
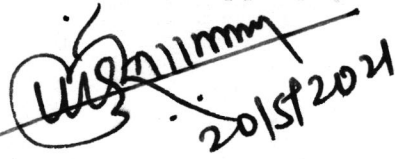


<b>DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVT. OF INDIA, MUMBAI</b>		
	<b>TRAINING BRANCH</b>	Ref : QMS 7.0 IS / ISO Clause No. 7.1
	<b>Sub: Addendum to Training Circular No. 22 of 2020.</b>	File No. 20-16/3/2020-Trg-DGS
Approved by : Director General of Shipping, Gol	<b>DGS Circular No. : 16 of 2021</b>	Dated 20.05.2021

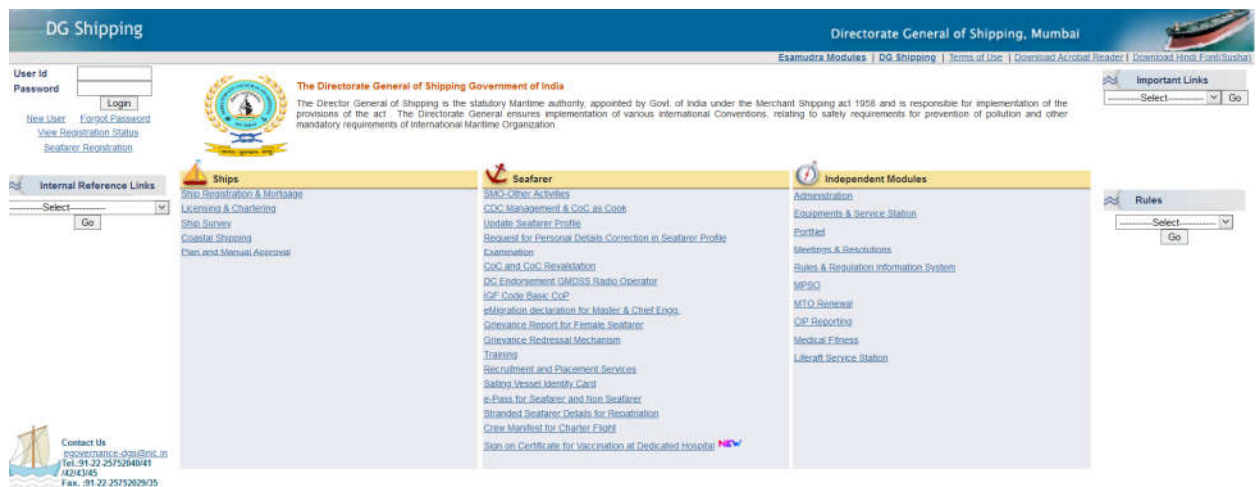
1. Whereas, the Directorate General has issued Training Circular No. 22 of 2020 dated 02.06.2020 on allotment of Unique Identification Number to Principal / Faculty and Instructors of Maritime Training Institutes.
2. Whereas vide Training Circular No. 22 of 2020 dated 02.06.2020 the "Faculty Identification Number (FIN)" has been issued to Principal, Faculty and Instructor who do not have any unique number for identification.
3. Whereas, the Directorate General is receiving regular request from Maritime Training Institute for generation of FIN for their Principal, Faculty and Instructor.
4. Now therefore, the e-Governance of the Directorate has developed a utility for automatic generation of FIN for Principal, Faculty and Instructor. This facility of FIN generation is for those Faculties who are not in possession of FIN number. The detail procedure for generation of FIN is attached as **Annexure**.
5. This issues with the approval of the Director General of Shipping and Additional Secretary to Government of India.

  
 (Dr. Pandurang Raut K)  
 Deputy Director General of Shipping (Trg.)

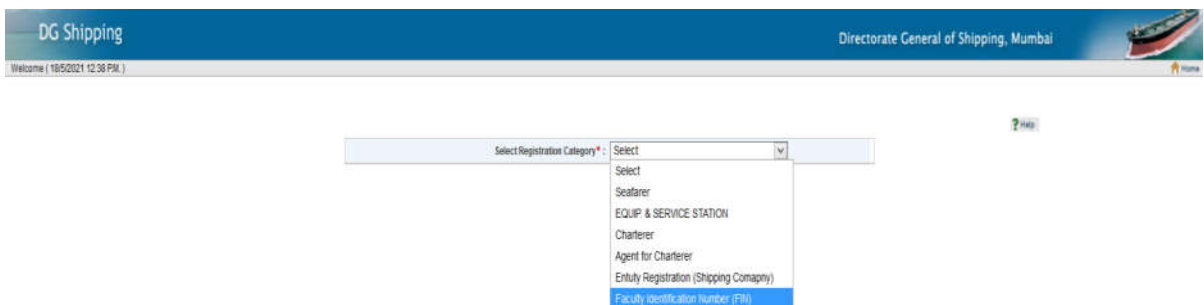
# ANNEXURE

## Faculty Identification Number

- Go to [www.dgshipping.gov.in](http://www.dgshipping.gov.in) → eGovernance
- Click the link “[New User](#)”



- Select “Faculty Identification Number (FIN)”



- Click the button “Application” to submit new application.

DG Shipping Directorate General of Shipping, Mumbai

Welcome Guest! (18/5/2021 12:38 PM)

### Application for Faculty Identification Number

**Instructions to Submit Application**

1. Fill in the application & submit the data.
2. All fields marked by an asterisk (\*) are mandatory.
3. The applicant may check his status of the application using the link "View Application Status".

[Application](#) [View Application Status](#)

- Enter details and click the “Continue” button.

DG Shipping Directorate General of Shipping, Mumbai

Welcome Guest! (18/5/2021 12:51 PM)

### Faculty Details

**Note** : All fields marked with an ( \* ) asterix are mandatory.

**Personal Details**

Title\* :  Last Name / Surname :

Given Name\* :  Date of Birth\* :

PAN\* :

[Continue](#) [Reset](#)

- Enter the required details, select scanned copy of Photo, Signature and then upload required documents. Click on “Submit”.

**Faculty Details**

Note: All fields marked with an (\*) asterisk are mandatory.

**Personal Details**

Title\*: MR  
 Given Name\*: LN  
 Last Name / Surname: Kumar  
 Date of Birth\*: 03-10-2000  
 DNIN\*: AGYH/PBDM  
 Sealator\*: Select  
 Grade: Select  
 Mobile No.\*: [Get Details]  
 Email ID\*:  
 CoC No.:  
 CoC Issue Date: [Date Picker]  
 CoC Expiry Date: [Date Picker]  
 CDC No.:  
 Medical Certificate Validity Date: [Date Picker]  
 Primary Qualification\*: Select  
 Secondary Qualification: Select  
 TOTD / TOT / VCT\*: Select  
 Exemption (if any):  
 TSTA\*: Select

**Upload Document**

Scanned copy of Photo*	Browse	No file selected	(jpg file Only)
Scanned copy of Signature*	Browse	No file selected	(jpg file Only)
Scanned copy of PAN*	Browse	No file selected	(pdf file Only)
Scanned copy of CoC	Browse	No file selected	(pdf file Only)
Scanned copy of TOTD / TOT / VCT	Browse	No file selected	(pdf file Only)
TSTA Certificate	Browse	No file selected	(pdf file Only)

Back Submit Reset

- After submission of documents, system generates application no.




Application successfully submitted			
Application Type	Application for Faculty Identification Number	Date	18/05/2021 07:28
Name of Applicant	LN Kumar	Application No.	DGSPW05210000912

- Click the button “View Application Status” to view the status of submitted application.

Status of Faculty Identification Number Application Submitted

Search

Application No\*


Application Date\*  

- Enter Application No., Application date and click the button “Continue” to view the status.

Status of Faculty Identification Number Application Submitted

Search

Application No\* DGS/FIN/0521/0000001

Application Date\* 18-May-2021 

One item found 1

Application Type	Application No.	Application Date	Application Status	Remarks
Faculty Identification Number	DGS/FIN/0521/0000012	18-MAY-2021	Application Received	--

- Once application approved, system send Faculty Identification Number on submitted email.
- Faculty Identification Number (FIN) will be user ID and password.
- After first Login into the e-Governance system using Faculty Identification Number as User ID and Password, you are requested to change the password.