seafarer->e-pass ->Generate / Cancel e-pass
3. Enter INDoS No. and select sign-on / sign-off from dropdown and click “Continue” button.
4. System shall populate Seafarer details along with list of e-pass issued by the same company earlier, if any
5. For approval of the e-pass click the ‘Submit data’ and fill the required data and submit.
6. Upon submission of data, system would display “Reference No.” and same application sent to the Issuing Authority for approval.
7. The designated e-pass issuing authority may approve / reject the e-pass on the system using his / her administrators ID provided by DGS
8. On approval of the application by authority, e-pass would be generated and available in seafarers’ profile for download. System would send an auto intimation SMS to seafarer with the details of e-pass generated
9. Seafarer can view and download the e-pass at the link e-pass for Seafarer->e-Pass ->View after login
10. System would also send an auto generated email intimation to the seafarer and ship owner / RPS agency with the details of e-pass generated
11. The ship owner / RPS agency may print the e-pass which is available at their profile at the link “View Application Status”
12. e-pass can be verified in the e-pass checker link available on DG Shipping website [www.dgshipping.gov.in](http://www.dgshipping.gov.in)
13. The ship owner / RPS agency may utilize the option of “Cancel e-pass” for cancellation of e-pass

## Step 1: visit [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

The screenshot shows the homepage of the Directorate General of Shipping, Government of India. The header includes the organization's name in Hindi and English, along with the Ministry of Shipping. A navigation menu at the top lists various sections: HOME, ABOUT US, ACTS & RULES, SHIPPING NOTICES, SHIPPING, SEAFARERS, MARITIME TRAINING, E-GOVERNANCE, E-LEARNING, and Exit Exam. The 'E-GOVERNANCE' tab is highlighted, and a dropdown menu shows options like 'e-governance', 'INDoS online', 'Anti-piracy escort', 'Seafarers Registration', and 'e-Governance related Information to all Seafarer/Stakeholders'. The main content area features a large image of a ship at sea, with a 'Welcome to Directorate General of Shipping' message and a brief description of the organization's role. A 'New Initiatives' banner is also visible. The footer includes a 'Swachh Sagar Support Helpdesk' link and the date 11/04/2020.

## Step 2: Log in using user id / password (after clicking 'e-governance' tab)

<http://220.156.189.33/esamudraUI/well.do?method=loadPage>

The screenshot shows the login page of the Directorate General of Shipping. The page title is 'DG Shipping' and the subtitle is 'Directorate General of Shipping, Mumbai'. The main content area features a login form with fields for 'User id' and 'Password', and a 'Login' button. Below the login form, there are several sections: 'Internal Reference Links' with a dropdown menu, 'Ships' with a list of links including 'Ship Registration & Mortgage', 'Casualty & Enquiry', 'Licensing & Chartersing', 'ISM Audit', 'Ship Survey', 'Coastal Shipping', and 'Plan and Manual Approval'; 'Seafarer' with a list of links including 'SMO Other Activities', 'CDC Management & CoC as Cook', 'Update Seafarer Profile', 'Request for Personal Details Correction in Seafarer Profile', 'Watch Keeping Certificate', 'Examination', 'CoC,DC Endorsement/GMDSS Radio Operator', 'eMigration declaration for Master & Chief Engg.', 'Grievance Report for Female Seafarer', 'Grievance Redressal Mechanism', 'Training', 'Recruitment and Placement Services', 'Dispensation', 'Sailing Vessel Identity Card', and 'e-Pass for Seafarers'; 'Independent Modules' with a list of links including 'Administration', 'Equipments & Service Station', 'PortNet', 'Meetings & Resolutions', 'Rules & Regulation Information System', 'MPSO', 'MTO Renewal', and 'Heralt Service Station (Pyrotechnics/Dispenser/Manufacturer/Importer)'; and 'Rules' with a dropdown menu. The page also includes a 'Contact Us' section with an email address and phone numbers, and a 'DG e-Learn' link. The footer shows the date 11/04/2020.

## Step 3: Logged in

http://localhost:8888/esamudraUI/homePage.do?method=loadHomePageMenu

Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST**

Reset Password  
Logout

Internal Reference Links

Select Go

**Ships**  
Ship Registration & Mortgage  
Casualty & Enquiry  
Licensing & Chartering  
ISM Audit  
Ship Survey  
Coastal Shipping  
Plan and Manual Approval

**Seafarer**  
SMO-Other Activities  
CDC Management & CoC as Cook  
Update Seafarer Profile  
Request for Personal Details Correction in Seafarer Profile  
Watch Keeping Certificate  
Examination  
CoC,DC Endorsement/GMDSS Radio Operator  
eMigration declaration for Master & Chief Engg.  
Grievance Report for Female Seafarer  
Grievance Redressal Mechanism  
Training  
Recruitment and Placement Services  
Dispensation  
Sailing Vessel Identity Card  
e-Pass for Seafarer **NEW**

**Independent Modules**  
Administration  
Equipments & Service Station  
PortNet  
Meetings & Resolutions  
Rules & Regulation Information System  
MFSO  
MTO Renewal  
Liferaft Service Station /Pyrotechnics  
Disposer,Manufacturer,Importer

Rules  
Select Go

Contact Us  
esgovernance@dgshipping.in  
Tel: 257229  
25752040/41/42/43/45  
Fax: 257229  
25752028/35

Note : Modules indicated as "Red" colour are not accessible.

DGS e-Learning prog

http://localhost:8888/esamudraUI/loadEpassIndex.do?method=loadIndexPage&type=MENU\_WEB\_EPASS&userName=RPA.1

120% 6:13 PM 11/04/2020

## Step 4: Click "e-pass" option

http://localhost:8888/esamudraUI/loadEpassIndex.do?method=loadIndexPage&type=MENU\_WEB\_EPASS&userName=RPA.1

Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** ( Wednesday 15/04/2020 02:04 PM )

e-Pass

Click to View Standard Operating Procedures (SOP) for Controlled Crew Change

Click to View Declaration of Travel History format

Please note the below process to Generate / Cancel e-Pass

1. Click the link e-Pass -> Generate / Cancel.
2. Enter INDOs No., select Pass required for Sign On / Sign Off and click to Continue.
3. System shall populate list of e-Pass issued earlier if any.
4. Click the link "Cancel" if to wish to cancel the earlier issued pass for any reason.
5. Click the "Continue" button to submit data and generate e-Pass.
6. After Submission of data e-Pass no shall be generated and Print the pass by clicking the link "Print".

120% 2:27 PM 15/04/2020



## Step 5: Chose option (sign-on / sign-off)

The screenshot shows a web browser window with the URL `http://localhost:8888/esamudraUI/loadEpassIndex.do?method=loadSeafarerIndex&bnType=null`. The page header includes "DG Shipping" and "Directorate General of Shipping, Mumbai". A navigation bar contains "e-Pass" and "Submit Application / Cancel e-Pass". The main content area is titled "Details" and contains a search bar, an "INDoS No. \*" input field, and a dropdown menu labeled "e-Pass for Sign On Ship/Sign Off Ship". The dropdown menu is open, showing three options: "Select", "Sign On Ship", and "Sign Off Ship". Below the form are "Continue" and "Cancel" buttons.

## Step 6: Fill up Indos No. of seafarer & click 'submit data for e-pass'

The screenshot shows the same web browser window with the URL `http://localhost:8888/esamudraUI/exelLoadList.do`. The page header is identical to the previous screenshot. The main content area is titled "Personal Details from profile for INDoS No : SR\_N0001". Below the title is a table with the following details:

INDoS Details	
Surname / Last Name : USER	Given Name : TEST B
Passport No. : XXXXXXXXXX	CDC No. : MUM 150115T
Gender : Male	Date of Birth : 11-AUG-1981
Mobile No. : XXXXXXXXXX	Email ID : abc@d@gmail.com

Below the table is a small profile picture of a man in a white uniform. At the bottom of the form are "Back" and "Submit data for e-Pass" buttons. The Windows taskbar at the bottom shows the system tray with the date "15/04/2020" and time "5:12 PM".

## Step 7: Fill up all required data (upload travel history doc & submit)

**Seafarer Details**

INDOS No.\*: SR\_N0001      e-Pass for Sign On Ship/Sign Off Ship\* : Sign On Ship

Sur Name / Last Name\*: USER      Given Name\*: TEST B

Passport No.\*: XXXXXXXXX      CDC No.: MUM 150115T

Gender\*: Male      Date of Birth\*: 11-AUG-1981

Mobile No.\*: XXXXXXXXXX      Email Id\*: abc@gmail.com

**Ship Details**

Official No.:      IMO No.\*:      Name of Vessel\*:      Name of Place\*:      Name of Port / Airport\*:      Name of Place\*:      From Address\*:      To Address\*:      Vehicle No.\*:      Name of Driver\*:      Date of Birth of Driver\*:      Driving License No. of Driver\*:      Model No. of Driver\*:      Name of Agent\*:      Mobile No. of Agent\*:      Email Id of Agent\*:      Upload Travel history declared for last 14 days      Scan copy of Travel history\*:      Browse      (in pdf)      Note : Seafarers identified for joining ship should have travel history declared for last 14 days which shall be self-declared by seafarer and verified by Ship owner / RPS. This record should be retained by RPS and made available to medical practitioner. DG Shipping approved medical examiner shall utilize this information whilst certifying fitness to join ship. (Excel sheet of travel history annexure 1 may be maintained for verifications by authorities)      Declaration      I / we, declare the following:       Vehicle which would be utilized for travel would be properly sanitized.       Personal Protective Equipment's such as masks, hand gloves & sanitizers would be placed in the vehicle for use.       The driver & seafarer would maintain the social distancing requirements as per MoFHW guidelines.      Back      Submit      Reset

## Step 8: Once data is submitted (Note down the Ref. no.)

100%      5:13 PM      15/04/2020

http://localhost:8888/esamudraUI/ePassFromExeAction.do?method=exeEPassFrom      Directorate General of Ship...      DG Shipping      Directorate General of Shipping, Mumbai      Welcome **MANNING AGENT TEST** ( Wednesday 15/04/2020 02:04 PM )      e-Pass      Home      Logout

**Data Submitted successfully ( Reference No. : 21 )**

## Step 9: Track status of application

### View submitted application, e-Pass and generate reports:

1. Go to the link -> e-Pass for Seafarer->e-Pass -> Submit Application / Cancel e-Pass

or

Go to the link -> e-Pass for Seafarer->e-Pass ->View Application Status

The screenshot shows a web browser window with the URL <http://localhost:8888/esamudraUI/loadEpassIndex.do?method=loadCompanyIndexView&btnType=null>. The page title is "DG Shipping" and the header includes "Directorate General of Shipping, Mumbai". The main content area is titled "Search Application" and contains a form with the following fields:

- Search Criteria: INDIAN No., CDC No., Mobile No. of Seafarer, Application Received Between (with a date range selector).
- Reference No. (text input).
- e-Pass for Sign On/Sign Off Ship (dropdown menu).
- e-Pass No. (text input).
- and (text input).

Buttons at the bottom of the form include "View Details", "Cancel", and "Generate Report".


## Step 10: Status of application can be tracked with ref. no.

The screenshot shows a web browser window with the URL <http://localhost:8888/esamudraUI/exeLoadList.do>. The page title is "DG Shipping" and the header includes "Directorate General of Shipping, Mumbai". The main content area is titled "View Application Details" and contains a table with the following columns:

Application Date	Reference No.	Sign On / Sign Off Ship	INDI'S No.	Name of Seafarer	e-Pass No.	Pass Issue Date	Valid Date	Vessel Name	Port/ Air Port	Number of Port / Air Port	Travel History Document	Cancelled?	Details
17/03/2020 10:00:00 AM	21	Sign On Ship	IN_00001	SHARAD K	DGSS/00015200	14 APR 2020	22 APR 2020	ARABIAN SEA	PLA	Master	View	-	View

The "e-Pass No." column is circled in red in the original image. The table also includes a search bar and a "Generate Report" button.

**Step 11: Ship owner / RPS agency may download e-pass from system, once e-pass application status shows approved (auto email notification would be also received to registered email id)**

GOVERNMENT OF INDIA MINISTRY OF SHIPPING DIRECTORATE GENERAL OF SHIPPING		
<b>e-Pass No.:DGS/GMB/042026</b>		
<b>Pass Details</b>		
e-Pass No. : DGS/GMB/042026	Company Name : MANNING AGENT TEST	
Valid From : 15-APR-2020	Valid To : 22-APR-2020	
<b>Issuing Authority Details</b>		
Office : TEST Trust	Address : xxxxxxxxxx, xxxxxxxxxx, xxxxxxxxxx,	
Authority : xxxxxxxx	Email Id : xxxxxxxx@gmail.com	
Name : xxxxxxxx	Contact No. : xxxxxxxx	
Issue Date : 15-APR-2020		
<b>Seafarer Details</b>		
Sur Name / Last Name : USER		
Given Name : TEST B		
Passport No. : xxxxxxxx		Date of Birth : 11-AUG-1981
INDoS No. : SR_N0001		CDC No. : xxxxxxxx
Gender : Male		Mobile No. : xxxxxxxx
Email Id : abcd@gmail.com		
<b>Travelling Details</b>		
Travelling From : FLAT-101,ABCD Apartment, Thane-400025	Travelling To : Mandvi Port	
<b>Vehicle Details</b>		
Vehicle No. : MH01GH2586	Name of Driver : Rakesh Kumar	
Date of Birth of Driver : 18-APR-2007	Driving License No. of Driver : DL256478	
Mobile No.of Driver : 1231231231		
<small>Notes: 1. Ministry of Home Affairs, vide Order No. 40-3/2020-DM-I (A) dated 15.04.2020 &amp; addendum dated xx.04.2020 has exempted movement of staff and contractual labour of seaports / ships / vessels and prescribed procedure for sign-on / sign-off of Indian crew. 2. The holder of this e-pass is a ship's crew and would be signing-on / signing-off. Law enforcement agencies &amp; concerned machinery of states may allow safe passage through inter-state / inter-district borders. 3. This is a computer-generated e-pass / document. No signature is required. 4. The authenticity of this e-pass can be verified online using e-pass checker on website www.dgshipping.gov.in 5. For any queries with the e-pass may be referred to the e-pass issuing authority address as stated in above "pass details".</small>		

Sample e-pass copy

**Step 12: e-pass can be also downloaded by seafarer from his / her profile**

For Seafarer to view submitted details and print e-Pass:

1. Login to E-governance system by using User Id and Password provided by D. G. Shipping for other modules. ( [www.dgshipping.gov.in](http://www.dgshipping.gov.in) →E-Governance)
2. Go to the link -> e-Pass for Seafarer->e-Pass ->View Issued Pass
3. Seafarer can take the print out by clicking the e-Pass No. and can view the data submitted by ship owner / RPS agency

## Step 12: Cancellation of e-Pass

1. After log in, go to e-Pass for Seafarer->e-Pass -> Submit Application / Cancel e-Pass
2. Enter INDoS No and select Sign On / Sign Off from dropdown and Continue.
3. System will populate the list of application submitted.
4. Click the cancel link and enter the remarks for cancel and submit.
5. Upon cancellation system shall send SMS about the same.

The screenshot shows the Directorate General of Shipping, Mumbai web portal. The browser address bar displays the URL: `http://localhost:8888/esamudraUI/exel.loadList.do?method=loadSeafarerDetails&indosNo=SR_N0001&signOnOff=SIGN_ON`. The page title is "DG Shipping" and the user is logged in as "MANNING AGENT TEST".

The main content area displays "Personal Details from profile for INDoS No : SR\_N0001". The details include:

- Surname / Last Name: USER
- Given Name: TEST B
- Passport No.: XXXXXXXXXX
- CDC No.: MUM 150115T
- Gender: Male
- Date of Birth: 11-AUG-1981
- Mobile No.: XXXXXXXXXX
- Email ID: abc0@gmail.com

A note states: "Note : Seafarer already having valid e-Pass ( NO.:DGS/GMB/042026 Issued on :15-APR-2020 Valid Till : 22-APR-2020 for Sign On Ship by MANNING AGENT TEST )".

Below the details is a table titled "e-Pass Issued for Sign On Ship". The table has columns: Sr.No., Reference No., e-Pass No., Vessel Name, Port / Air Port, Name of Port / Air Port, Vehicle No., Name of Driver, Mobile No. of Driver, Travel History Document, Cancelled?, and Details. The first row shows:

Sr.No.	Reference No.	e-Pass No.	Vessel Name	Port / Air Port	Name of Port / Air Port	Vehicle No.	Name of Driver	Mobile No. of Driver	Travel History Document	Cancelled?	Details
1	21	DGSCGMB042026	AKASH GANGA	Port	Mumbai	MH01042566	Rakesh Kumar	1231231231	View	Cancel	View

The "Cancel" link in the "Cancelled?" column is circled in red.

The second screenshot shows the "Details" page for the e-Pass. The "e-Pass Details" section shows:

- Pass No.: 035758874252F
- Valid From: 15-APR-2020
- Print e-Pass
- Name of Company: MANNING AGENT TEST
- Valid To: 22-APR-2020

The "Seafarer Details" section shows:

- INDoS No.: SR\_N0001
- e-Pass for Sign On Ship/Sign Off Ship: Sign On Ship
- Sur Name / Last Name: USER
- Given Name: TEST B
- Passport No.: XXXXXXXXXX
- CDC No.: XXXXXXXXXX
- Gender: Male
- Date of Birth: 11-AUG-1981
- Mobile No.: XXXXXXXXXX
- Email ID: abc0@gmail.com

The "Ship Details" section shows:

- Official No.: XXXXXXXXXX
- IMO No.: 1234567
- Name of Vessel: AKASH GANGA

The "Port Details" section shows:

- Name of Port: Mumbai
- Name of Place: Mumbai

The "Travelling Details" section shows:

- From Address: FLAT 101 ABCD Apartment, Thane-400025
- To Address: Mumbai Port

The "Vehicle Details" section shows:

- Vehicle No.: MH01042566
- Name of Driver: Rakesh Kumar
- Date of Birth of Driver: 11-APR-2007
- Driving License No. of Driver: DL200479
- Mobile No. of Driver: 1231231231

The "Updated Travel History declared for last 14 days" section includes a note: "Note: Seafarers identified for joining ship should have travel history declared for last 14 days which shall be self-declared by seafarer and verified by Ship owner / RPS. This record should be retained by RPS and made available to medical practitioners. DG Shipping approved medical examiner shall utilize this information while carrying tonnes to join ship. (Local sheet of travel history structure 1 may be maintained for verifications by authorities)."

The "Cancellation Details" section has a "Reason for Cancel" field.

At the bottom of the page, there are buttons for "Back", "Cancel e-Pass", and "Reset".