



भारत सरकार/ GOVERNMENT OF INDIA  
पत्तन,पोत परिवहन और जलमार्ग मंत्रालय /  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F.No.20-19/2/2025-TRG-DGS(Comp.No.32841)**

**Dated: 31.01.2025**

**DGS Order No. 01 of 2025**

**Subject:** Addendum to DGS Order No. 25 of 2020 dated 28.08.2020 - Payment for Digital Certification Application (DCA) by Maritime Training Institutes (MTIs) effective from 01.02.2025.

**Whereas**, the Directorate General of Shipping (DGS) introduced the Digital Certification Application (DCA) through DGS Order No. 25 of 2020 dated 28.08.2020 to facilitate the issuance of digitally signed certificates for approved courses conducted by approved Maritime Training Institutes (MTIs).

2. **Whereas**, the Directorate has until January 2025 borne the cost of issuing Digital Certificates under the DCA platform, providing this service free of charge to all DGS-approved MTIs.

3. **Whereas**, the competent authority has now decided to transition the payment process to a sustainable model, effective February 2025, by permitting the vendor M/s. ARI to charge an amount of ₹ 36 (plus applicable taxes) per certificate directly from DGS-approved MTIs. Here the per certificate cost be mentioned as "Certificate Credit".

4. **Whereas**, the attached workflow document titled "DCA Workflow for MTI Payments" provides detailed guidance on the procedures for payments, purchasing certificate credits, and managing transaction and certificate histories through the Digital Certification Application (DCA) portal. MTI may purchase advance credit before issuance of the digital course certificates.

5. **Whereas**, this DGS Order will be effective and implemented from 00:00 hrs of 01.02.2025. Further all the MTIs must make payments for generation of per Digital Course Certificate as per the attached workflow.

6. **Accordingly**, the following instructions are issued to all approved MTIs for strict compliance:

**1. Implementation of Payment Structure:**

- i. Effective from 00 hrs of 01 February 2025, MTIs are required to make payments for certificate credits via the DCA portal as outlined in the attached workflow document.
- ii. Each certificate issued will incur a cost of ₹ 36 (plus applicable taxes), payable directly to M/s. ARI.

...2/-

*[Handwritten Signature]*  
31/01/25

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**2. Operational Process:**

- i. MTIs must log in to the DCA portal using their e-Governance credentials (same as MTI Module Login Id) to purchase certificate credits.
- ii. The purchase process involves selecting the desired number of credits, completing payment through the secure payment gateway, and accessing the transaction receipt and order details.
- iii. Detailed steps for transaction history, certificate management, and reports are outlined in the attached workflow document.

**3. Responsibilities of MTI Course In-Charge and Principals:**

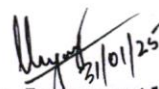
- i. The Course In-Charge and Principal of each MTI must ensure that certificate credits are available before initiating the digital signing process.
- ii. The DCA portal will restrict certificate issuance if sufficient credits are not available.

**4. Support and Assistance:**

- i. For any technical issues or queries related to the DCA platform, MTIs are advised to contact the support team via email at [dcasupport@arisimulation.com](mailto:dcasupport@arisimulation.com) with the following details:
  - MTI Name and Contact Information
  - Nature of Issue
  - Transaction or Certificate Reference (if applicable)

7. **Whereas**, compliance with the above instructions is mandatory, non-adherence will be viewed seriously and may result in administrative action as per the Guidelines issued by the Directorate.

8. This DGS Order enters into force with immediate effect.

  
(Shyam Jagannathan)  
Director General of Shipping

Enclosed: ARI payment work flow process.

To,

1. All PO, MMDs.
2. All approved MTIs.
3. NT Wing / Engineering Wing.
4. Computer Cell.
5. Guard file.

# **WORKFLOW DOCUMENT FOR DIGITAL CERTIFICATION APPLICATION (DCA) PORTAL**



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**Document Description** : WORKFLOW DOCUMENT  
**Document Submitted By** : ARI Simulation  
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**Document Id** :  
**Version** : 1

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*All computer generated images are indicative and for the purposes of illustration only.*

# 1. OBJECTIVE

The Maritime Training Institutes (MTIs) can follow the workflows described in this document to

- i) Purchase Certificate Signature Credits
- ii) View Transaction History and associated Transaction details
- iii) View the Certificates that were signed, using the Certificate Credits.
- iv) Generate associated reports

## 2. OVERVIEW

The current Digital Certification Application (DCA) that is used by the MTI (Course In charge & Principal) to digitally sign the certificates will continue to function as-is with no changes.

Additionally, the MTI Login that is used to access the MTI application on the e-Governance portal will allow the MTI to purchase the credits and access the associated functionality, on the DCA Portal.

Each credit will allow the MTI to digitally sign one certificate i.e. **One Credit = One Certificate.**

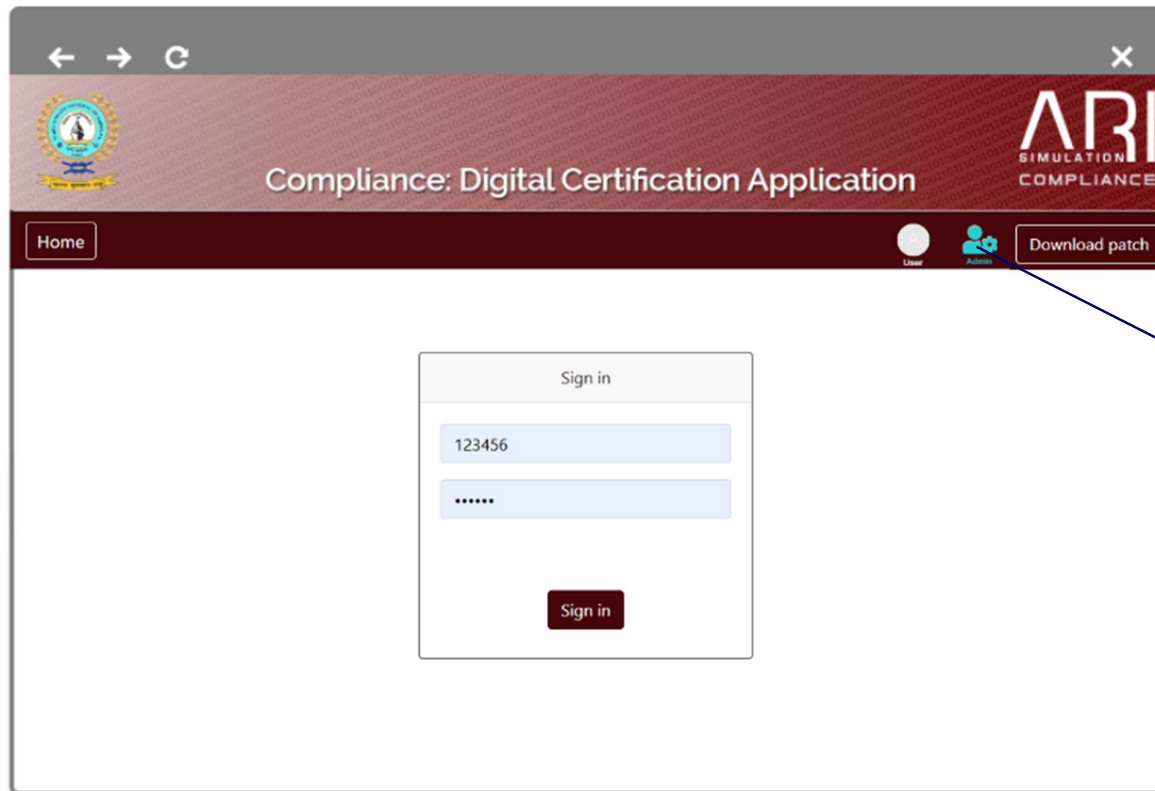
Certificate Credits will be required to digitally sign the certificates.

### 3. MARITIME TRAINING INSTITUTES (MTI)

The DCA portal will offer features to facilitate payments, view payment history and access details of certificates assigned against each transaction.

#### 3.1 MTI ADMIN

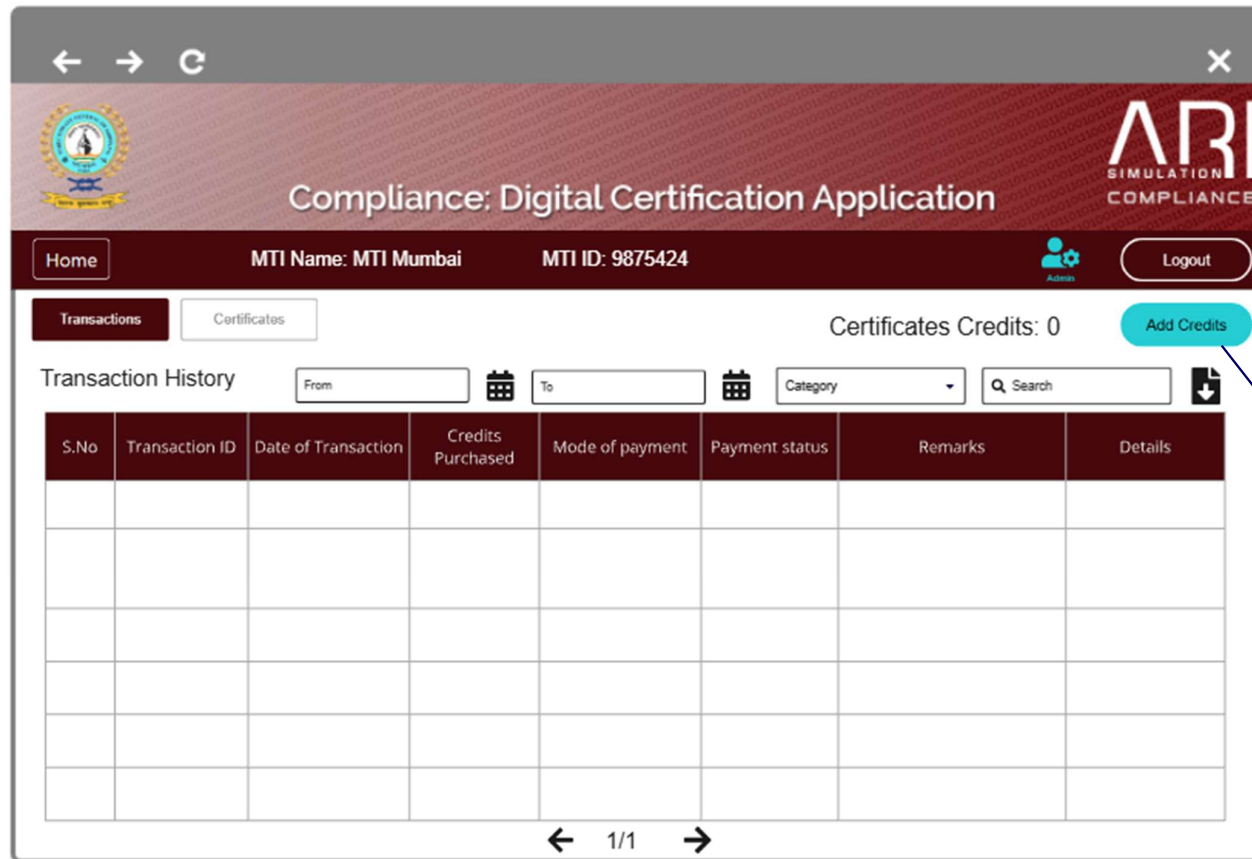
The DCA portal will allow the MTI Admin to access the DCA portal using the e-Governance MTI Login ID.



MTI Admin Login screen

### 3.1.1 Admin Home Screen

The MTI Admin will be able to purchase Certificate Credits, by clicking on the *Add Credits* button.

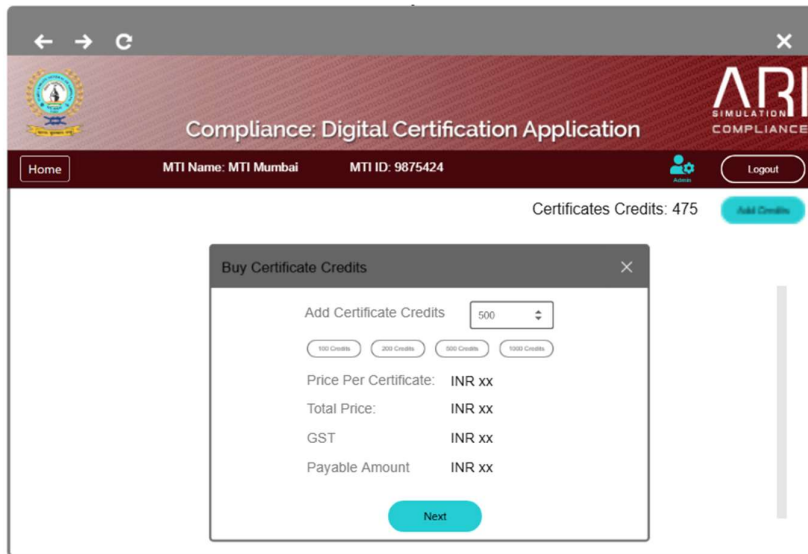


Admin Home screen

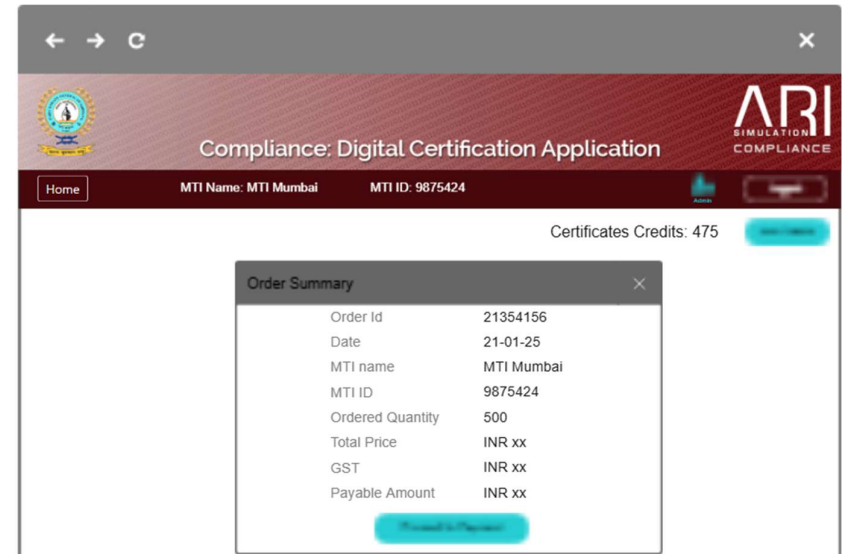
### 3.1.2 Purchase Certificate Credits

All purchases will be through a secure payment gateway.

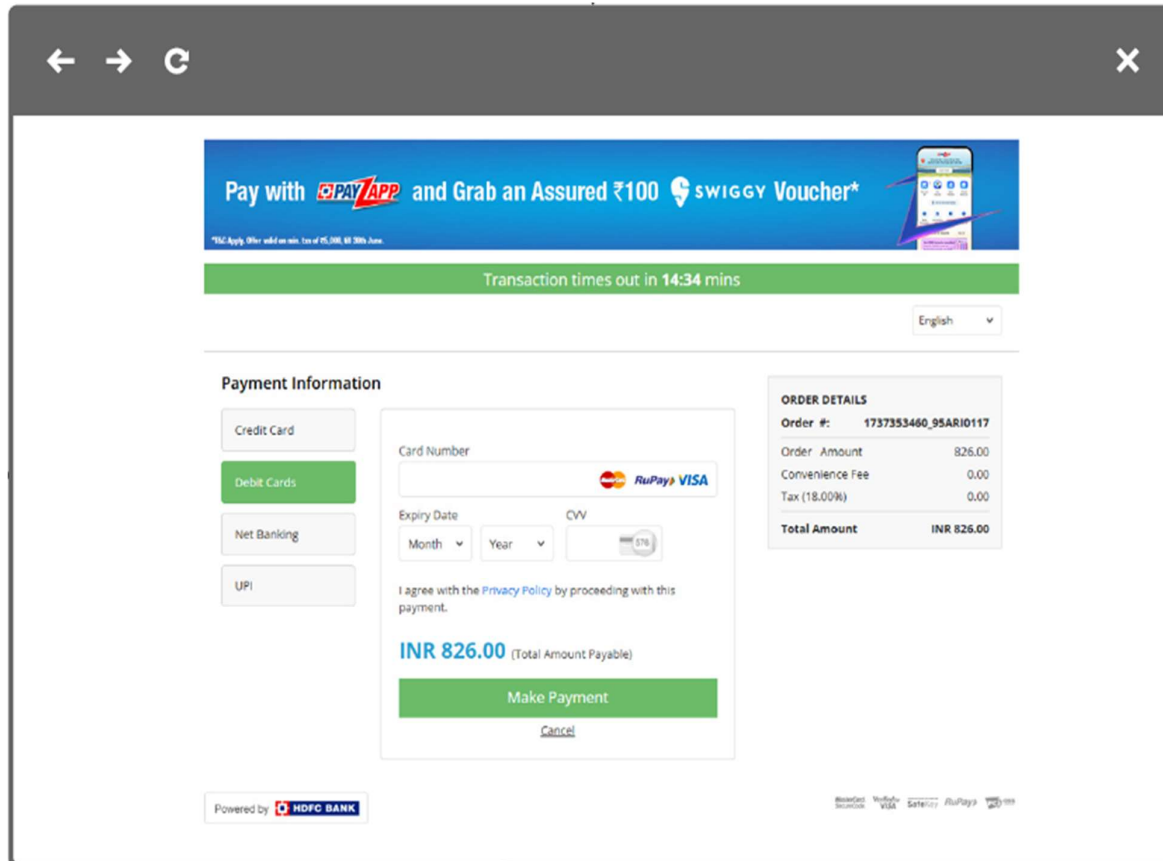
Once the transaction is successful, the Order Receipt will be available along with details of the Transaction.



Buy Certificate Credits – Specify the Credits number



Buy Certificate Credits – Order summary



Buy Certificate Credits - Payment gateway

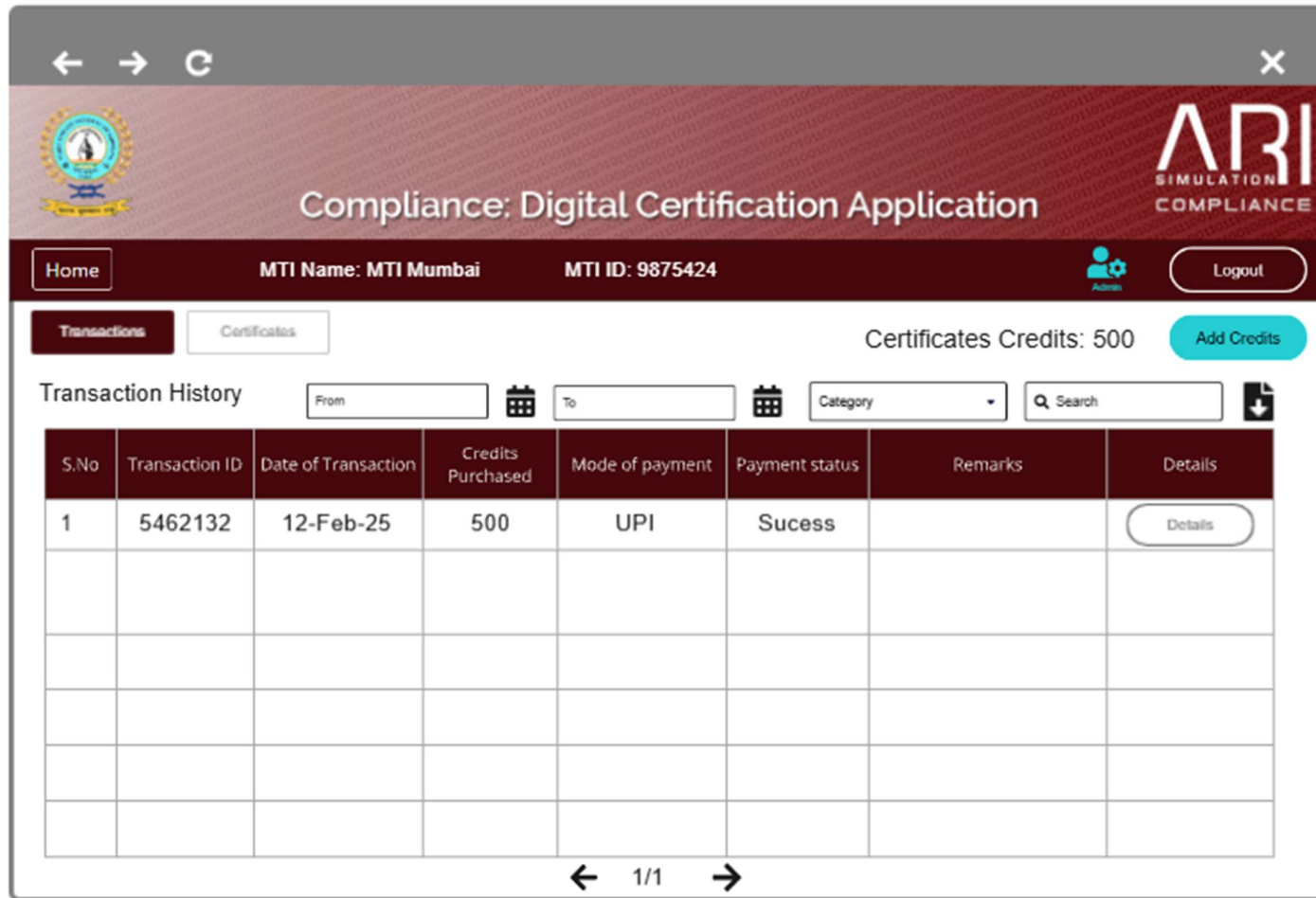
The screenshot displays the ARI Compliance: Digital Certification Application interface. At the top, there is a navigation bar with a home button, user information (MTI Name: MTI Mumbai, MTI ID: 9875424), a settings icon, and a logout button. Below this, the main content area shows 'Certificates Credits: 0' and an 'Add Credits' button. A modal window titled 'Order Receipt' is open, displaying the following details:

Sold by :	Applied Research International Pvt. Ltd.	Receipt Date	21-01-25
GST Number	21315464646	Time	09:25:45
Order Id	21354156	MTI name	MTI Mumbai
Transaction Id	09789Y56979	MTI ID	9875424
Ordered Quantity	500	Mode of Payment	UPI
Total Price	INR xx		
GST	INR xx		
Amount Paid	INR xx		

A 'Print' button is located at the bottom of the modal window.

Buy Certificate Credits – Order Receipt

### 3.1.3 Updated Home Screen



Updated Home Screen after Transaction

### 3.1.4 Transaction History

The MTI Admin can view the entire transaction history of the MTI. The count of the Certificate Credits will also be displayed.

The view can be filtered on dates. Search on the displayed data, can be performed for specific Transactions, Payment Status or modes of payment

The screenshot displays the 'Compliance: Digital Certification Application' interface. At the top, it shows the MTI Name as 'MTI Mumbai' and MTI ID as '9875424'. Below this, there are tabs for 'Transactions' and 'Certificates', with 'Certificates Credits: 475' displayed. A table titled 'Transaction History' contains the following data:

S.No	Transaction ID	Date of Transaction	Credits Purchased	Mode of payment	Payment status	Remarks	Details
3	5462132	12-Feb-25	500	UPI	Success		Details
2	5462130	05-Feb-25	500	Credit card	Pending	Pending Payments will be processed in 24 hours	Details
1	5462129	02-Feb-25	1000	Net banking	Failed		Details

At the bottom of the table, there is a pagination indicator showing '1/24'. To the right of the table, there are two callout boxes:

- Download/Export:** A box containing a 'Select format' dropdown menu (set to 'PDF') and a 'Download' button.
- Search categories:** A blue box listing search categories: Transaction ID, Mode of payment, and Payment status.

### 3.1.5 Transaction Details

Clicking the *Details* button on the Transactions screen, will display details of the transaction.

The screenshot displays the ARI Compliance: Digital Certification Application interface. At the top, there is a navigation bar with a home button, MTI Name: MTI Mumbai, MTI ID: 9875424, a user profile icon, and a Logout button. Below this, the main content area shows 'Certificates Credits: 475' and an 'Add Credits' button. A modal window titled 'Transaction Details' is open, displaying the following information:

Sold by :	Applied Research International Pvt. Ltd.	Receipt Date	21-01-25
GST Number	21315464646	Time	09:25:45
Order Id	21354156	MTI name	MTI Mumbai
Transaction Id	09789Y56979	MTI ID	9875424
Ordered Quantity	500	Mode of Payment	UPI
Total Price	INR xx	Status	Sucess
GST	INR xx	Remark	
Amount Paid	INR xx		

A 'Print' button is located at the bottom of the modal window.

Transaction details

### 3.1.6 Certificate Details

Details of all the certificates signed, along with the associated transaction can be viewed, by clicking on the *Certificates* button. Search can be performed based on Transaction ID, INDOS Number or Name of the seafarer

Compliance: Digital Certification Application

Home MTI Name: MTI Mumbai MTI ID: 9875424 Admin Logout

Transactions Certificates Certificates Credits: 475 Add Credits

Certificate History From To Category Search

S.No	Transaction ID	INDOS Number	Name	Signing Date Course-in-Charge	Signing Date Principal	Details
3	5462132	01NL32456	Rahul Kumar	12-Feb-25	12-Feb-25	Details
2	5462130	01NL36556	Gaurav Chopra	05-Feb-25	07-Feb-25	Details
1	5462129	01NL87456	Atul Sharma	02-Feb-25	03-Feb-25	Details

← 1/24 →

- Search categories:
- Transaction ID
  - INDOS Number
  - Name

Certificate History

Clicking on the *Details* button will display the details of the Certificate issued

The screenshot shows a web application interface for 'Compliance: Digital Certification Application'. At the top, there is a navigation bar with a 'Home' button, 'MTI Name: MTI Mumbai', 'MTI ID: 9875424', a user profile icon labeled 'Admin', and a 'Logout' button. Below this, there are tabs for 'Transactions' and 'Certificates', with 'Certificates' being the active tab. To the right of the tabs, it says 'Certificates Credits: 475' and an 'Add Credits' button. A modal window titled 'Certificate Details' is open, displaying the following information:

Transaction Id	5462132	Signing Date C.I.	21-01-25
INDOS Number	01NL32456	Course in charge name	Kirti R
Name	Rahul Kumar	Signing Date Pr.	21-01-25
Batch Start Date	20-Jan-25	Principal name	Amol G
Batch ID	MTI-003		
Course Name	Second Mate (FG)		

At the bottom of the modal window, there is a 'Print' button.

Certificate Details

### 3.1.7 Reports

The MTI Admin can download in Excel or PDF formats or Print the following:

- i. Transactions for a period
- ii. Certificates for a period or for a transaction
- iii. Order receipt for a selected transaction
- iv. Certificate Details for a selected certificate

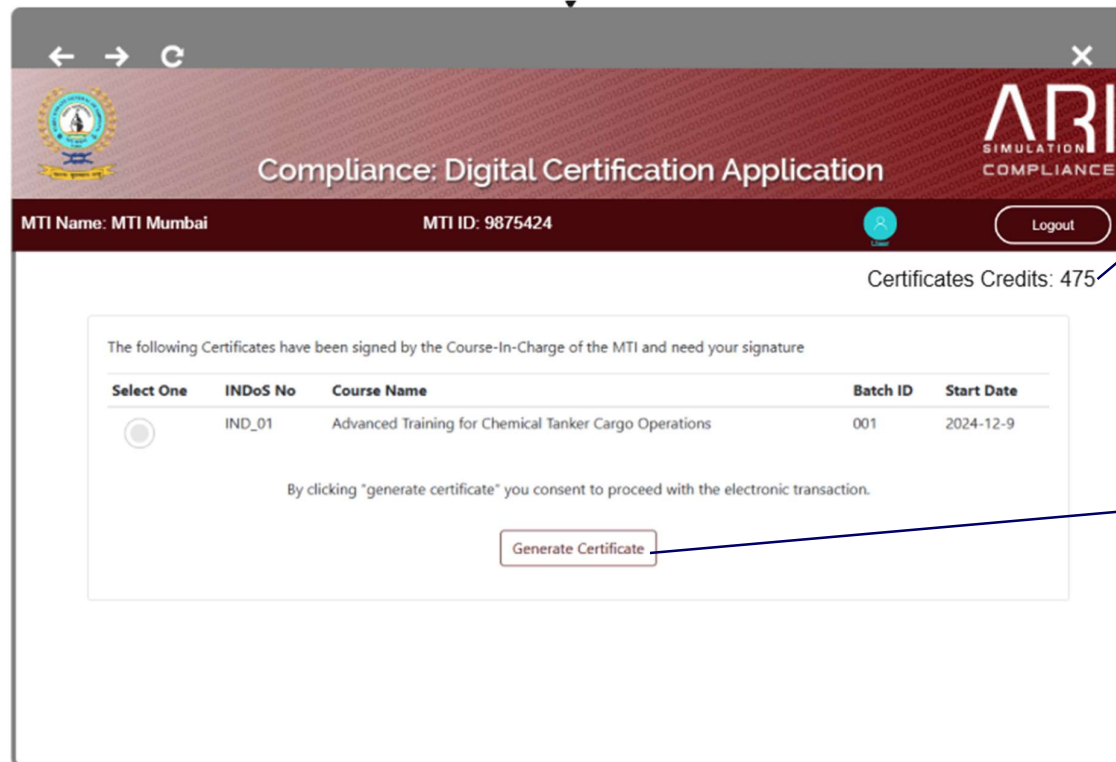
## 3.2 MTI COURSE IN-CHARGE

There will be no changes to the existing interactions of the Course In-Charge with the DCA application.

### 3.3 MTI PRINCIPAL

The MTI Principal will:

- Be shown the current status of the Certificate Signature credits.
- Continue signing certificates digitally as long as credits exists.



Available Credits for issuing certificates

If no credits are available – This button will be disabled

MTI Principal's screen