



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

“बिटा बिल्डिंग”, 9 वी मंजिल / “BETA BUILDING”, 9<sup>th</sup> FLOOR

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INDoS CIRCULAR NO. 2 OF 2018

Subject:- Online procedure for corrections in INDoS profile of seafarer

It has come to the notice of the Directorate that the procedures for making corrections in INDoS profile of seafarer was time consuming and causing inconvenience to the seafarer. In its endeavour to expedite the services offered to the seafarers, the Directorate has developed a module in the e-governance system to handle corrections in seafarer's profile.

2. The candidates desiring to make corrections in their profile may follow the steps as given below:-

**Steps -1:** Go to the DG Shipping website – <http://dgshipping.gov.in/>

**Step - 2:** Select E-Governance tab and click on e-governance.

**Step - 3:** Enter Login and Password ID (seafarer)

**Step - 4:** Select the menu – “Request for Corrections in personal details profile” under ‘Seafarer’ module on the Home page and click the same.

**Step - 5:** System would open the request form which facilitate the user to enter the ‘New value’ i.e. necessary correction to be done against the ‘old values’ i.e. wrong data entered in the profile in the various field names like name, DoB, Address, etc.

**Step - 6:** Upload the relevant supporting documents like Passport or High School (10<sup>th</sup>) marksheet or birth certificate or school leaving certificate in PDF / Word /JPG format for verification and click the checkbox to confirm the changes. Please note that the scan should be of the original document and not photocopies.

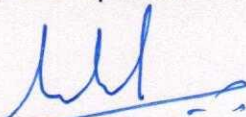
**Step -7:** Click ‘Submit button for Correction’.

**Step - 8:** System would display the confirmation page to acknowledge the ‘acceptance of application request’.

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**Step – 9:** If the request made by seafarer is rejected by the INDoS cell then the seafarer can again make a fresh request by following the steps 1 – 8 above.

3. This issue with the approval of the Director General of Shipping and Special Secretary to the Government of India.

  
[Ashish Wankhede]  
Dy. Director General of Shipping [Trg.]

2018/03/09