



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

File No. 20-16/8/2020-TRG-DGS

Date 28.01.2021

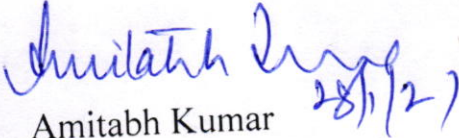
DGS Order No. 07 of 2021

Amendment to DGS Order No.27 of 2020 & 37 of 2020

Sub.-Procedure for Photo/signature updation and verification

1. Whereas the Directorate has issued elaborate instructions and SOP for updation of photograph and signature of the candidates for facial recognition by E-Learning, Central Attendance System and Exit Examination.
2. Whereas the Directorate has issued DGS Order No. 27 of 2020 dated 01.10.2020 putting responsibility on MTI to upload correct data of candidates at the time of uploading of batch detail on e-governance system. Further, an additional facility has been provided to candidates to verify his/her photograph with the photograph in seafarer profile using URL.
3. Whereas the Directorate has issued DGS Order No. 31 of 2020 dated 21.10.2020 where URL mentioned at para 4.1 of the DGS Order No. 27 of 2020 has been replaced by a new URL: <https://220.156.188.229/> for verification of uploaded photograph in seafarer profile.
4. Whereas the Directorate has issued DGS Order No. 37 of 2020 dated 10.11.2020 for revised procedure for updating of seafarer profile.
5. It has come to the notice of the Directorate that in number of cases the photos uploaded at above mentioned URL following the prescribed procedure, have not been verified. This issue has been analyzed by the technical team of the Directorate and the probable reasons have been identified as follows;

- i. The quality of uploaded photo is poor and not suited for being used for facial recognition and the uploaded photo is not as per the SOP issued vide DGS Orders.
 - ii. The devices (camera of computer/laptop) used during the verification process are of very poor quality. These devices are not being able to capture good quality image of the candidate which lead to rejection of the photo by the system.
 - iii. The photo taken in poor light condition is of bad quality and the system is not being able to verify it with the INDoS photo.
 - iv. The number of cases in which photograph has been wrongly uploaded has increased and there is a need to reiterate that the candidate need to follow correct procedure.
 - v. Keeping in view, the DGS has also decided to make the photograph uploading process more effective and developed a new functionality for facial recognition of seafarers.
6. In partial modification to para 8.7 and 8.8 of DGS Order No. 37 of 2020, the Directorate has now devised new procedure for making a change request for uploading Photo or/and signature. The candidate can avail the facilities by visiting the URL: <https://220.156.188.229/> **The detailed procedure is explained in the Annexure with screen shots.**
7. It is cautioned that the candidates who have successfully completed the e-Learning and Online Exit Exam shall not change his/her Photograph or signature.


Amitabh Kumar
Director General of Shipping &
Additional Secretary to the Government of India

Detailed procedure for Photo/signature change and verification

The facial authentication will be done for each candidate during E-learning and Exit Exam against the INDoS profile photo. Hence, it is recommended to verify if the INDoS profile photo is matching with live image or not before appearing for the E-learning and Exit Exam.

2. Through a web portal following facilities have been provided to candidates so that they do not face any issue during the E-learning and Exit Exam.

- i. Verify your live image against the INDoS profile photo
- ii. Upload/Change your INDoS profile photo
- iii. Upload three additional live images for better facial recognition during E-learning and Exit Exam
- iv. Upload/Change your Signature in INDoS

Note1: Candidates are required to use a good quality web camera, plain background and proper lighting on the face while capturing live image in the system. Candidates should not wear a mask. Also they should try without specs, if matching is not happening with specs.

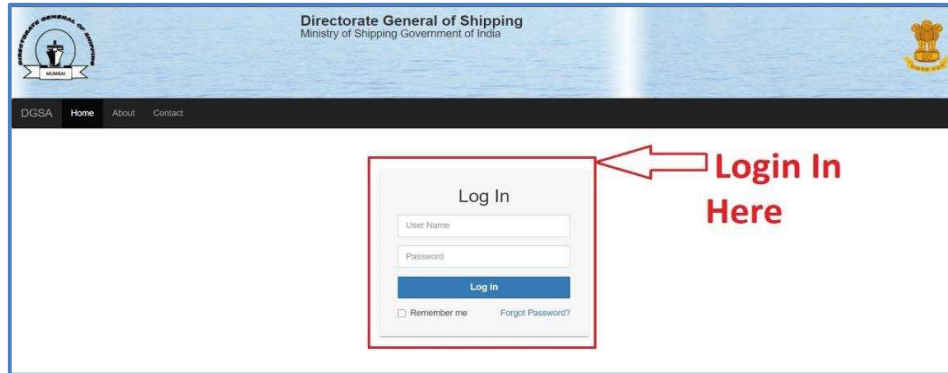
Note 2: The devices (web camera of computer/laptop) used during the verification process should be of good quality.

Note 3: ‘INDoS profile photo’ means the uploaded photo in the seafarer’s INDoS profile or scanned photo for uploading on the seafarer’s INDoS profile. The candidates are instructed to follow the procedure mentioned in the Para 8.7 of DGS order No. 37 of 2020 dated 10.11.2020 while uploading the photographs.

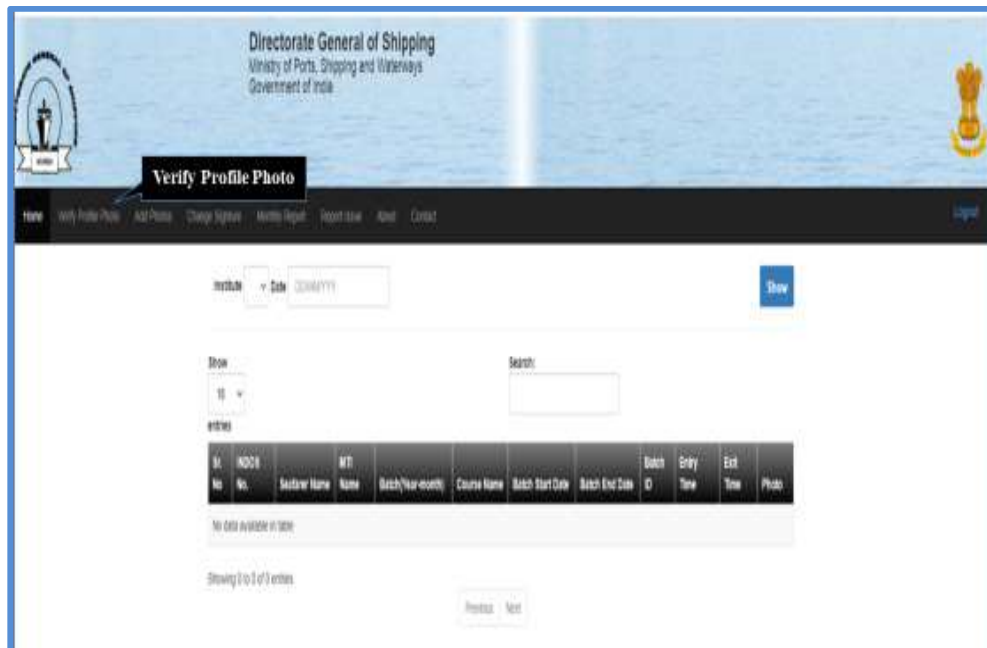
Note 4:‘Live Image’ means the image captured by the devices (web camera of computer/laptop) for uploading and matching purpose.

3. To avail aforementioned facilities, visit the website:<https://220.156.188.229/>

4. Login on this website by using your INDoS number and INDoS password.



5. After login the following Interface will be opened:



6. CASE-I: Procedure to match INDoS profile photo with live image

6.1 Click on “**Verify Profile Photo**” button on the top menu bar.

6.2 In the left side, system will display the candidate's ‘INDoS profile photo’ available in INDoS and in the right side, facility for capturing live image will be displayed.

6.3 On this screen you can verify if your live image is matching with ‘INDoS profile photo’ available in INDoS or not.

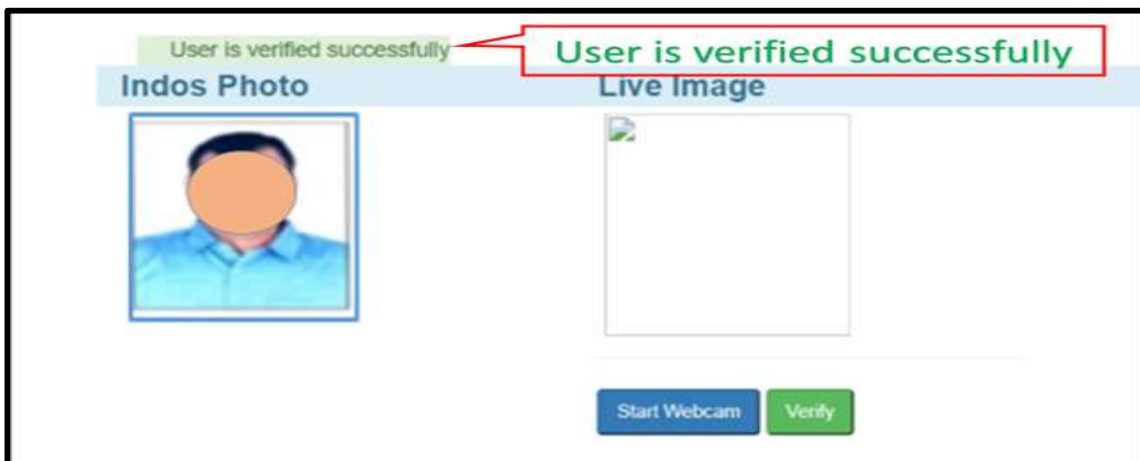
6.4 Click on “**Start Webcam**” to Start Web Camera.



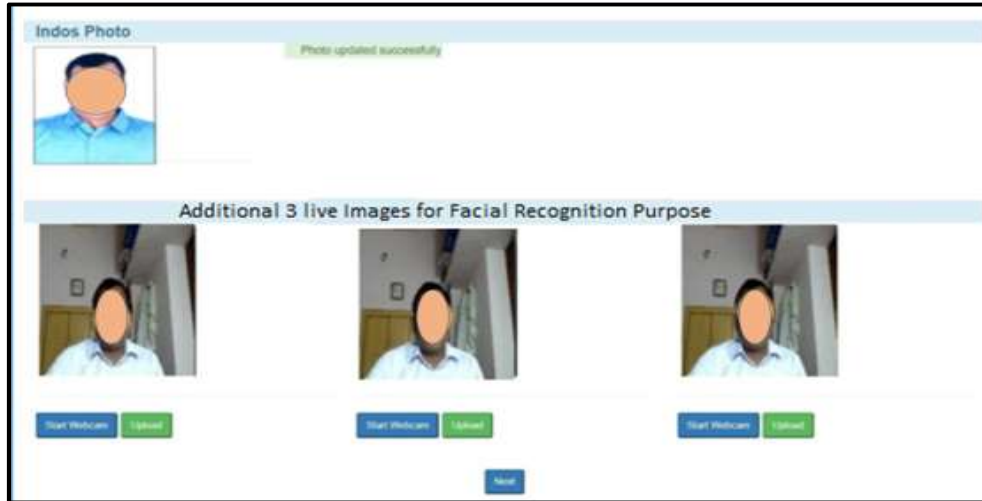
6.5 Click on “**Capture Image**” to take a live image (Please follow Note 1 and 2 for having good quality image)



6.6 Click on “**Verify**” button. If the ‘INDoS profile photo’ is matching with ‘Live Image’, the message will be displayed on the screen as *‘User is verified successfully’*. Thereafter capture three additional live images.



6.7 Repeat the process of ‘start webcam’ and ‘capture image’ for three times.

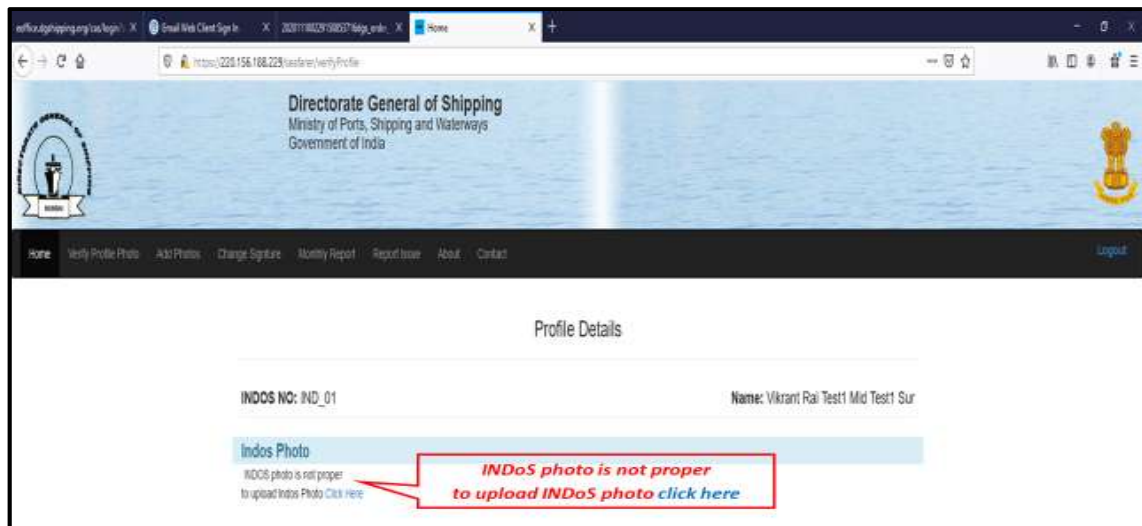


6.8 The ‘live image’ uploading will be successful only if ‘INDoS profile photo’ matches with live image.

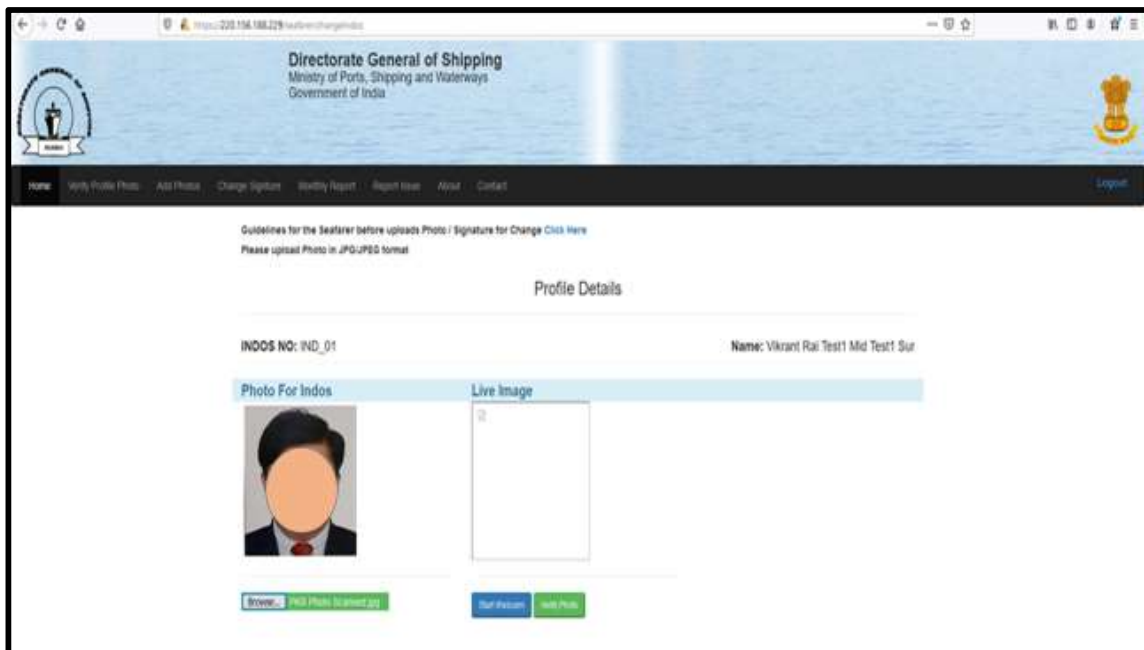
7. CASE-II- Procedure to upload INDoS profile photo, if there is no INDoS profile photo in the INDoS

7.1 Click on “**Verify Profile Photo**” button on the top menu bar.

7.2 In this case as the ‘INDoS profile photo’ is not there, the message will be displayed on the screen as *‘INDoS photo is not proper- to upload INDoS photo click here.’* Click on the link mentioned in the message. After this next page will be displayed showing the ‘**browse**’.

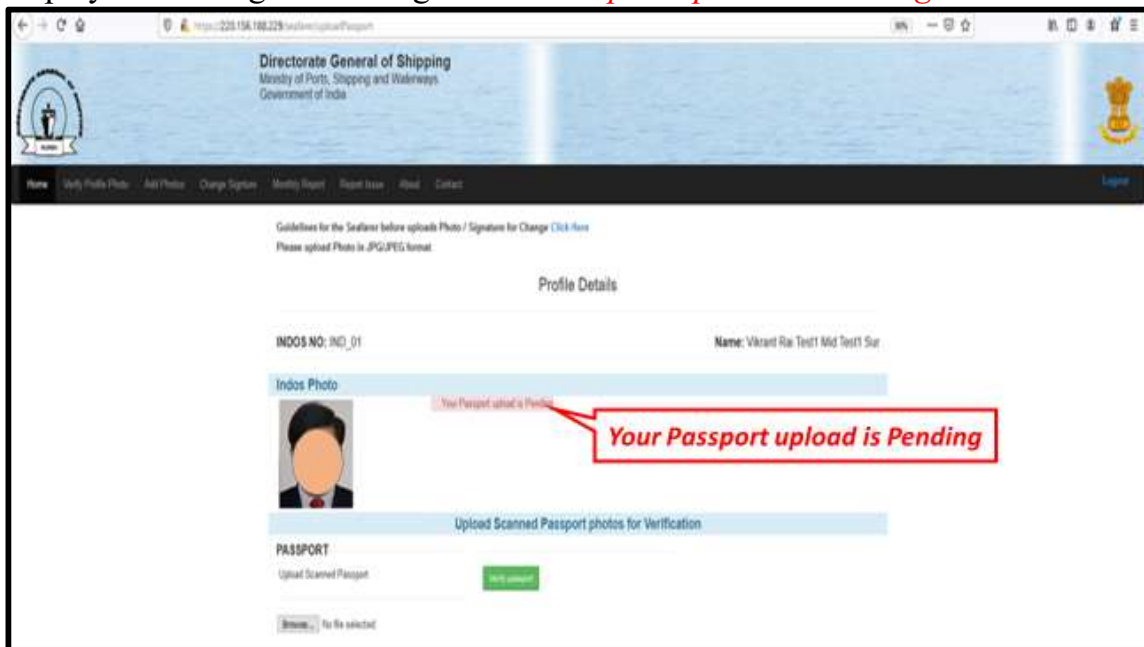


7.3 Click on **‘browse’** to select the scan copy of ‘INDoS profile photo’ kept ready on the computer for uploading.



7.4 After this please follow the steps as mentioned in **para 6.4 to 6.9** above.

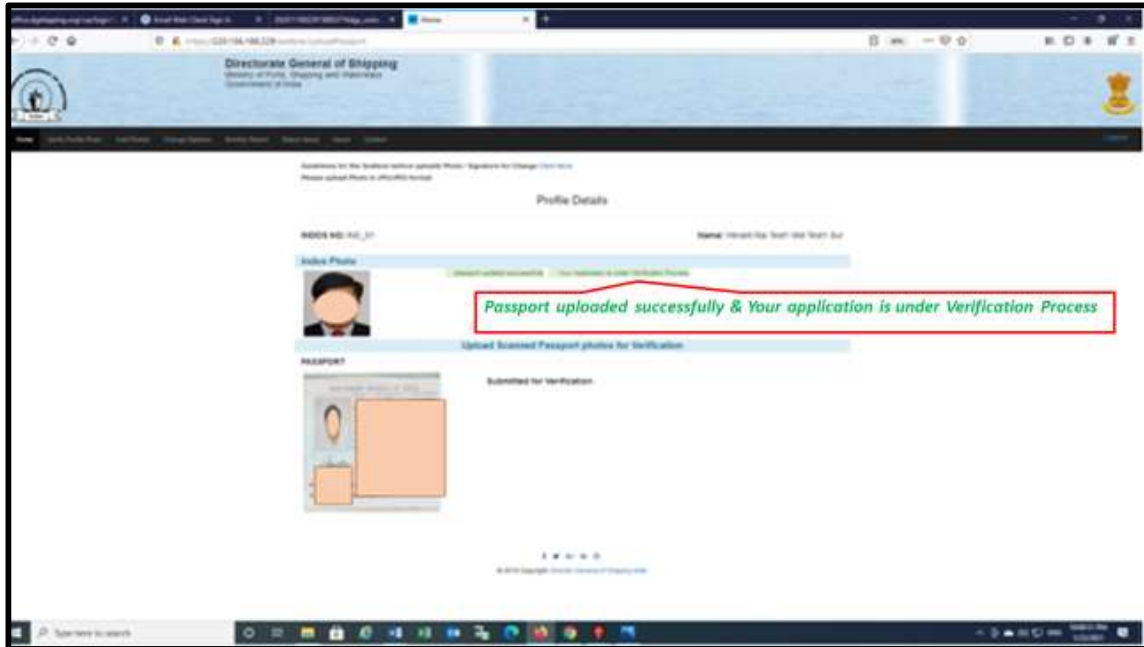
7.5 After uploading all the three live images, the next screen will be displayed showing the message *‘Your Passport upload is Pending’*.



7.6 Click on **‘browse’** to select the scan copy of Passport page photo kept ready on the computer for uploading. Ensure that the passport copy uploaded shows passport photo in HORIZONTAL orientation.

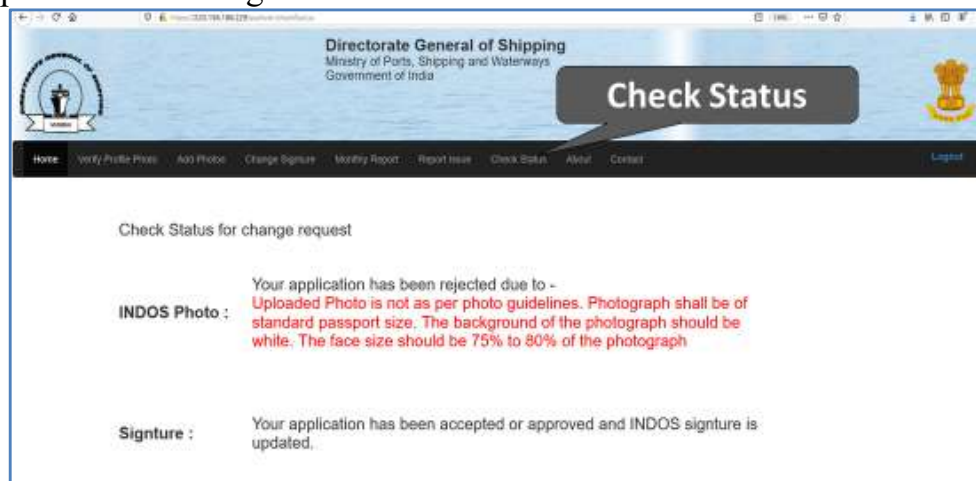
7.7 After uploading the copy of Passport page, click on **‘verify Passport’**.

7.8 After clicking on ‘verify passport’, the message will be displayed as ‘Passport uploaded successfully’, and ‘Your application is under Verification Process.’



7.9 Thereafter your application will be processed by the verifying authorities for the correctness.

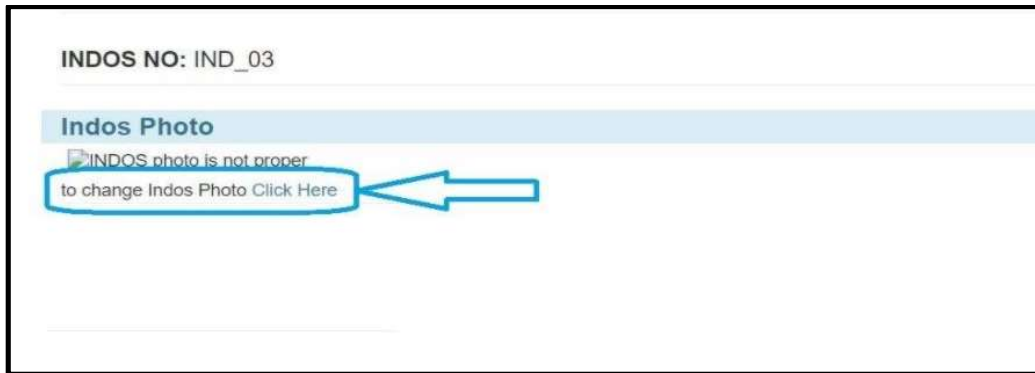
7.10 You can check the statuses of the application by logging into the same web portal and clicking on the **check status button**.



8. CASE-III- Procedure to upload INDoS profile photo, if the INDoS profile photo is not proper OR the process of verification as mentioned in Case-I is not successful

8.1 Follow the steps mentioned in para 6.1 to 6.5 of Case-I.

8.2 Click on “**Verify**” button. If the ‘INDoS profile photo’ is not matching with ‘Live Image’, then the message will be displayed as ‘*INDoS photo is not proper -to change INDoS Photo [Click here.](#)*’



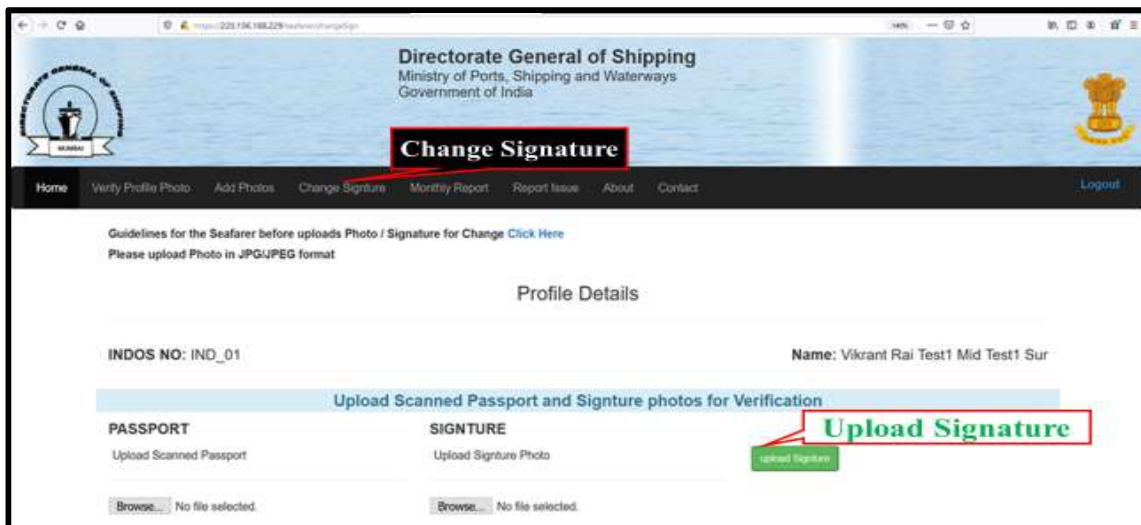
8.3 Thereafter follow the steps mentioned at **para 7.3 to 7.10 of Case-II**

9. **CASE-IV- Procedure to Change Signature**

9.1 The candidates who desires to change the signature has to first Log in to the web page as mentioned in the **para 3,4 & 5 above.**

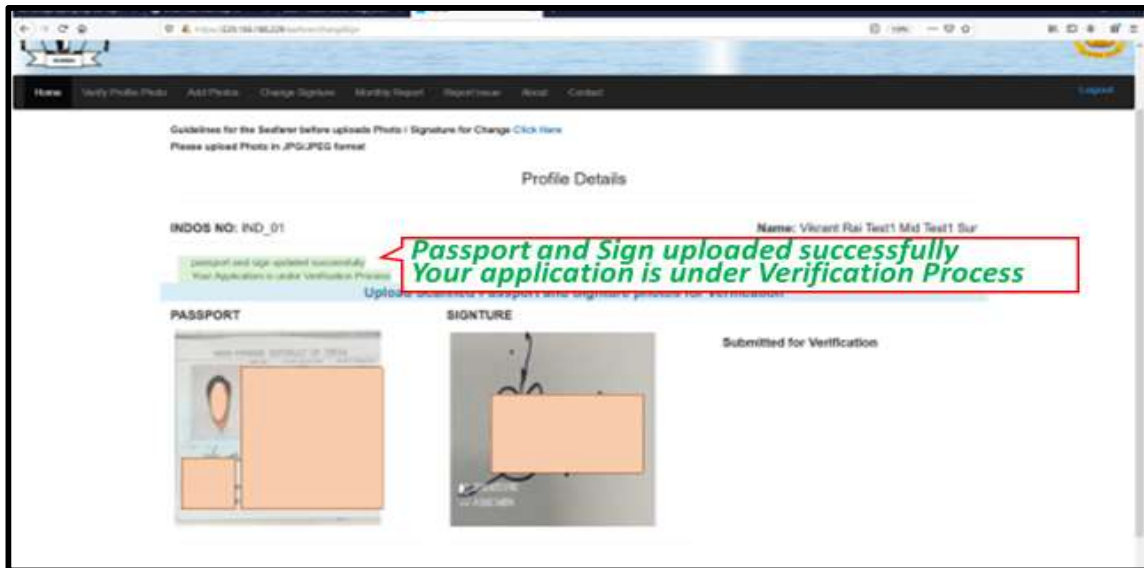
9.2 Click on “**Change Signature**” button on the top menu bar.

9.3 The candidate has to upload scan copy of **HORIZONTAL**Passport page showing the photo and signature and the scan copy of the Signature kept ready on the computer for uploading.



9.4 Click on ‘**browse**’ to select the scan copy of Passport page showing the photo and Signature kept ready on the computer for uploading.

9.5 Click on ‘**browse**’ to select the scan copy of the Signature kept ready on the computer for uploading.



9.6 Click on the **'upload Signature'**. After this, the page will be displayed showing as *'Passport and Sign uploaded successfully', and 'Your application is under Verification Process.'*

9.7 Thereafter your application will be processed by the verifying authorities for the correctness.

9.8 You can check the statues of the application by logging into the same web portal and clicking on the **check status button**.