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Journal of The Maritime Union of India

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# THE OCEANITE

## JOURNAL OF

# THE MARITIME UNION OF INDIA



Registration No. BY-II-198-A

**April - June 2020**

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# *Editorial*

Shipping industry has been facing challenges of various kinds due to the worldwide Corona pandemic. Challenges which had never been envisaged has compelled our stakeholders to come up with practical solutions to ensure smooth running of ships with the least of difficulties.

Apart from the all important crew changes, MUI was also approached for help when family of Officer needed assistance. MUI arranged an e-pass through the Directorate General of Shipping for wife of officer to travel from Karnataka to Tamil Nadu for her delivery.

In another instance, Korean visa of spouse of officer had expired while sailing as supernumerary and was not permitted to leave ship. She needed access to medical examination since she was expecting a child. We we communicated with the President of Federation of Korean Seafarers Union. She was permitted to go ashore for the much needed examination.

Few seafarers who were at a lodge in Navi Mumbai approached us for help with their basic provisions and lodging expenses and we promptly provided assistance.

MUI, being an Officers Union, has risen up to the challenges of crew changes, alongwith the ship owners and managers. Here, we must mention that shipping companies in India are doing a wonderful job; and continues to do so, to carry out crew changes in Indian ports and where ever permitted, from foreign ports.

Having said this, we would like to mention that this would not have been possible without prompt, precise and elaborate formulation of Standard

Operating Protocols (SOPs) for controlled crew changes by the Directorate General of Shipping (DGS). Mr. Amitabh Kumar - Director General of Shipping, Capt. (Dr.) Daniel Joseph and entire team at DGS deserves the highest credit for this. The crew change rules have actually proved to be so well formulated that other than the normal modifications as per changing scenario, there is no necessity to change the SOPs. We need to keep in mind that crew changes even at Indian ports is challenging due to lack of rail and road travel to home town. Central and state imposed rules/restrictions necessitated issuance of e-Pass by DGS to enable seafarers to travel by road to their hometown.

Arranging charter flights wherever possible has been a great achievement. The efforts involved are extremely taxing - financially. Time and effort involved are unprecedented.

The Maritime Union of India successfully organized its first ever webinar on Friday, 5th June, exclusively for the maritime fraternity of India. The objective of hosting this webinar was to initiate a discussion on formalizing mentoring program for the maritime family, and combining efforts as per the age-old Indian management system namely, 'Vasudhaiva Kutumbakam' (translates, coming together as one family). Hundreds of seafarers and their families and industry stakeholders were part of the webinar.

We all will need to be very adaptive, innovative and understanding in these very trying times. Only mutual co-operation at levels will ensure functioning of our industry with minimum of hardships. Let us hope the pandemic begins to reverse its course and we all get back to our usual routines, specially; our shipping

Editor : Mr. Amar Singh Thakur

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Kolkata

**Liaison Offices at :**

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MUI Membership can be taken, using any of the following methods :

1) MUI website : [www.maritimeunionofindia.com](http://www.maritimeunionofindia.com) (*details on next page*)

OR

2) Through your banks' net banking facility to MUI bank account/s (*details on next page*)

After carrying out online transaction kindly email us at [membership@maritimeunionofindia.com](mailto:membership@maritimeunionofindia.com) your name, date, amount membership number, residential address and online payment receipt / screen shot of transaction. This email will help us to confirm your transaction, update your membership record with us.

3) Download MUI software application for Android "Maritime Union Of India" on your Android phone through Google Play Store). We will be launching the same for iOS platform (Apple) very soon.

4) Print Membership Form from MUI website and post it to our Head Office at Mumbai alongwith your Cheque or Bank Demand Draft.

5) Personal visit to MUI Mumbai Head Office or branch office at Kolkata or liaison offices at Chandigarh, Chennai, Kochi, Patna, Tuticorin, Visakhapatnam (see page 2 for complete contact details)

Credit and Debit Card can be utilised to carry out payment at Mumbai and Kolkata office)

**MUI REQUESTS ALL OFFICERS TO ENSURE THAT  
SUFFICIENT BALANCE IS PRESENT IN THEIR ACCOUNT  
WHEN A CHEQUE IS ISSUED TO MUI BY THEM OR  
THEIR FAMILY MEMBERS, FOR MUI MEMBERSHIP**

You can tear the MUI Membership form on Page 35 in this issue along the dotted line, fill it up and post it to MUI Mumbai Office alongwith a Demand Draft or Cheque in favour of

The Maritime Union of India to : Udyog Bhavan, 4th Floor  
29 Walchand Hirachand Marg, Ballard Estate, Mumbai 400001.

## FOR ATTENTION OF MUI MEMBERS AND SEAFARER OFFICERS

Kindly ensure that your Maritime Union of India (MUI) membership is kept validated every year.

This will ensure that you are supported in case of eventualities that may occur during your service on board vessel or after sign-off. In case you need to resolve any matter with your ship owner/Agent, interceding by the MUI can effectively assist you more effectively, if you are a fully-paid up member Officer of the Union.

### **MUI MEMBERSHIP**

Log on to our website : [www.maritimeunionofindia.com](http://www.maritimeunionofindia.com)

Enter your Log in Details (Membership Number and Password provided by MUI).

If you do not have Log in details, you can click on “Forgot Password.” You will then have to fill up details like MUI Membership Number, CDC No., Date of Birth. After you click to submit these details, you will be asked to provide your email id. On entering the same you will have to click “submit” once again.

You will then receive all the Log In details on email id provided by you, and using them you can log on to MUI website.

---

#### **Alternatively, you can also visit your bank website and using below details carry out a transaction :**

Following details would be essential for carrying out the transaction, which will ensure safe and proper deposit to MUI account. Your MUI Membership Fees can be deposited through online process in ANY ONE OF THE BANK ACCOUNTS OF THE MARITIME UNION OF INDIA :

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<i>Bank Name :</i> <b>HDFC Bank, Elphinstone House</b>	<i>MICR Code:</i> <b>400240052</b>
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**After carrying out the online transaction  
kindly make sure you send us an email at  
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mentioning your name, MUI Membership Number, date and amount of transaction, your name and MUI membership number. Alongwith these details, a Snapshot or Image of the transaction receipt from your bank can also be included.

**Officers are requested to keep with their next of kin  
a copy of the Bilateral Agreement they have signed  
before sign-on with the respective company they are serving under.  
It can also be sent to MUI office, Mumbai, for our records.**

# NOTICE OF ACCOMMODATION FACILITY FOR MUI MEMBERS AT VIRAR, MUMBAI

PLEASE TAKE NOTE that the MARITIME UNION OF INDIA is having two flats viz. (i) Flat No.403, 4th Floor, admeasuring No.361 square feet in the Building No.41, Rustomjee Evershine Global City, Avenue "J", Building Nos.41 to 44 Co-operative Housing Society Limited, Narangi Bye Pass Road, Virar (West), Palghar : 401 303 situated at Village Narangi, Taluka : Vasai, District : Palghar and

(ii) Flat No.501, 5th Floor, admeasuring 503 square feet in the Building No.33, Rustomjee Evershine Global City, Avenue "J", Building Nos.32 to 36 Co-operative Housing Society Limited, Narangi Bye Pass Road, Virar (West), Palghar : 401 303 situated at Village Narangi, Taluka : Vasai, District : Palghar, which are available to seafarer officers who are members of The Maritime Union of India at nominal charge of Rs.1000/- (Rupees One Thousand Only) per day.

Seafarer officers, who desire to avail this facility, may please contact the head office of the Maritime Union of India.

Thanking you

For the Maritime Union of India

Sd/-

Amar Singh Thakur - MUI

General Secretary

---

Members are requested to mention their Membership Number, Rank, CDC number, residence address and telephone number, mobile number (self and spouse), email address, name of company they are currently serving in, when corresponding with us. This will enable us to keep your details updated and ensure smooth communication in all matters.

Officers are requested to keep a copy of the Contract Letter and Bilateral Agreement they have signed with the respective company they are serving under, before sign-on with their Next of Kin for reference. It can also be sent to MUI office, Mumbai, for our records.

---

**Kindly note change of Chandigarh liaison office address and contact details**

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before sign-on with the respective company they are serving under.  
It can also be sent to MUI office, Mumbai, for our records.**



**Due to the current Corona pandemic,  
bookings for all convalescent homes at all locations  
are suspended till further notice.**

**For all queries related to hospitalisation and domiciliary medical expenses  
reimbursement kindly contact :**

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Next to Oberoi Chambers, Opp. SAB T.V. Lane, New Link Road  
Andheri (West), Mumbai 400053.

Tel.: (91-22) 26730306, (91-22) 26730307 Telefax: (91-22) 26730309

Email: mail@mfswt.com; mail@mfswt.in Web : mfswt.com

**You may also contact below for reimbursement of fees for higher professional courses  
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Tel.: (91-22) 22619321 (91-22) 22644670

Email: mail@mnowf.com; Web : mnowf.com

Dear Members

You can avail Convalescent Home facility at various locations, which you, as  
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Web: mnowf.com

# THE MARITIME UNION OF INDIA

## ACTION TAKEN REPORT

### 15.02.2020

We assisted a Third Engineer who was abandoned in Nigeria for four year, since his company was bankrupt. He was not paid his wages for the same period. He contacted ITF and MUI was asked to intervene. We immediately took action and contacted the Seafarer. At the same time we communicated with the Nigerian authorities including NIMASA, Union and ITF. We were in very frequent contact with him and assured him that we will be able to repatriate him home. Ultimately, we were able to arrange air ticket for him, alongwith USD 15,000 from NIMASA and USD 5000 from ITF, London. He returned home after a period of four years.

### 08.03.2020

We received complaint from a seafarer regarding alleged harassment on board by Master. We approached his company and inquired about the same. The company replied back saying they have carried out investigation of the said complaint and it was found to be interpersonal issue between the seafarer and Master. The incident occurred during accommodation cleaning inspection which was carried out alongwith Chief Officer, Chief Engineer. The company reported that they have spoken with Master and seafarer. The tense situation was diffused and the vessel continued on its journey smoothly.

### 25.03.2020

An Indian dredging company vessel was facing serious issue related to lack of supply of provision on board their dredger at Mumbai and JNPT ports. This was creating low morale and dissatisfaction among the seafarers on board. Ship chandler was finding it very difficult to function because of an unfriendly approach taken by the port. MUI approached the Director General of Shipping, and the issue was resolved. The dredgers continued to carry out the very important and taxing function of dredging.

### 27.3.2020

Indian companies were facing problems of crew changes due to lack of understanding and co-operation at JNPT port. Companies approached MUI and we wrote to senior officials and explained the importance of having a professional and co-operative approach towards crew changes following all rules and regulations. We received a positive response. The issue was resolved to everyones satisfaction.

### 21.4.20

MUI and industry were keeping in constant contact with each other. It was realised that there is an urgent and most important need to sign-off Indian Seafarers. They could not continue to sail on extended contracts beyond a certain point of time. Signing them off would enable fresh seafarers to join ships and the safest and obvious option would be our own ports. But for this we need to have consent and guidelines from our Government.

MUI approached seafarers through their respective companies requesting for petition to be forwarded to the office of the Prime Minister and Minister of Shipping, appealing to facilitate sign on / sign off at Indian ports. On following up after receiving the petitions, it helped formulate Standard Operating Protocol (SOP) by the Directorate General of Shipping, which has proved to be one of the most well drafted in the world. As a result, thousands of Indian seafarers have benefitted due to the crew changes till date.

### 21.4.20

An Indian officer was stranded in Colombo after sign-off since 12 March, because of the lock down declared in Sri Lanka, India and consequent suspension of flights.

MUI approached its ITF contact in Colombo, co-ordinated with company and officer was repatriated back to India.

### 24.4.20

MUI approached the Director General of Shipping to request E-passes to enable travel to hometown of Officers wife for maternity / delivery purpose. We have received a request from wife of officer, who was unable to sign off and return home due to the prevailing corona pandemic. She was residing in a city in Telangana and was 8 months into her pregnancy. She has one son who is 3 years old and did not have anyone to take care of her in Hyderabad. Her parents reside in Tirupattur district, Tamil Nadu and she wished to travel there for the delivery. For this purpose MUI requested for issuance of E-pass to enable her to travel from Hyderabad to her parents home in Tirupattur district, Tamil Nadu in the family's personal cars. Her brother-in-law, need a pass to drop her from Hyderabad to Bangalore and from Bangalore her brother picked her up and take her to

Tirupattur District, Tamil Nadu. E-passes for all were issued and the entire process was smoothly carried out on strength of the passes issued by DGS solely on request from MUI.

#### **05.05.2020**

19 crew members of an Indian company were stranded at Mumbai inner anchorage A2. The ship was arrested and insurance cover for the vessel had also expired. The case is currently under Mumbai High Court jurisdiction and MUI was in very frequent touch with Master of vessel and monitoring the situation. The vessel is now bought by another agency in Mumbai. Based on Court Order from Bombay High Court, the vessel is to be now sold and wages of seafarers to be deposited to Office of Sheriff of Mumbai and disbursed to Seafarers. MUI is in communication in the matter.

#### **14.5.2020**

MUI wrote to the Minister for Shipping regarding Order No. 40-3/2020-DM-I (A) dated 5th May, 2020 issued by Ministry for Home Affairs. This circular stated that the Government of India formulated SOP for Indian nationals stranded overseas, to arrive in India. However, we noticed that Seafarers were not included in the circular, and we communicated with Ministry of Shipping and Directorate General of Shipping. Consequently, Seafarers were included, and that is how companies are now permitted to register names of such seafarers and they are also given preference, along with other Indian citizens on flights to India from Phase One of the evacuation.

#### **15.05.2020**

An Officer approached ITF as he was signed off from vessel to be transferred to another vessel because of change of management. However, because of the lock down the company could not allot him to another vessel and also did not give him any wages or compensation whatsoever. MUI took up the matter with the company regarding the issue. We insisted on a payment of compensation of two months basic wages as per the agreement. The Officer then received the compensation in first week of August.

#### **16.05.20**

MUI received complaint that Indian Seafarers who are to be signed off at ports in Goa, are forced to be in quarantine for fourteen days, irrespective of the number of days the ship was at sea. It meant that even if a ship had no port calls in the last fourteen days and has had no contact with anyone from shore,

seafarers had to undergo quarantine. This included seafarers serving on cruise ships. This practice was impractical and illogical, and it was bound to have serious consequences on crew changes for companies.

MUI wrote to the Chief Minister, explaining the actual scenario and that it could affect employment of seafarers from Goa also. The practice was changed, based on our letter and the crew changes were carried out smoothly.

#### **16.05.20**

MUI communicated with the Senior Deputy Traffic Manager – Mormugao Port Trust regarding difficulties encountered by seafarers during sign-off and sign-on due to no nodal officer being appointed who could regulate and monitor the testing and other related procedures. This posed numerous avoidable problems for seafarers, which involved getting tested for COVID-19, which would determine whether they can return home earliest or join ship. MUI communicated with the authorities there and consequently crew changes was facilitated smoothly.

#### **16.05.20**

An officers' wife's Korean visa had expired when sailing on board as supernumerary with him. She however needed to have medical check up as she was expecting a child and needed to urgently sign off and be repatriated back to India. There was no way she would be permitted to leave port when the ship reached port at Seoul. We approached the President of Federation of Korean Seafarers Unions and consequently, she was permitted to visit hospital for a check up and her husband continued to sail, as a reliever could not be arranged.

#### **20.05.20**

MUI contacted Kum. Mamata Banerjee - Chief Minister of West Bengal, since we were informed that Indian Seafarers were facing many obstacles during crew changes. Consequently, crew change procedures have been favourable at ports of the state.

#### **20.05.20**

MUI communicated with Executive President of Sri Lanka, and High Commissioner of India to Sri Lanka regarding sign-off of Indian Seafarer, who urgently needed to reach home, since his wife was due for delivery at his hometown home and they have a three year old son and no one to take care of her. The Officer was signed-off with due formalities and returned home.

**20.05.2020**

The ITF informed us that an Officer was long overdue for sign off. MUI contacted the company, after which he was signed-off.

**20.05.2020**

We received one more request from ITF to ensure sign off of an officer from earliest convenient port, since his extended contract period was also over. We got in touch with the company and officer was relieved and returned home.

**25.05.2020**

An officer complained to MUI regarding non receipt of wages. MUI communicated with him and guided him not to sign off without receiving full wages. After almost one month of communication with his company he was finally signed off, having received full wages.

**05.06.2020**

The Maritime Union of India successfully organized its first ever webinar on Friday, 5th June, exclusively for the maritime fraternity of India. The objective of hosting this webinar was to initiate a discussion on formalizing the mentoring program for the maritime family, and combining efforts as per the age-old Indian management system namely, 'Vasudhaiva Kutumbakam' (translates, coming together as one family). Hundreds of seafarers and their families and industry stakeholders were part of the webinar.

**14.06.20**

MUI was informed by the ITF that Indian seafarers were not permitted to board flights, if their passports had expired during the lockdown period by the U.K. Government.

The UK Government was not following International Maritime Organisation (IMO) Circular 4204, which clearly states that Seafarers with expired passports should be given an exemption for the purpose of repatriation.

We wrote to Honourable Minister of Shipping, Shri Mansukh Mandaviya, External Affairs Ministry, Directorate General of Shipping.

The Indian High Commission (IHC) made what appears to be an ultimatum that if Seafarers with expired passports board any planes, the entire air repatriation agreement with that airline may be at risk.

We strongly reiterated that Seafarers cannot be dealt with as immigrants, tourists, business visitors or any

other such category. We further explained that it is to be understood by the IHC that Seafarers are employees of their respective shipping companies, most of which are world renowned. Therefore, it is clear that there is no risk of any unauthorised individual illegally leaving the UK.

The issue was resolved and seafarers facing this issue are now able to return home from the UK.

**19.06.2020**

We received one more request from ITF to ensure sign off of and Officer. We got in touch with the company and officer was relieved from Galle, Sri Lanka and returned home.

**24.06.20**

MUI was approached by a company since crew change for 11 sign-on and sign-off was not allowed by Boston Customs and Border Protection. We immediately corresponded with the relevant port authorities and also approached the ITF inspectors in US. Port of Philadelphia which also followed the same policy.

We contacted ITF inspectors in the U.S. and they promptly responded with details. The issue at Boston was comparatively less strict than at Philadelphia. However, as time was running short for the company, they had to change crew from the next port of Antwerp, as we had communicated with ITF inspector there. It is comparatively easier to change crews at New York or Canadian ports. The problem has improved a lot and crew changes are facing lesser issues at present at Boston and Philadelphia.

**24.06.20**

MUI wrote to Chairman - Paradip Port since they were not permitting crew change for Dredging Corporation of India vessels operating in port limits. Even though a seafarers COVID test report would be negative, they were expected to be quarantined for a period of fourteen days, resulting in inconvenience for seafarers and cost for company. We wrote to the port authorities and made them aware about the irrelevance of following such a flawed practice. This was understood and the rule was rectified accordingly.

**27.06.20**

An officer was not able to fly out of Amsterdam after sign-off. For some reason, last leg of his flight from Doha was not appearing correctly to immigration authorities in their system.

They were insisting they take an airline another than that booked by the company. However this was not working out and he was stuck at the airport. We wrote to the ITF inspectors and explained that the company had taken a lot of trouble to book the tickets already

and any last minute changes would not be possible, without causing serious delays and financial loss. The issue was resolved and the seafarer returned as scheduled.

\* \* \*

**For all issues related to MEMBERSHIP including PAYMENT of MUI MEMBERSHIP FEES, and ALL QUERIES related to Membership, kindly send your emails to :**

**membership@maritimeunionofindia.com**

**After carrying out the online transaction  
kindly make sure you send us an email at  
membership@maritimeunionofindia.com**

**OFFICERS' MEMBERSHIP FORM** is included on page no. 35  
**CERTIFICATE OF COMPETENCY (COC) PROTECTION FORM** is included  
on page nos. 33 and 34

**Officers are requested to keep with their next of kin  
a copy of the Bilateral Agreement they have signed  
before sign-on with the respective company they are serving under.  
It can also be sent to MUI office, Mumbai, for our records.**

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## GENERAL INSTRUCTIONS

1. Ensure you have read through all relevant DG Shipping Orders / instructions related to COVID-19 as listed in COVID-19 dashboard menu in the following link:

<https://dgshipping.gov.in/Content/COVID-19.aspx>

2. The applicants must ensure that they have registered online (at DG Shipping Website

[www.dgshipping.gov.in](http://www.dgshipping.gov.in)) their Seafarer's Profile Registration. (Refer to instructions for Seafarer Profile Registration, if not already done)

3. Columns with red asterisk (star) mark in the online forms are mandatorily to be filed in.

4. If you are a seafarer / ship owner / RPS agency and have any more questions which are

not listed below then you may send an email with your query to DG Shipping id's:

[helpdesk-dgs@nic.in](mailto:helpdesk-dgs@nic.in); and [danieljohn-dgs@gov.in](mailto:danieljohn-dgs@gov.in);

### Frequently Asked Questions (FAQ's)

#### **Q1. How do I get my seafarers profile registered and how do I obtain user Id & password?**

Ans: Visit DG Shipping website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) and click on E-Governance menu tab, "Seafarers Registrations" and fill up Indos, date of birth details, personal details along with correct email address and submit. Within 24 hours the user Id and password would be emailed by E-Governance to the registered email address. If you haven't received your user Id & password in the email, please do check in the spam / junk folders.

#### **Q2: Is it necessary to update my DG Shipping online profile for making an application?**

#### **How do I create and update my profile in the DGS website?**

Ans: Yes. According to the Directives of the DG Shipping, it is compulsory for all the seafarers to register with the e-Governance cell of the DG Shipping and update their profile at regular intervals. Please note that the process of registration is very simple.

You need to go to the website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) and click the 'Seafarers registration' section under the main heading 'E-Governance.' Upon completion of registration, you can update your profile using the simple steps stated in the website.

Please note that the 'Seafarers Registration' process can be completed easily, if you use 'Internet Explorer or Mozilla' browser.

#### **Q3: My photo / signature is not uploaded as per DGS guidelines / requirements. I want to reupload photo and signature, but the link for reupload is not available, what should I do?**

Ans: Procedures to be followed for uploading Photograph / Signature.

1. The candidates who were issued INDoS numbers through Maritime Training Institutes (MTI) after the issuance of DGS Training Circular No. 08 of 2019 dated 30.04.2019 and desiring to change their photograph / signature shall follow procedures as outlined in the said Training Circular.

2. The seafarers who were issued INDoS numbers prior to the issuance of DGS Training Circular No. 08 of 2019 dated 30.04.2019 and desiring to change their photograph / signature in order to acquire e-pass shall follow the following procedures.

2.1. Only the seafarers who are signing ON or signing OFF shall be entertained. The permission shall not be granted if the photograph or signature is clearly visible.

2.2. The employing company shall verify the photograph / signature of the seafarer against the passport and send **c h a n g e r e q u e s t b y e m a i l t o** [ttc-dgs@nic.in](mailto:ttc-dgs@nic.in) along with copy of passport.

2.3. Upon satisfaction, Mercantile Marine Department (MMD) / Maritime Training Trust (MTT) cell shall grant permission to change photograph / signature.

2.4. Such permission for change in photograph / signature shall be provisional and subject to verification at a later stage.

2.5. The new photograph / signature should be as per the specified requirements.

2.6. If it comes to the notice of the Directorate that the company / candidate has falsified photograph / signature, strict disciplinary action shall be initiated against the company and the candidate. The company / candidate shall be debarred from being associated with DG Shipping for a period of up to five years.

3. The seafarers / candidates who were issued INDoS numbers prior to the issuance of DGS Training Circular No. 08 of 2019 dated 30.04.2019 and desiring to change their photograph / signature in order to access e-learning shall follow the following procedures.

3.1. The candidate / seafarer shall send email to any of the MTI he / she desires to join for attending the maritime course.

3.2. The MTI shall verify the photograph / signature of the

seafarer against the passport and send change request by email to [ttc-dgs@nic.in](mailto:ttc-dgs@nic.in) along with copy of passport.

3.3. Upon satisfaction, MMD / MTT cell shall grant permission to change photograph / signature.

3.4. Such permission for change in photograph / signature shall be provisional and subject to verification at a later stage.

3.5. The new photograph / signature should be as per the specified requirements.

3.6. If it comes to the notice of the Directorate that the MTI / candidate has falsified photograph / signature, strict disciplinary action shall be initiated against the MTI and the candidate. The MTI / candidate shall be debarred from being associated with DG Shipping for a period of up to five years.

4. Candidates / seafarers who had uploaded their Photograph / signature earlier in their profile but the same is not visible now in their seafarer profile. Such candidates shall follow the procedure given below.

4.1. The candidate / seafarer shall approach his company.

4.2. The company shall verify the photograph / signature of the seafarer against the passport and send change request by email to [ttc-dgs@nic.in](mailto:ttc-dgs@nic.in) along with copy of passport.

4.3. Upon satisfaction, MMD / MTT cell shall grant permission to change photograph / signature.

4.4. Such permission for change in photograph / signature shall be provisional and subject to verification at a later stage.

4.5. The new photograph / signature should be as per the specified requirements.

4.6. If it comes to the notice of the Directorate that the company / candidate has falsified photograph / signature, strict disciplinary action shall be initiated against the company and the candidate. The company / candidate shall be debarred from being associated with DG Shipping for a period of up to five years.

4.7. Please be informed that this grant of permission may take time as the priority shall be given to those requiring e-pass for Sign ON / Sign OFF.

5. Candidates / seafarers who had never uploaded their Photograph / signature in their profile shall follow the procedure given below (Same procedure to be followed for uploading photograph / Signature).

Step 1: Go to [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

Step 2: Login to eGovernance system by entering the login credentials.

Step 3: Click on "Update seafarer profile"

Step 4: Go to "Documents" on the top menu and Click on "upload documents".

Step 5: Click on "click to read photo / sign guidelines" or click below link to read the guidelines

[220.156.189.33/esamudraHelp/seafarer/cdc/PhotoGuidlines.pdf](http://220.156.189.33/esamudraHelp/seafarer/cdc/PhotoGuidlines.pdf)

Step 6: Read instructions for uploading photograph & signature.

Step 7: Select "photo" from the dropdown list of "Document type".

Step 8: Click on "Browse" to select the photo from your device and then click on "Upload" to upload the photo.

**Q4: My seafarer's profile has incorrect date like name, Date of Birth (DOB), address etc. and the same incorrect data is reflecting in my e-pass. What should I do?**

Ans: Don't apply for e-pass with incorrect data fed in seafarers' profile. Firstly, make necessary corrections and then apply for e-pass as the data are captured in the e-pass from seafarers' profile. Necessary correction can be made by seafarer online as per INODS circular No. 02 of 2018 dated 09.03.2018 available in the DGS website in the following link:

[https://dgshipping.gov.in/writereaddata/ShippingNotices/201803230347434163720indos\\_cir\\_02of2018.pdf](https://dgshipping.gov.in/writereaddata/ShippingNotices/201803230347434163720indos_cir_02of2018.pdf)

**Q5: My passport details have changed due to issuance of new passport by authorities and the same incorrect pass details are reflecting in my e-pass. What should I do?**

Ans: Don't apply for e-pass with incorrect data fed in seafarers' profile. Firstly, make necessary corrections and then apply for e-pass as the data are captured in the e-pass from seafarers' profile. The change in passport request can be made online from seafarers' profile and submitted online with relevant enclosures. Necessary corrections would be made by INODS cell generally within 24 hours and correct data would reflect the seafarers' profile.

**Q6. I am a Ship owner / Recruitment & Placement Services (RPS) agency, how do I obtain my user Id & password for utilizing the various services offered under DG Shipping E-Governance portal?**

Ans: Each Ship owner / RPS agency has been provided with user Id & password for utilizing the various services offered under DG Shipping E-Governance portal.

**Q7. I am a new ship owner and how do I obtain my user Id & password for utilizing the various services offered under DG Shipping E-Governance portal?**

Ans: Ship owner(s) have to download registration form available from DGS website in the following link: <http://220.156.189.33/esamudraHelp/ships/Audit/ISMCompanyRegForm.doc> and the duly filled in form, signed and along with enclosures to be sent by email to [egovernance-dgs@nic.in](mailto:egovernance-dgs@nic.in). Within 24 hours the user Id and password would be emailed by EGovernance

to the registered email address. If you haven't received your user Id & password in the email, please do check in the spam / junk folders.

**Q8. I am a new potential RPS agency and how do I obtain my user Id & password for utilizing the various services offered under DG Shipping E-Governance portal?**

Ans: You will be not provided with the user Id & password for utilizing the various services offered under DG Shipping E-Governance portal. You are required to go through the process of being DG Shipping approved RPS agency to be granted the necessary credentials.

**Q9. I am a seafarer; how do I apply for e-pass for travel / movement?**

Ans: Each ship owner / RPS agency has been provided with user Id & password for applying the e-pass for the seafarer(s) intended for crew change. Once e-pass is approved, same may be downloaded from seafarers' profile and used for travel.

Ship owner / RPS agency may refer to DGS Order 12 of 2020 available in the following link for the step by step guide for applying for e-pass for crew change:

<https://dgshipping.gov.in/writereaddata/News/202004220806081005154DGSOrder12of2020.pdf>

**Q10. How long does it take to fill up the form for e-pass?**

Ans: If all documents are in order and available, it takes not more than 15 mins to fill and submit the e-pass application form online.

**Q11. How long does DG Shipping take to issue / approve for e-pass and what is its validity?**

Ans: Normally it is approved within 24 hours and valid for one week (7 days).

**Q12. I am seafarer, can I apply for e-pass for travel on my own?**

Ans: No. Request your ship owner / RPS agency to apply for fresh e-pass with your details as per DGS Order 12 of 2020 as detailed above in FAQ Q9.

**Q13. I have a valid e-pass issued by DG Shipping, but my e-pass is about to expire / my ships port has changed / driver has changed etc. and I need to apply for new e-pass? What to do?**

Ans: Request your ship owner / RPS agency that they need to cancel the e-pass and again reapply for fresh e-pass with revised details as per DGS Order 12 of 2020 as detailed above in FAQ Q9.

**Q14. I am ship owner / RPS agency and I have applied for e-pass for our seafarer for travel, but the e-pass has been rejected and I don't know what is the reason for same.**

Ans: As soon as the e-pass is approved, an auto notification SMS is sent to seafarer's registered mobile no. and also email notifications are sent to seafarers registered email and ship owner / RPS agency about the same. The same happens in case of rejection of a case, as soon as notification is received by email by the ship owner / RPS agency, they may log in to the system and view the application status with INDOS no. of the seafarer and may also view the reason for rejection. Rectify the issue and then you may re-apply again for e-pass.

**Q15. I have a valid e-pass issued by DG Shipping and need to sign-on, my ships schedule (such as date of arrival, berthing port not confirmed) is not confirmed. Can I obtain two e-passes for same seafarer with the details of two ports?**

Ans: No. When one e-pass is issued to a seafarer and is valid, the second e-pass for the same seafarer cannot be applied. Request your ship owner / RPS agency that they need to apply for e-pass with known ports name. If there are any changes in the ships schedule (such as date of arrival, change in berthing port), they may cancel the e-pass and again re-apply for fresh e-pass as per DGS Order 12 of 2020 as detailed above in FAQ Q9.

**Q16. I am a seafarer; how do I apply for "transit pass" for my travel / movement during lockdown period?**

Ans: The downloaded e-pass need to be submitted by RPS agency / local agents to the Local Authority (local pass issuing authority of the state such as Police Authority / Collector / District magistrate) in the area where the seafarer resides for clearance for sign-on / sign-off for issue of a transit pass for movement / travel.

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. 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 honoured / allowed by the authorities of the State / Union Territory along the transit route.

**Q17. I am a seafarer; how do I know who is Local Authority who will apply for transit pass to be issued for my travel / movement during lockdown period?**

Ans: The RPS agency / local agents would apply for transit pass usually via online mode / email to Local Authority office (local pass issuing authority of the state such as Police Authority / Collector / District magistrate) where the seafarer resides for clearance for signon / sign-off is as decided by the State Govt. / Union Territory. Such details are usually available in State Govt. / Union Territory official website.

**Q18. Where do I find list of ports where crew change is possible in India?**



Ans: Please contact Ship owner / RPS agency for further details, current it's possible in all Indian ports. It's being updated regularly on DG Shipping e-governance portal for viewing Ship owner / RPS agency. You can also obtain same from Port agent or from Port websites.

**Q19. My ships last port of call from infected country 'X', my ship is coming to an Indian port 'Y', will my ship be allowed to be berthed & is crew change possible? Are there any restrictions?**

Ans: Yes & berthing in Indian port is subject to necessary permissions granted by port authorities and as per applicable SOP's of the port, applicable rules such as Major Port trust act, Indian Ports Act, Port Entry Rules etc. You may obtain the specific details from the respective port's official website.

**Q20. Where can I find the exact port specific Standard Operating Procedures (SOP) for crew change?**

Ans: Please contact Ship owner / RPS agency for further details. You can also obtain the same from Port agent or from respective Ports official website.

**Q21. Is crew change possible at anchorages in Indian ports? Where can I find the exact port specific Standard Operating Procedures (SOP) for crew change at anchorages?**

Ans: Yes. DG Shipping has issued addendum No. 1 to DGS Order 12 of 2020 dated 06.05.2020 detailed SOP for crew changes at anchorages. Please contact Ship owner / RPS agency for further details. You can also obtain the same from Port agent or from respective Ports official website.

**Q22. I am a Ship owner / Recruitment & Placement Services (RPS) agency and apply for seafarers e-pass, but the port is not listed in drop down menu. What should I do?**

Ans: Write an email to helpdesk-dgs@nic.in with your request for inclusion of the Indian port.

**Q23. Can I get e-pass for foreign ports? Are crew changes applicable for foreign ports?**

Ans: Presently as per Ministry of Home Affairs' vide their Order No.40-3/2020-DM-I(A) dated 21.04.2020, crew changes are permitted in Indian ports under controlled conditions.

**Q24. I am a seafarer and travelling by road for joining ship. What all documents should I carry while travelling by road?**

Ans: Soft copies or hard copies of Ministry of Home Affairs' vide their Order No.40-3/2020-DM-I(A) dated 21.04.2020, DG Shipping Order No. 12 of 2020, Ship owner / RPS agency letter certifying your travel, copy of e-pass and transit pass.

**Q25. During sign-on my Ship owner / RPS agency has arranged for e-pass and transit pass. Is that sufficient document for me to travel by road from Himachal Pradesh to Kandla?**

Ans: Yes. E-pass and transit pass are sufficient to travel with maintaining social distancing from driver as per MoHFW guidelines at all times. Its advised that you may preferably display e-pass pasted on the front glass of the car so that it's evident for law enforcement agencies to view and grant access at various places during your road travel.

**Q26. During my sign-on travel by road, at check post the local police is not allowing me to proceed on travel saying I am not allowed to travel. What should I do?**

Ans: Speak politely to the police personnel and show them all documents such as Ministry of Home Affairs' vide their Order No.40-3/2020-DM-I(A) dated 21.04.2020, DG Shipping Order No. 12 of 2020, Ship owner / RPS agency letter certifying your travel, copy of e-pass and transit pass. If still facing problem, please call your ship owner / RPS agency who has direct access to DG Comm center (Tel: +91-22-22614646) Shipping. Do not panic.

Collect all details such as check post details, district details, concerned official details (if possible) who is stopping the travel and forward the details to ship owner / RPS agency / DG Comm center.

**Q27. I am a DG approved medical examiner; can I open my clinic for carrying out medical examination of seafarers?**

Ans: Yes, Ministry of Home Affairs' vide their Order No.40-3/2020-DM-I(A) dated 15.04.2020 & 01.05.2020 had permitted opening of such essential services.

**Q28: I have a medical certificate which was issued by the DGS approved doctor prior joining my last ship, which is still valid. Do I have to get another medical certificate?**

Ans: No need to get another new medical certificate for the purpose of making an application if it's valid and reflecting in your respective Master checker under medical certificate tab.

**Q29. Do I need to personally visit MMD / DG Shipping or any other office for collection of my e-pass / travel pass?**

Ans: No. Once approved, same can be downloaded from seafarers' profile.

**Q30. I am expecting sign-off at Indian Port with my wife and child who are sailing as Supernumerary on board. Is it possible for three of us to sign Off and do covid-19 test?**

Ans: Yes. The ship owner / RSP agency can apply for e-pass for the seafarer and supernumerary can accompany the seafarer and all three can sign-off / disembark from ship as complying with the SOP.

**Q31. We don't have RPSL, as we are vessel owner employing for own vessel only. Issue is we don't have articles either as vessels are less than 200GT. So now how to upload into DGS website and obtain e-pass for IV crew who doesn't possess INDOS id?**

Ans: Request for user id and password as detailed in FAQ Q7 and you may apply for e-pass for your IV crew in the module for IV vessels.

**Q32. We are not ship owners neither we are DGS approved RPSL agency, but we place repair**

**technicians, surveyors, security staff etc. onboard ship who are not the regular crew of ships. How do we obtain e-pass for such non-seafarers who doesn't possess INDOS id?**

Ans: Please be guided by MS Notice No. 2 of 2018 and submit necessary documents, fees etc. to jurisdictional Shipping Master for obtaining necessary credentials for utilizing e-pass services for the non-seafarers.

If you are a seafarer / ship owner / RPS agency and have any more questions which are not listed above then you may send an email with your query to the following DG Shipping id's:

helpdesk-dgs@nic.in; and danieljohn-dgs@gov.in;

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

Date: 27.05.2020

### MS Notice 10 of 2020

**Subject: Garbage collection from ships calling at ports and reception facility to all the ships calling their ports on dealing with COVID - 19 pandemic - reg.**

1. The Directorate has received representations from shipping industry that certain ports are not providing permission for landing the garbage to shore reception facility in view of the COVID-19 pandemic.

2. It may be noted that the Annex V Regulation 7(1) of International Convention for the Prevention of Pollution from Ships (MARPOL) 1973 / 78 mandates the Government of each Party to the Convention undertakes to ensure the provision of facilities at ports and terminals for the reception of garbage, without causing undue delay to ships, and according to the needs of the ships using them. Also, section 7(1) of the Merchant Shipping (Prevention of Garbage from Ships) Rules 2009 mandates that Central Government shall ensure that adequate reception facilities are provided at ports and terminals for the reception of garbage, without causing undue delay to ships.

3. It may also be noted that this matter of landing garbage ashore due to the COVID-19 pandemic

was considered and para 5.2 DGS Order No. 02 of 2020 dated 16.03.2020 addresses the issue. The said para 5.2 DGS Order No. 02 of 2020 dated 16.03.2020 is as follows: "Garbage required to be landed ashore from vessels may need to be properly disinfected to ensure that there is no possibility of transmission of the COVID-19 disease from the landed garbage."

4. In view of the foregoing paras, all concerned shall comply after taking adequate precautions with the aforesaid para 5.2 of DGS Order No. 02 of 2020 dated 16.03.2020.

5. This issues with the approval of the Director General of Shipping & Additional Secretary to the Govt. of India.

Sd/-

[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. / Piracy)

Email: [danieljohn-dgs@gov.in](mailto:danieljohn-dgs@gov.in)

**HAVE YOU KEPT YOUR MUI MEMBERSHIP UPDATED?  
ENSURE CONTINUITY OF YOUR MUI MEMBERSHIP**

**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-(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. O4 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. 40-3/20/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 -**
    - I. **For Sign-on**
      1. Ship owner / Recruitment and Placement (RPS) agency to identify Seafarer for joining a vessel.
      2. Seafarer to fill up the travel and contact history for last 28 days as per Form 1<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.

## 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.**
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. centre (022-22614646) /
  - c) Subash Barguzer, Dy. DG [Crew] ([barguzerdgs@nic.in](mailto:barguzerdgs@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.

Sd/-  
(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 I Travel history of seafarer to be maintained for verifications by authorities*).
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 number of days of isolation.

*For annexures refer to : [www.dgshipping.gov.in](http://www.dgshipping.gov.in)*

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

Date: 06.05.2020

**Addendum No. 1 to DGS Order No. 12 of 2020****Subject: Standard Operating Procedures / Protocols (SOP) for controlled crew change at anchorages within port limits - reg.**

1. The Ministry of Home Affairs', Govt. of India vide Order No.40-3/2020-DM-I(A) dated 21.04.2020 by Sub-Clause (iii) under Clause 17 had included the 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 Standard Operating Procedures (SOP). The SOP has also noted that DG (Shipping) will prescribe the detailed protocol with regard to sign-on and sign-off to be followed. Accordingly the Directorate had issued DGS Order No. 12 of 2020 dated 22.04.2020 prescribing the Standard Operating Procedures / Protocols (SOP) for controlled crew change of Indian seafarers at Indian ports 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.

2. Now representation has been received from various ports to prescribe standard process to be followed for controlled crew change in the anchorages within the port limits.

3. 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 additional Standard Operating Procedures / Protocols (SOP) for

controlled crew change of Indian seafarers at Indian port anchorages within the port limits for compliance by all stakeholders.

#### **4. Standard Operating Procedures / Protocols (SOP) for controlled crew change of Indian seafarers at Indian port anchorages within the port limits**

##### **(I). For Sign-on**

- a. Follow the sign-on procedures as laid down for signing-on crew in DGS Order 12 of 2020.
- b. Crew change shall be undertaken in fair weather, good visibility and against favourable weather forecast.
- c. Risk Assessment (RA) for every intended crew change at the anchorage to be carried out by the vessel and shall be carried out with all risks being minimized with all necessary safe guards listed in the RA are available and put in place.
- d. Industry best practices for crew change at anchorage and prudent seamanship shall be complied with at all times.
- e. Necessary permissions obtained from port for crew change and Covid-19 Negative test reports carried out for on-signers to proceed towards the designated boat jetty for transfer onto vessel at anchorage
- f. On-signing Seafarers shall wear PPE (masks, gloves) and to maintain the social distancing requirements as per Ministry of Health & Family Welfare (MoHFW), Govt. of India guidelines.
- g. On-signing Seafarers to maintain safe distance with the crew of the boat / tug taking them to anchorage and from each other.
- h. Gangway and the combination ladders shall be sanitized as required before crew change commences. Each crew to wear gloves with good grip.
- i. The boarding and disembarking of the seafarer may be done in suitable weather conditions and after giving a good lee for the transfer and preferably during day light hours.
- j. Seafarers shall wear inflatable lifejackets while on boat / tug and while boarding the vessel.
- k. One seafarer at a time shall be allowed to use pilot

ladder at a time and boat / tug should move away from beneath whilst seafarer is boarding the vessel.

- l. After boarding the vessel, the seafarer should remain in the designated visitor area till their temperatures and other vitals are collected by on board staff.
- m. Handing over / mingling of signing-on crew shall not be allowed with off-signing crew.

##### **(II). For Sign-off**

- a. Follow the sign-off procedures as laid down for signing-off crew in DGS Order 12 of 2020.
- b. Crew change shall be undertaken in fair weather, good visibility and against favourable weather forecast.
- c. Risk Assessment (RA) for every intended crew change at the anchorage to be carried out by the vessel and shall be carried out with all risks being minimized with all necessary safe guards listed in the RA are available and put in place.
- d. Industry best practices for crew change at anchorage and prudent seamanship shall be complied at all times.
- e. 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 concerned 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 local health authorities of the port.
- f. Necessary permissions to be obtained from port for crew change.
- g. Seafarers shall wear PPE (masks, gloves) and to maintain the social distancing requirements as per Ministry of Health & Family Welfare (MoHFW), Govt. of India guidelines with the boat handling crew at all times.
- h. Gangway and the combination ladders shall be sanitized as required after every crew change.
- i. The boarding and disembarking of the crew may

be done in suitable weather conditions and after giving a good lee for the transfer and preferably during day light hours.

- j. Seafarers shall wear inflatable lifejackets while on boat / tug and while disembarking the vessel.
- k. One seafarer at a time shall be allowed to be on the ladder for disembarking at a time
- l. The off-signers disembarkation and on-signers embarkation should not be happening simultaneously. Ideally the off-signers shall be standing and waiting on the other side of vessel for disembarkation avoiding any contact with on-signers.
- m. After disembarking the vessel, the seafarer should remain in the designated visitor area till their temperatures and other vitals are collected by on board staff.
- n. Handing over / mingling of signing-on crew shall not be allowed with off-signing crew.
- o. While on board the boat / tug, the sign-off crew to be kept separate from the boat / tug crew and not be allowed to mingle with each other.
- p. Upon arrival at boat jetty / berth the procedure of sign-off to be followed as prescribed in DGS Order 12 of 2020.
- 5. The procedure established on sign-on / sign-off of Indian seafarers shall be strictly followed.
- 6. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.

Sd/-

[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. & Piracy)

#### **NOTES:**

1. Crew Change can be permitted in the designated anchorage of the port within port limits even if the vessel is not calling the port for cargo / bunkering etc.
2. Port Health Officials are not required to board the vessel for grant of pratique as vessel will not be calling the port for berthing and would be only at anchorage. The Port Health Officials may examine the seafarers once they arrive on berth for granting necessary clearances.
3. The boarding and disembarking of the crew will be done observing all safety precautions and at the sole risk of the company / vessel requiring the crew change.
4. Boat / tug for the crew change at anchorages to be arranged by the ship owner / RPS agency or the port may arrange for the boat / tug for the crew change and the applicable expenses may be borne by the ship owner / RPS agency.
5. Notwithstanding above permissions for crew change; the owners, operators and the Master of the vessel shall ensure that at all times the navigational safety, safety of crew / passengers, operational safety, rest period requirements for watch keepers, control of the vessel as defined in the relevant provisions of International Safety Management (ISM) code and rest hours requirements are complied with and such permission shall not cause any danger to person, property or the environment.

Sd/-

[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. & Piracy)

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## **Directorate General of Shipping Circulars for Information of Members**

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

Date: 17.05.2020

### **Clarification to DGS Order No. 12 of 2020**

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

1. DGS Order No. 12 of 2020 dated 22.04.2020 has been issued to provide detailed Standard Operating Procedure / Protocol for sign-on and sign-off of Indian crew at Indian Ports. *Para 5 (2) (7) of the SoP*

*in respect of sign-off states that "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.”

2. In the said regard, it is clarified that the above said para requirement is only applicable for vessels arriving from any foreign port. Seafarers on board Indian flag vessels operating exclusively on the Indian coast, harbour and Exclusive Economic Zone (EEZ) are **NOT required** to undergo quarantine of 14 days, post disembarkation from such a vessel, if the seafarer is tested negative for COVID-19 and is asymptomatic and subject to compliance of all listed conditions for controlled crew change as stipulated in DGS Order 12 of 2020 dated 22.04.2020 and its addendum.

3. Also, it is noted that seafarers serving on board tugs, pilot launch, mooring boats etc. operating exclusively within port limits for port operations are being asked to undergo quarantine of 14 days, post disembarkation from such vessels. Seafarers serving on board the said vessels which are

operating exclusively within port limits are **NOT required** to undergo quarantine of 14 days, post disembarkation from such a vessel. The said seafarers are to be treated as port staff and necessary quick clearances and facilitation shall be provided by the ports for crew changes as applicable.

4. It is also further instructed that Master shall ensure that all Indian seafarers serving onboard shall maintain daily records for temperature, pulse, blood pressure and respiratory rate. These said records are to be produced to appropriate authorities on request.

5. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.

Sd/-  
[Capt. (Dr.) A. Daniel J Joseph]  
Nautical Surveyor - cum - Dy. DG (Tech. / Piracy)  
Email: [danieljohn-dgs@gov.in](mailto:danieljohn-dgs@gov.in)

No. SEO/e-office/2020

Date: 19.06.2020

### Circular

1. This is to inform to all seafarers, shipping companies, RPSL Providers and other stakeholders that the official email id of the Office of the Director, Seamen's Employment Office, Mumbai has been activated with effect from 19th June, 2020.

2. As such, it is requested that all matters connected with the office of Director, Seamen's Employment Office, Mumbai may please be communicated in the official email as appended herein.

[dirseo-dgs@gov.in](mailto:dirseo-dgs@gov.in)

3. The above may kindly be noted for reference and record of all concerned.

Sd/-  
(PL Muthu)  
Asstt. Director  
for Director

**After carrying out the online transaction  
kindly make sure you send us an email at  
[membership@maritimeunionofindia.com](mailto:membership@maritimeunionofindia.com)**

mentioning your name, MUI Membership Number, date and amount of transaction, your name and MUI membership number. Alongwith these details, a Snapshot or Image of the transaction receipt from your bank can also be included.



Kindly ensure that your Maritime Union of India (MUI) membership is kept validated every year.

This will ensure that you are supported in case of eventualities that may occur during your service on board vessel or after sign-off. In case you need to resolve any matter with your ship owner/Agent, interceding by the MUI can effectively assist you more effectively, if you are a fully-paid up member Officer of the Union.

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## DIRECTORATE GENERAL OF SHIPPING, MUMBAI.

### PRESS RELEASE

The COVID-19 crisis and resultant travel restrictions across the world and lock down in India has adversely impacted the maritime industry especially in terms of crew change and repatriation of seafarers. Travel restrictions had also threatened the job prospects of Indian seafarers working on foreign flag ships due to their inability to join ships at foreign ports. The problem of crew change was anticipated well in time by the Directorate General of Shipping and the Ministry of Shipping and concerted efforts were made to minimise the adverse impact. The Maritime Administration/Ministry of Shipping was the first to design a detailed SOP to enable crew of Indian seafarers at Indian ports and anchorages. It was also the only industry which was allowed to travel abroad for the purposes of crew change using chartered flights.

2. The calibrated measures and sustained efforts to coordinate crew change at all Indian ports and through chartered flights have shown positive results. So far, 7280 Indian seafarers have signed off at Indian Ports during the lock down period. The ports leading in crew sign-off is Mumbai port which has seen 3541 sign offs, followed by Kochi which has seen 1105 sign offs. The SOPs for chartered flights has resulted in sign off and repatriation of

10824 crew members since 19th May, 2020 of which more than 7330 belongs to Carnival Group and 1542 belong to MSC. Goa and Mumbai have received the maximum number of repatriated seafarers. A small number of 427 seafarers have also come back using Vande Bharat Mission flights. Separate charts showing sign-on/off at Indian ports, chartered flights and Vande Bharat flights is enclosed.

3. The pro-active steps of Maritime Administration and the Ministry of Shipping has also resulted in a number of Indian seafarers signing on for jobs on various vessels. So far, during the lock down period 4562 seafarers have signed on at Indian ports and 2689 have signed on using chartered flights.

4. This silent Vande Bharat Mission for Indian seafarers' using Indian ports and chartered flights has, therefore, resulted in repatriation of 18958 seafarers and sign on 7251 seafarers. The Directorate has in this period verified the data of all these seafarers in the passenger manifest using a new on-line verification module, issued e-passes (where required) and facilitated inter-state & intra-state road transport for the seafarers to allow them to reach their home safely.

**Sign on / Sign off details of all major and non-major ports from  
23.03.2020 to 15.06.2020**

<b>Sr. No.</b>	<b>Name of the ports</b>	<b>Sign-on</b>	<b>Sign-off</b>
1	Jawaharlal Nehru Port Trust (JNPT)	143	160
2	Chennai Port	100	101
3	Kamaraja Port (Ennore)	71	87
4	Bey pore	6	6
5	Kollam	0	12
6	Karnataka Maritime Board	0	0
7	V.O. Chidambarnar Port Trust (Tuticorin)	88	112
8	Deendayal Port Trust (Ex. Kandla Port Trust)	310	315
9	Ports under Gujarat Maritime Board	521	673
10	Andhra Pradesh Minor Ports	270	774
11	Mumbai Port	1838	3541
12	Cochin Port	941	1105
13	New Mangalore Port Trust	131	169
14	Visakhapatnam Port Trust	131	169
15	Goa Port	18	45
16	Karwar Port	0	0
17	Old Mangalore Port	0	0
18	Paradip Port	63	82
19	Haldia Port	42	52
	<b>Total</b>	<b>4562</b>	<b>7280</b>

## DGS Order No. 16 of 2020

**Subject: Re-validation of Seafarers Certificates of Competency (CoC) / Certificate of Proficiency (CoP) - reg.**

1. The coronavirus (COVID-19) pandemic has created a global crisis which has impacted all aspects of life and adversely affected in the normal functioning of the work environment. In the maritime sector, it has severely impacted the ship to shore interactions, including crew changes and in maintaining the validity of the certificates by the seafarers.

2. The actions taken worldwide and within India, as a result of the outbreak, pose a serious challenge to the Directorate to allow the continued training of seafarers, revalidate certificates, including medical certificates and issuance of endorsement attesting recognition of certificates in accordance with International Convention on Standards of Training, Certification and Watchkeeping for seafarers (STCW Convention), 1978 as amended.

3. The Directorate has earlier issued extensions to the validity of seafarer's certificates and ship's Statutory certificates, periodical surveys & audits in view of COVID-19 pandemic vide DGS Order No. 13 of 2020 dated 21.05.2020, where in by para 14 "All STCW certificates (including the training certificates i.e., certificates required under Chapter VI of the STCW) and associated endorsements issued by the Directorate General of Shipping (DGS) which are expiring between 01st March and 31st December 2020 (both dates inclusive), were extended for a period of 06 (six) months from the expiry date printed / typed on the relevant certificate (CoC / CoP/ CoE), irrespective of whether the seafarer is / was on ship at the time of expiry or not".

4. The Directorate has reviewed the situations again as representation have been received from industry stakeholders seeking further extensions of seafarer's certificates for gaining employment opportunities on ships worldwide.

5. In view of the foregoing and also as emphasized by International Maritime Organization (IMO) vide its Circular Letter No. 4204/Add.5/Rev.I dated 2 April,

2020, taking a pragmatic and practical approach with regard to the extension of the validity of seafarer's certificates the Directorate prescribes the following :

(i) All Certificates of Competency and Certificates of Proficiency for all Seafarers (including the training certificates required under Chapter V or VI of the STCW Convention, or their Refresher Training as prescribed under the STCW Convention, as amended or as per the guidance provided in the Maritime Labour Convention, as amended); and the associated endorsements issued by or under the authority of the Directorate General of Shipping (DGS), which have expired or are expiring on or before 31st December 2020, who comply with the provisions of the STCW Convention as amended in 2010, which is attached to this order as Annex 1, Shall be deemed to be REVALIDATED till 31st December 2021, irrespective of whether the seafarer is/was on ship at the time of expiry or not. However, this interim revalidation is only for the purpose of allowing the seafarer either with existing expired or expiring certificates to join ships but not for issuance of new CoCs or new endorsements. For issuance of new CoCs or new endorsements, the existing requirements will continue to be applied.

(ii) No application is required to be made for the aforesaid interim revalidation.

(iii) Notwithstanding the above, whenever the revalidation of the expired certificate is to be carried out, the normal process/fees will be applicable and the new validity date shall be for a period of five years from the original date of expiry of the Certificate. No benefit shall accrue to the Seafarer concerned by this Order, in terms of the cycle of the validity period or the fees payable.

(iv) Seafarers and the shipping companies, including Recruitment and Placement Services (RPS) are required to ensure that the seafarers

concerned to have a print-out of their sea service record from the seafarers profiles Master Checker available with them, which can be obtained from the E-Governance system. Further, the shipping companies need to demonstrate their

responsibilities as required under Regulation I/14 of the STCW on "Responsibilities of companies".

Sd/-  
(Amitabh Kumar)  
Director General of Shipping

## ANNEX 1

### 1. Regulation I/11 of the STCW Convention- Revalidation of Certificates

- .1 Every Master, Officer and Radio Operator holding a Certificate issued or recognized under any Chapter of the Convention other than Chapter VI, who is serving at sea or intends to return to sea after a period ashore, shall, in order to continue to qualify for seagoing service, be required, at intervals not exceeding five years, to:
  - .2 Meet the standards of medical fitness prescribed by Regulation I/9; and
  - .3 Establish continued professional competence in accordance with section A-1/11 of the STCW Code.
2. Every master, officer and radio operator shall, for continuing seagoing service on board ships for which special training requirements have been internationally agreed upon, successfully complete approved relevant training.
3. Every master and officer shall, for continuing seagoing service on board tankers, meet the requirements in paragraph 1 of this regulation and

be required, at intervals not exceeding five years, to establish continued professional competence for tankers in accordance with section AI/11, paragraph 3 of the STCW Code.

### 4. Section A-I/11 of the STCW Convention - Professional competence

Continued professional competence as required under regulation I/11 shall be established by:

- .1 approved seagoing service, performing functions appropriate to the certificate held, for a period of at least:
  - .1.1 Twelve months in total during the preceding five years, or
  - .1.2 Three months in total during the preceding six months immediately prior to revalidating;
- .2. Continued professional competence for tankers, as required under Regulation I/11, shall be established by:
  - .1 Approved seagoing service, performing the duties appropriate to the tanker certificate or endorsement held, for a period of at least three months in total during the preceding five years; or
  - .2 Successfully completing an approved relevant training course or courses

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## OFFICERS IN PATNA CAN VISIT MUI LIAISON OFFICE IN PATNA FOR FRESH AND RENEWAL OF MEMBERSHIP

Verma Centre, Office No. 408  
Boring Road  
Chouraha, Patna.

All Officers of the region are requested to advantage of this new office.

## DGS Order 17 of 2020

File No. ENG/MISC -29(73)/09

Date: 29.06.2020

**Subject: Extension to validity of Seafarer's Certificate and Ship's Statutory Certificates, Periodical Surveys & Audits in view of covid-19 pandemic**

1. Noting that there have been difficulties faced by shipowners to meet the statutory requirements in maintaining the validity of ship and seafarer certificates, due to force majeure situation posed by COVID-19 resulting lock-down of many countries around the world including India, the Directorate vide DGS Order 6 of 2020 dated 23rd March 2020, allowed extension of Ship's Statutory Certificates on a case to case basis by three months and extension of one month to the validity of Seafarer Certificate of Competency/Proficiency/Recognition of Equivalence.
2. Noting further that the continued lock-down has resulted in non-availability of Recognized organization Surveyors, service suppliers and dry-docks, the Directorate vide Addendum No.2 to DGS order 6 of 2020 dated 21st April 2020, allowed extension of ship statutory certificates expiring on/before 31st May 2020, beyond what is permitted by various International Conventions, subject to a Risk assessment carried out by Recognized Organization, and imposition of certain specific conditions such as enhanced monitoring of ships from shore by ship managers/owners during this period of extension.
3. Even though the lock-down started easing out with effect from end May 2020, yet many ship-owners faced problems in docking their vessels, either due to continued closure of the dry-docks or inability of the ship-owners to attend his ship at dry-dock due to nonavailability of flights to foreign destinations, the Directorate vide DGS Order 13 of 2020, allowed extension of ship statutory certificates expiring on/before 30th June 2020 under revised conditions such as ensuring attendance of the vessel by Recognized, organization, wherever possible, for progressing of the surveys as far as practicable.
4. Now, the Indian National Ship owner Association has requested extension of Statutory certificates expiring on/prior to 31st August 2020 citing the prevailing waiting period at various dry-docks around world, which are operating at full capacity to clear pending ships requiring dry-dock.
5. Recognizing the changing situation world-wide and also noting that Recognized Organizations have started carrying out surveys at an increasing number of ports worldwide' the Directorate now reviews its procedure for grant of extension of statutory certificates to ships whose statutory surveys are expiring after 30s June 2020 but on/prior to 31st August 2020 and, the revised procedure as laid down in the following paragraphs will apply.
6. The DGS Order 13 of 2020 dated, 21st May 2020 remains applicable for ships with statutory certificates expiring on/prior 30 June 2020 and thereafter this order will replace and will be in force till 31st August 2020.
7. The Risk assessment by RO, where-ever mentioned in this order, is to be based on past survey and inspection history, satisfactory continuation of past imposed Condition of Class/Statutory Condition, if any, declaration by Master and CE that they have carried out a satisfactory general examination and a declaration by DpA/Owner/Manager that there is no known defect in any part of hull, machinery, fittings and equipment.
8. The revised procedure for extension of Annual/Periodical Statutory Surveys or Interim /Initial/Intermediate/Renewal Audits/Inspections :
  - a) It is to be noted that, the Convention provisions provide sufficient time ranging between 3-12 months to the ship owners to complete these surveys/inspections/audits.

Therefore, all efforts should be made by all owners to offer their ships to the RO for surveys, in case these are within the range period.
  - b) In general, no extension shall be granted/considered unless the Recognized Organization provides in writing that the Surveyor cannot attend the vessel due to lock-down at any port visited by the ship, after the issue of this order.

c) Even if an extension is to be considered on a case to case basis, same will be after a satisfactory Risk assessment, and same shall only be granted for the period to enable the ship to reach a port where Recognized organization Surveyor can attend the vessel.

9. The procedure for extension of Intermediate surveys shall be:

a) No extension shall be granted for a period more than 3-months after the due date of intermediate survey or 42 months since last dry-dock or the date of availability of dry-dock plus 15 days, which-ever is earlier.

b) This extension shall be granted only upon submission of a firm evidence of date of dry-dock availability from the selected dry-dock.

c) The Surveys related to **Statutory Certificates not requiring dry-dock (such as Safety Equipment/Radio/IOPP/IAPP etc.)** shall be completed either prior extension or at the first port, where RO Surveyor can board the vessel during the period of extension.

d) The extension of Surveys of Statutory Certificates requiring dry-dock (Such as load-line/Safety Construction etc.) shall be extended based on RO recommendation after satisfactory general examination of hull, machinery, fittings (structural and nonstructural) and equipment, satisfactory thickness measurement, as applicable, examination of fore-peak ballast tank, aft-peak ballast tank and other representative water-ballast tanks, examination of fore-most and aft Cargo holds and one other Cargo Hold in case of Single-Hull Bulk Carriers and a CCTV examination of the underwater portion of the hull, appendages, propeller and rudder.

e) The above Survey for extension is to be carried out either prior extension or at first port after extension, where RO Surveyor can board the vessel. Extension without the stated surveys' even till the next port where a RO Surveyor can attend the ship shall be granted only after a Risk Assessment.

10. Extension of Renewal surveys beyond three months from expiry date:

a) For extension of renewal surveys by 3-months from expiry date or 36 months since last dry-dock, which-ever is earlier, the usual procedure for extension shall apply.

b) No extension shall be granted for a period more than 6-months after the due date of renewal survey or 42 months since last dry-dock or date of availability of dry-dock plus 15 days, which-ever is earlier).

c) This extension shall be granted only upon submission of a firm evidence of date of dry-dock availability from the selected dry-dock.

d) The Surveys related to Statutory Certificates not requiring dry-dock shall be completed to-the extent possible either prior extension or at first port, where RO Surveyor can board the vessel during the period of extension. A risk assessment to be conducted for items outstanding to be completed at dry-dock such as 5-yearly load testing of life-boat/rescue boat and launching appliances and recommended for extension with the Risk assessment.

f) The **Surveys of Statutory Certificates requiring dry-dock** to be progressed as far as practicable. The extension shall be based on RO recommendation after a satisfactory general examination of hull, machinery, fitting (structural and nonstructural), equipment's, satisfactory thickness measurement, as applicable, examination of fore-peak ballast tank, aft-peak ballast tank and other representative water-ballast tanks, examination of fore-most and aft Cargo holds and one other Cargo Hold in case of Single-Hull Bulk Carriers and a CCTV examination of the underwater portion of the hull, appendages, propeller and rudder.

e) These Surveys are to be carried out either prior extension or at first port after extension, where RO Surveyor can board the vessel. Extension without the stated surveys even till the next port where a RO Surveyor can attend the ship shall be granted only after a Risk Assessment.

f) In case Service supplier for 5-yearly load test of life-boat/rescue boat and launching appliances is unable to attend due to any reason, Owner can appoint any other local Service supplier who is approved by Directorate but may not be approved by Manufacturer and the testing to be conducted in presence of RO Surveyor.

**11. Exemptions from Safe Manning Document:** Any dispensation from safe manning shall be on case to case basis where-in a seafarer is signed-off in an emergency and a risk assessment is submitted.

12. The waiver of applicable extension fees as applicable for surveys falling due on/before 30 June 2020 shall also be applicable to ships to which this order applies.

13. The extension of surveys beyond the IMO Convention provisions will be under the following conditions.

a) If the extension is granted beyond the IMO Convention provisions, the Company, prior entering any foreign load/discharge port, will take permission from relevant Maritime Authorities for acceptance of statutory certificates.

b) The Company should ensure increased monitoring of ship for safety of ship and seafarer by shore staff during this period of extension. Procedure for such monitoring to be developed and approved by DPA (for ISM/DDOC vessels) and

records to be maintained for verification at next audit/FSL.

14. All Port State Control officer are hereby advised to take a pragmatic approach while inspecting foreign ships visiting India till further orders. Foreign ships with statutory Certificates, having similar extension of Annual/Periodical/ Surveys by 3-months from expiry date and Interim/ Initial/Intermediate/Renewal Audit/Inspection by 3-months beyond expiry date, 42-month period since last dry-docking and renewal surveys extension by 6-months beyond expiry date may be accepted. No ship shall be detained for any other period of extension unless approved by concerned principal officer based on present condition of ship.

Sd/-  
(Amitabh Kumar)  
Director General of Shipping

## NOTICE : ATTENTION : ALL SEAFARERS / STAKEHOLDERS

All Seafarers / Stakeholders are requested to send their queries /problems related to following issues/queries by e-mail pertaining to various types of modules as given below:

Sr.No.	Description	e-mail id
1.	CDC/RPSL related issues / queries	sm-mum-ship@gov.in / sm-kol-ship@gov.in / sm-chn-ship@gov.in
2.	Examination related related issues / queries	mmdmum-eexam-ship@gov.in / mmdmum-nexam-ship@gov.in mmdkol-eexam-ship@gov.in / mmdkol-nexam-ship@gov.in mmdchn-eexam-ship@gov.in / mmdchn-nexam-ship@gov.in mmdkhi-eexam-ship@gov.in / mmdkhi-nexam-ship@gov.in mmdkla-eexam-ship@gov.in / mmdkla-nexam-ship@gov.in mmdnoida-exam-ship@gov.in
3.	INDoS related issues / queries	mttindos@gmail.com
4.	Other issues/ queries	helpdesk-dgs@gov.in
5.	e-Governance (All Technical Software) related issues / queries	egovernance-dgs@gov.in

Wishing you all the best in your career

\* All seafarers can see if they are checked by e-emigrate using link <https://emigrate.gov.in/ext/preECStat.action>

\* Request all the seafarers to kindly "Re-upload" your photograph & Signature in case only where you are not able to take print of your seafarer's profile & FORM 29 in Examination module and CoC Application for any purpose.If the 'Re-Upload' link is not available, Please write to respective MMD's.

\* DGS e-Learning programmes for MEO Class II, MEO Class I, Chief Mate and Master launched, visit : <http://dgsmtt.aduacademy.in/>

## Dr. Sachin Bhavsar

Medical Practitioner

Consultant Obstetrician, Gynaecologist, Hospital and Health Management

Feedbacks/queries can be sent at: dr.sachin.bhavsar@gmail.com; mail@maritimeunionofindia.com

### SIMPLE BUT OFTEN NEGLECTED SIGNS & SYMPTOMS OF VITAMIN D DEFICIENCY

Vitamin D deficiency is becoming a lifestyle problem all over the world. Although older individuals and adults who do not get enough exposure to sunlight are at a higher risk of suffering from this condition, it is reported that anyone can suffer from it, irrespective of the age, gender, and race.

According to a new study, the prevalence of Vitamin D deficiency in India ranges from 40% to 75%, which means a majority of us, lacks sufficient Vitamin D. Vitamin D deficiency is classified as blood levels of Vitamin D lower than 20 ng/ml and sufficiency as levels more than 30 ng/ml. Levels between 20-30 ng/ml are termed as Vitamin D insufficiency.

According to the Indian Council of Medical Research (ICMR), the RDA of Vitamin D for Indians under minimal exposure to sunlight is 200 IU for people below 50 years and 400 IU for those older than 50 years. Lack of Vitamin D can make you prone to numerous health complications such as osteoporosis, infections, allergy, autoimmune diseases, cardiovascular disease, tuberculosis, depression, and even cancer.

#### SIGNS THAT YOU ARE DEFICIENT IN VITAMIN "D"

In most cases, the symptoms of Vitamin D deficiency are subtle which is why most people do not realize they are deficient in Vitamin D. If you have low levels of vitamin D, you might:

##### BE MORE PRONE TO INFECTIONS

~Vitamin D plays a key role in the proper functioning of the immune system.

~It helps to build your immunity and make you strong by helping you to fight various bacterial and viral infections.

~A study showed a link between lower respiratory tract infections such as cold and pneumonia with low Vitamin D levels.

~Hence, if you become sick more often, especially with a cough and cold it could be due to low levels of Vitamin D.

##### FEEL TIRED

~There are numerous health problems that can cause tiredness and fatigue, and the lack of Vitamin D is one of them.

~ However, this symptom is not taken seriously.

~Low levels of Vitamin D in the blood can also impact the energy which in turn can make you feel tired and fatigue.

~ A study reported that women who were Vitamin D deficient were more likely to complain about fatigue as compared to those who were Vitamin D sufficient.

##### SUFFER FROM BONE PAIN

~It is a well-known fact that Vitamin D is needed for the absorption of calcium, which plays a key role in the maintenance of bone health.

~Hence, lack of vitamin D can impact the bone density and lead to symptoms such as bone pain and back pain.

~Several studies have reported that Vitamin D deficiency is associated with chronic back pain, which in the long run can also impact the quality of life hindering with their day-to-day activities.

~Moreover, people with a deficiency of this vitamin were twice likely to experience pain in the legs, ribs, and joints as compared to those with normal Vitamin D levels in the blood.

~In severe cases, it can also lead to bone loss due to low bone mineral density, which further puts you at risk of fractures

##### EXPERIENCE PAIN IN THE MUSCLES

~ A study in Pain Medicine revealed that Vitamin D deficiency may cause muscle pain in children as well as adults.

~ According to the study, around 71% of people who experienced chronic pain in the muscles were found to be deficient in Vitamin D levels.

~This could be due to the presence of Vitamin D receptors on nerve cells, which can sense pain.

~Vitamin D deficiency causes hypersensitivity of these receptors leading to pain and sensitivity.

##### SUFFER FROM HAIR LOSS

~ One of the key reasons for hair loss is a nutritional deficiency.

~Low levels of Vitamin D in women can lead to hair loss.

~The deficiency of this vitamin is linked to alopecia areata, which is an autoimmune disease that is characterized by severe hair loss.



~ Hence, do not ignore hair loss but consult a doctor to know the exact cause of the condition and get it treated.

## **FEEL DEPRESSED**

~Numerous studies have linked low levels of Vitamin D to depression, especially in adults.

~This could be due to the presence of Vitamin D receptors in the brain tissue which plays a key role in the regulation of several neurological and metabolic pathways.

~Studies have also reported that supplementation of Vitamin D improved mood in people with anxiety

and symptoms of depression in people with Seasonal Affective Disorders (SAD).

As The Symptoms Of Vitamin "D" Deficiency Are Non-Specific, Making It Difficult To Diagnose The Condition, Hence, If You Experience Any Of The Signs That Indicate Low Vitamin "D" Levels, Consult Your Doctor And Get Tested For Vitamin "D" As The Deficiency Of Vitamin "D" Can Be Fixed By Loading Up Your Intake Of Vitamin "D" Either Through Life Style Alterations, Diet, Sunlight and If Needed, Supplements.

## **VEGETABLES THAT ARE EXCELLENT FOR DIABETICS**

The moment you are diagnosed with diabetes, the first question that pops up is what can I eat and what should I avoid. Given the strict dietary guidelines a person with diabetes has to follow, it is quite natural for anyone to do a bit of research about diabetic-friendly foods. And this applies to not just fruits and snacks but vegetables as well. But this is not the end of it because the real struggles start here. They even face a dilemma about which vegetables need to be placed on their plate and which ones they need to stay away from. This is when glycemic index comes into the picture. Glycemic Index (GI) is one factor that helps a diabetic to make the right food choices. It rates foods on how quickly the carbohydrates present in that food affect the blood sugar levels and is categorized as high, medium or low GI level. While low GI foods help maintain blood sugar levels, high GI vegetables can raise blood sugar levels exponentially. Hence, it goes without saying that people suffering from diabetes should opt for low GI vegetables.

Here Are A Few Common Vegetables That Are Excellent For Diabetics And Also Help Maintain Balanced & Stable Blood Sugar Levels :

### **BROCCOLI**

It is considered to be super effective in controlling diabetes.

It contains a compound called sulforaphane which triggers anti-inflammatory processes that control blood sugar level and prevent cardiovascular damage, which is a known health complication in diabetes.

You can add broccoli to your salads or soups along with other vegetables to make it a wholesome meal.

Boiled broccoli can also be added to curries.

You can even add grated broccoli to parathas, which makes it an amazing breakfast option. But the key is to add broccoli to your everyday diet to make the most of it.

### **CARROTS**

~Carrots are always a preferable choice for any meal plan.

~It forms an integral part of salad and a healthy snack for health conscious people.

~There have always been numerous reasons to consider these to be a key part of one's diet because of its health benefits right from improving vision problems to boosting the immune system.

~1 cup serving of carrots has nearly 5 grams of carbohydrates.

~Moreover, the glycemic index of carrots is also low, which makes it a healthy food option for diabetics.

~Carrots are best eaten in the raw form as salads, however you can even add them to curries, parathas and oats to make it a part of a wholesome meal.

### **SPINACH**

Spinach is one of the most in-demand leafy vegetables.

~Regular consumption of this leafy vegetable helps keep away a plethora of diseases and help you stay fit and healthy.

~It is also excellent for regulating blood sugar levels.

~Spinach is rich in vitamin K, Magnesium, Folate, Phosphorous, Potassium and Zinc.

~It also contains various flavonoids and plant chemicals, which are good for overall health.

~All such essential nutrients make it one of the most sought after vegetables for diabetes.

### **GARLIC**

~Garlic seems to be a versatile vegetable which acts as a flavoring agent as well as a medicine.

~From playing a key role in controlling high cholesterol level to aiding in the treatment of heart disease and cancer; garlic is a popular home remedy.

~It may not be an exaggeration if one gets to know that garlic can be effective for diabetes.

~Raw as well cooked garlic can help in regulating blood glucose levels.

~Having at least two cloves of garlic everyday is considered to be the averagely recommended dose to reap its medicinal benefits for diabetes.

### **COLLARD GREENS**

~Collard greens (or saag) are excellent sources of Vitamin C.

~These leafy vegetables help to lower cortisol in the body and reduce inflammation.

~It also contains a micronutrient called alpha lipoic acid that helps the body in dealing with stress.

~It also reduces the excess blood sugar level and strengthens the damaged nerves caused due to diabetic neuropathy.

~Hence, ensure to include collard greens in your diet to keep your blood sugar in control and prevent diabetic complications.

### **RED ONIONS**

~Red onions are rich in antioxidants apart from giving an attractive color and flavour to curries and salads.

~They are also a good source of fiber, potassium and folate which can help in regulating the blood sugar level in addition to aiding in the treatment of various heart ailments.

~Add generous amounts of red onions while preparing food as it can help you to regulate your blood glucose level.

### **BRINJAL (EGG PLANT)**

~Brinjals are high in fiber content and low in soluble carbohydrates which makes it a healthy vegetable for diabetics.

~The presence of alpha-glucosidase inhibitory action of the compounds in eggplant help in controlling blood glucose level and also lower the risk of health complications caused by high glucose levels.

~It also contains antioxidants which not only act on the free radicals but also improve the overall health.

~It contains several compounds which help in reducing high blood pressure and also aid in the management of type 2 diabetes.

~Add brinjals in your diet on a regular basis.

~You can enjoy baigan ka bharta or simply cook brinjals along with other vegetables to reap its benefits.

So, Go Ahead And Add These Vegetables To Your Diet And Manage Your Blood Sugar Levels More Effectively !!!

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**OFFICERS' MEMBERSHIP FORM** is included on page no. 35  
**CERTIFICATE OF COMPETENCY (COC) PROTECTION FORM** is included  
on page nos. 33 and 34

## **YOU SHOULD INSURE YOUR CERTIFICATE**

Because : The Maritime Union of India provides COC protection to you against Competency Certificate affected by any Court of Law and/or Authority.

### **BENEFITS**

1. Suspension of Certificate : A maximum compensation of Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only) which is spread over 8 months.
2. Cancellation of Certificate : A maximum compensation of Rs.6,00,000/- (Rupees Six Lakh only) over period of 18 months.
3. Certificate replacement : Certificate replaced by the lower certificate upto Rs.22,500/- (Rupees Twenty Two Thousand Five Hundred only) per month not exceeding 8 payments as Compensation. Provided that this MUI COC Protection Application is in force on the day of the incident giving rise to an official inquiry into a Shipping Casualty (or was in force at least six months prior to same).
4. Legal Assistance in India : Legal assistance in India before any Court of Inquiry where Competency would be disputed upto a sum of Rs.5,00,000/- (Rupees Five Lakh only).
5. Legal Assistance outside India : Legal assistance outside India before any Court of Inquiry where Competency would be disputed upto a sum of Rs.5,00,000/- (Rupees Five Lakh only). MUI COC Protection Application covers Competency Certificates only, but not against cancellation of disciplinary misconduct or legal offences. The Maritime Union of India is not bound to give notice for renewal of premium.

### **REMEMBER :**

1. **THE RENEWAL DATE** so that you may remit your annual premium at least one month before the due date
2. To keep membership up-to- date. MUI COC Protection Application is extended only to fully paid members of the Union.



## **THE MARITIME UNION OF INDIA**

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Cochin Port Staff Association (CPSA), Willingdon Island

Kochi 682 009.

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The Merchant Navy Officers Association

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Tuticorin: Mr. V. Sathyarayanan

Tuticorin Port Mariners' & General Staff Union,

Beach Road, Zone 'E' Extension Port, Opp. Customs

Office, Tuticorin 628 001. Tamil Nadu.

Tel.: 0461-2326519/2339195 Fax: 0461231 1668

E-mail: sathya\_viji74@yahoo.com

Visakhapatnam : Mr. S. Satyanarayana

Maritime Union of India, C/o. Post Box No.631

P&T Colony Post office, Visakhapatnam 530 013.

Mob.: 081068 07206 Email: ssjula1950@gmail.com

**APPLICATION FORM**  
**CERTIFICATE OF COMPETENCY (COC) PROTECTION**

**Important : Please ensure that all columns are filled up for acceptance of this application  
by office of The Maritime Union of India**

---

MUI Membership No.: \_\_\_\_\_ Valid Upto : \_\_\_\_\_

1. Name in full : \_\_\_\_\_  
(BLOCK LETTERS - *Surname first*)
  2. Date and Place of Birth : \_\_\_\_\_
  3. Permanent Address for correspondence : \_\_\_\_\_
  4. Grade, Number and Complete : \_\_\_\_\_  
description of certificate : \_\_\_\_\_
  5. Date and Port of Issue : \_\_\_\_\_  
(a) INDOS No. : \_\_\_\_\_
  6. Has your Certificate ever been : \_\_\_\_\_  
(a) Suspended? : \_\_\_\_\_  
(b) Cancelled? : \_\_\_\_\_  
(c) Successfully defended in an : \_\_\_\_\_  
(d) official Enquiry? : \_\_\_\_\_  
If so, please give particulars : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
  7. Have you ever been in a ship that has : \_\_\_\_\_  
met with an accident in respect of which : \_\_\_\_\_  
there has been an official enquiry? : \_\_\_\_\_  
If so, please give particulars : \_\_\_\_\_  
If so, please give particulars : \_\_\_\_\_
  8. Name of your present ship : \_\_\_\_\_
  9. In what capacity are you now serving? : \_\_\_\_\_
  10. Name of Owners / Agent : \_\_\_\_\_
  11. How long have you served with them? : \_\_\_\_\_
- 

**DECLARATION**

I hereby declare that the above details are in every respect true and correct, and that I have not withheld any information calculated to influence the decision in regard to this proposal.  
I pay herewith the sum of Rs. 200/- (Rupees Two Hundred only) being the first application cost and agree to renew it every year.

Date \_\_\_\_\_

Signature \_\_\_\_\_



**MEMBERSHIP FORM**  
[ TO BE FILLED IN BLOCK LETTERS ]

**THE MARITIME UNION OF INDIA**

Regd No.: BY-II-198-A 30-3-1941

**Registered Office :** Udyog Bhavan, 4th Floor, 29, Walchand Hirachand Marg,  
Ballard Estate, Mumbai 400 001. Tel.: 91-22-22613052 / 22615507 Fax: 91-22-22620606  
E-mail: mail@maritimeunionofindia.com or membership@maritimeunionofindia.com  
Website: maritimeunionofindia.com

Affiliated to The International Transport Workers' Federation, London & Hind Mazdoor Sabha, India

**Membership Fees : Rs. 1800/- per annum**

**Entrance Fees (For first time members - one time payment) : Rs. 500/-**

Please Affix  
your recent  
photograph

Full Name : \_\_\_\_\_

Surname first \_\_\_\_\_

Date of Birth and Place : \_\_\_\_\_

INDos No.: \_\_\_\_\_ Marital Status :  Married  Unmarried

C.D.C. No.: \_\_\_\_\_ Place of Issue : \_\_\_\_\_ Issued on : \_\_\_\_\_ Expires on : \_\_\_\_\_

Passport No.: \_\_\_\_\_ Place of Issue : \_\_\_\_\_ Issued on : \_\_\_\_\_ Expires on : \_\_\_\_\_

Certificate of Competency (COC) No.: \_\_\_\_\_ Place & Date of Issue : \_\_\_\_\_

Name of your present company : \_\_\_\_\_

Present Rank : \_\_\_\_\_ Employment Code No. : \_\_\_\_\_

Particulars of your last company : \_\_\_\_\_

Residence Address : \_\_\_\_\_

Landline Nos. : \_\_\_\_\_

Mobile Nos. : \_\_\_\_\_ Spouse / Next of Kin \_\_\_\_\_

Email Address : \_\_\_\_\_

**Details of Next of Kin declared by you at the time of joining the Company**

Sr. No.	Full Name	Relationship	Mobile & E-mail ID
1			
2			
3			
4			

The details are required to assist you in case of contingency and/or in case of emergency.

I will abide by the rules and regulation of constitution of the Union, I agree, undertake and confirm that all agreement/s entered and or executed by MUI towards representation of its members shall be binding and enforceable by/upon me and accordingly, I authorised MUI to directly collect my membership from me and/or through my employer.

I therefore request you to enroll me as the member and/or renew my membership of the The Maritime Union of India.

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

Signature of Applicant

COC Protection is extended to fully paid up members only. Certificate protection fees of Rs.200 (Rupees Two Hundred only) per year payable on or before renew date.

**FOR OFFICE USE**

Membership No.: \_\_\_\_\_ Amount Received \_\_\_\_\_ Receipt No. \_\_\_\_\_

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

Signature of the Authorised Signatory

## **FOR ATTENTION OF MUI MEMBERS AND SEAFARER OFFICERS**

You can tear the MUI Membership form in this issue along the dotted line, fill it up and post it to MUI Mumbai Office alongwith a Demand Draft or Cheque in favour of : The Maritime Union of India to : Udyog Bhavan, 4th Floor, 29 Walchand Hirachand Marg Ballard Estate, Mumbai 400001.

Kindly ensure that your Maritime Union of India (MUI) membership is kept validated every year.

This will ensure that you are supported in case of eventualities that may occur during your service on board vessel or after sign-off. In case you need to resolve any matter with your ship owner/Agent, interceding by the MUI can effectively assist you more effectively, if you are a fully-paid up member Officer of the Union.

**MUI REQUESTS ALL OFFICERS TO ENSURE THAT  
SUFFICIENT BALANCE IS PRESENT IN THEIR BANK ACCOUNTS  
WHEN A CHEQUE IS ISSUED BY THEM OR THEIR FAMILY MEMBERS, FOR  
MEMBERSHIP TO THE MARITIME UNION OF INDIA**

This will ensure faster and efficient delivery of  
MUI Membership Card to your residence

**When corresponding with MUI offices for your grievances, inquiries or for any other purpose, kindly ensure to mention your :**

- 1) CDC Number**
  - 2) MUI Membership Number**
  - 3) Rank**
  - 4) Name of your Company**
  - 5) Land line, and mobile numbers, email identity**
-



# MOL Maritime (India) Pvt. Ltd.

Formerly Known as: Mitsui O.S.K. Lines Maritime (India) Pvt. Ltd.



## *With Best Compliments*

### The Manning Arm of MOL in India

#### REGISTERED OFFICE MUMBAI

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Fax : (033) 40033715

#### BRANCH OFFICE CHENNAI

No.202, 2<sup>nd</sup> Flr, Capital Towers, 180,  
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#### BRANCH OFFICE DELHI

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#### MOL TRAINING CENTRE

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Telephone: 022 29200506 / 29200507.

# WALLEM

Our vision is to be the leading provider  
of technology driven maritime solutions in a  
customer centric and transparent manner

[www.wallem.com](http://www.wallem.com)