



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

**Draft**

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

**Date: 21.05.2026**

**DGS Order No. XX of 2026**

**Subject: Addendum to DGS Order 01 of 2025 dated 31.01.2025, Rate revision for Digital Certification Application (DCA) by Maritime Training Institutes (MTIs) effective from 0X.0X.2026.**

Applied Research International Private Limited, a company incorporated under the Companies Act, 1956 in India and having its registered office at E46/13, Okhla Phase II, New Delhi, India 110020, (hereinafter referred to as the "ARI", which expression shall include its affiliates, successors, nominees, representatives and assigns).

AND

Directorate General of Shipping (DG Shipping), an attached office of the Ministry of Ports, Shipping and Waterways, Government of India, having its office at Beta Building, 9th Floor, I-Think Techno Campus, Kanjur Marg (East), Mumbai 400042 (hereinafter referred to as "DG Shipping").

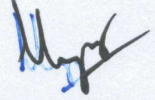
1. Whereas, DG Shipping introduced the Digital Certification Application (DCA) through DGS Order No. 25 of 2020 dated 28.08.2020 to facilitate the issuance of digitally signed certificates for approved courses conducted by approved Maritime Training Institutes (MTIs).
2. Whereas, the competent authority decided to transition the payment process to a sustainable model, effective February 2025, by permitting the vendor ARI to charge an amount of ₹36 (plus applicable taxes) per certificate directly from DG Shipping-approved MTIs.
3. Whereas, DG Shipping introduced Payment for Digital Certification Application (DCA) by Maritime Training Institutes (MTIs) effective from 01.02.2025 through DGS Order No. 01 of 2025 dated 31.01.2025.

बीटा बिल्डिंग, 9वीं मंजिल, आई थिंक टेक्नो कैम्पस, कांजूर मार्ग (पूर्व), मुंबई - 400 042  
Beta Building, 9<sup>th</sup> Flr., I-Think Techno Campus, Kanjur Marg (E) / Mumbai - 42

फोन/Tel.: 91-22-25752040/1/2/3, फैक्स/Fax.: 91-22-25752029/35 ई-मेल/E-mail : [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in) वेबसाइट /Website: [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

4. Whereas, DG Shipping has decided to introduce the increase in rates for the Digital Certification Application (DCA) by ₹4, permitting the vendor ARI to charge an amount of ₹40 (plus applicable taxes) per certificate directly from DG Shipping-approved MTIs.
5. Whereas, ARI shall remit to DG Shipping ₹4 per certificate, which shall be utilized by DG Shipping for the purpose of addressing the specific facilitative development aspects related to Maritime Training and Skilling. The above share will be remitted to the proposed Section 8 which is to be established under DG Shipping. However, till the time of the formation of the Section 8 as an ad-hoc measure, the receipts will be remitted to the Maritime Training Trust (MTT) which will hold the amounts and utilize it for various goals related to training as directed by DG Shipping.
6. Whereas, this DGS Order will be effective and implemented from 00:00 hrs of XX.XX.2026.
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 draft order is placed on the website and invites comments for a period of 15 days.

15-07-2026  
~~01-08-26~~



(Shyam Jagannathan)

Director General of Shipping

Annexure:

1. DGS Order 01 of 2025



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

बीटा बिल्डींग, 9वीं मंजिल, आई थिंक टेक्नो कैंपस, कान्जूर मार्ग (पूर्व), मुंबई - 400 042

Beta Building, 9<sup>th</sup> Flr., I-Think Techno Campus, Kanjur Marg (E) / Mumbai - 42

फोन/Tel.: 91-22-25752040/1/2/3, फैक्स/Fax.: 91-22-25752029/35 ई-मेल/E-mail: [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in) वेबसाइट /Website: [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**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:**

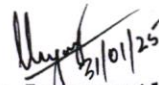
- i. The Course In-Charge and Principal of each MTI must ensure that certificate credits are available before initiating the digital signing process.
- ii. The DCA portal will restrict certificate issuance if sufficient credits are not available.

**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.



Directorate General of Shipping: Govt. of India

# DIGITAL CERTIFICATION APPLICATION USER MANUAL

VERSION: 1.2



email: [info@arisimulation.com](mailto:info@arisimulation.com) | web: [www.arisimulation.com](http://www.arisimulation.com)

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# 1 INSTALLING THE APPLICATION

## 1.1 Pre-requisites

### Installation of DSC Class USB token

Please follow the instructions provided by your DSC Class USB token vendor and install the token on the machines of the signatories. Kindly verify with your USB token supplier that the installation has been successful.

### Download of Digital Certification Application

Please download the Digital Certification Application only after the USB token has been installed successfully, and the credentials of the signatories have been verified /available with the device driver and the Microsoft certificate store.

The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine.

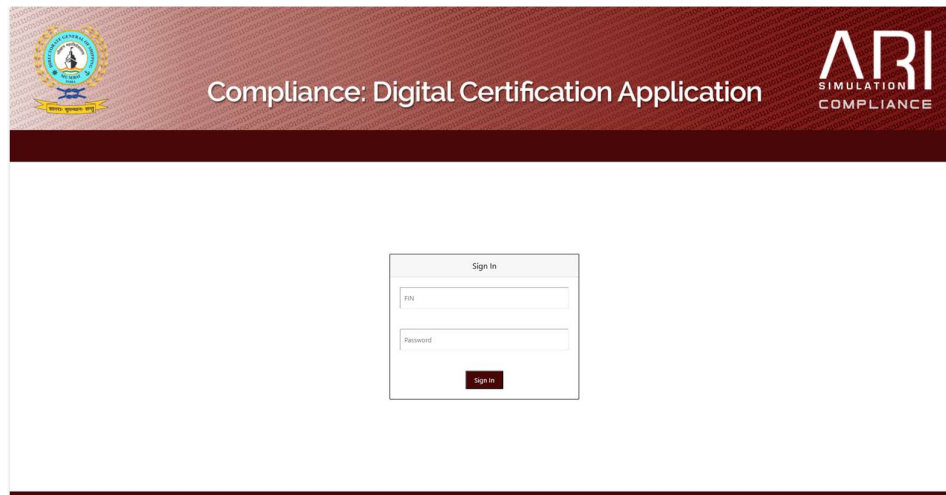
Additionally, please also ensure that you have .NET Framework 4.5.2 installed.

[Visit the official Microsoft download page here.](#)

## 1.2 Download

The Digital Certification Application can be downloaded from <https://digital.dgshipping.gov.in>.

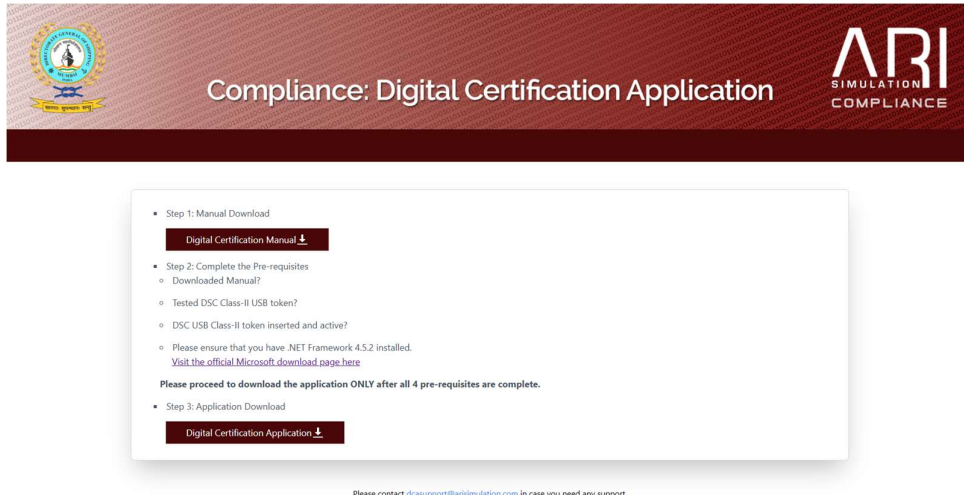
On clicking the above link, you will need to enter your FIN and password. Access will be provided for a Course-in-Charge or Principal only.



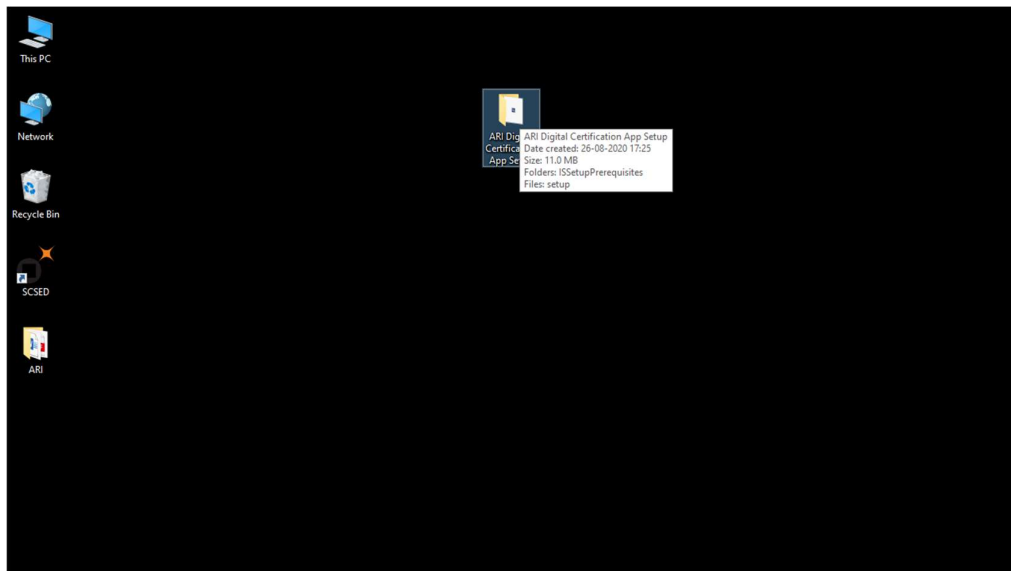
The screenshot shows the login interface for the Digital Certification Application. At the top, there is a dark red banner containing the ARI logo on the left, the text "Compliance: Digital Certification Application" in the center, and the ARI logo with "SIMULATION COMPLIANCE" on the right. Below the banner is a white sign-in form with the following elements:

- A title "Sign In" at the top of the form.
- A text input field labeled "FIN".
- A text input field labeled "Password".
- A red "Sign In" button at the bottom of the form.

Once a valid FIN and Password is entered, you will confirm that you have completed the requisite steps before clicking on the “Digital Certification Application” download in Step 3.

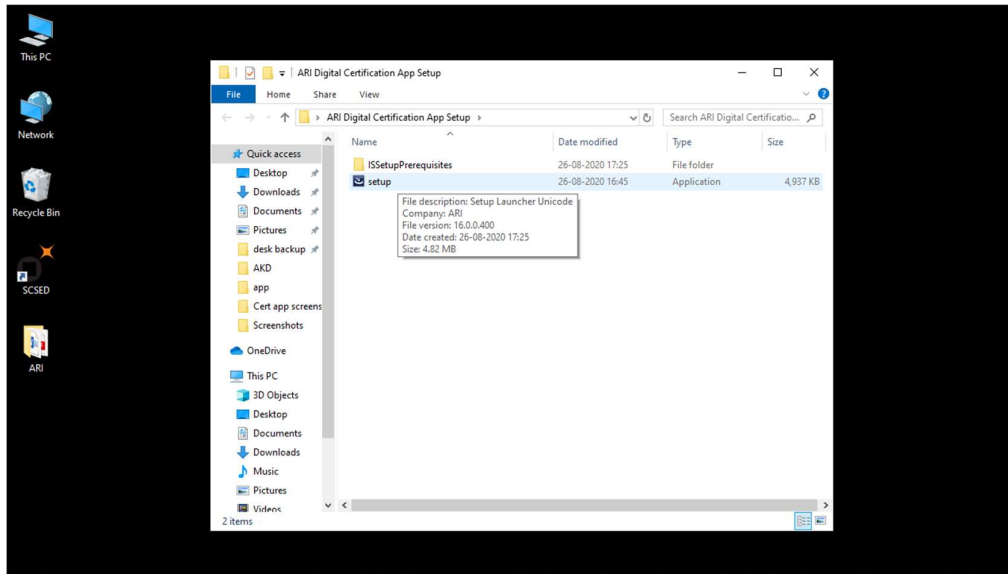


The application will be downloaded on to your defined location.

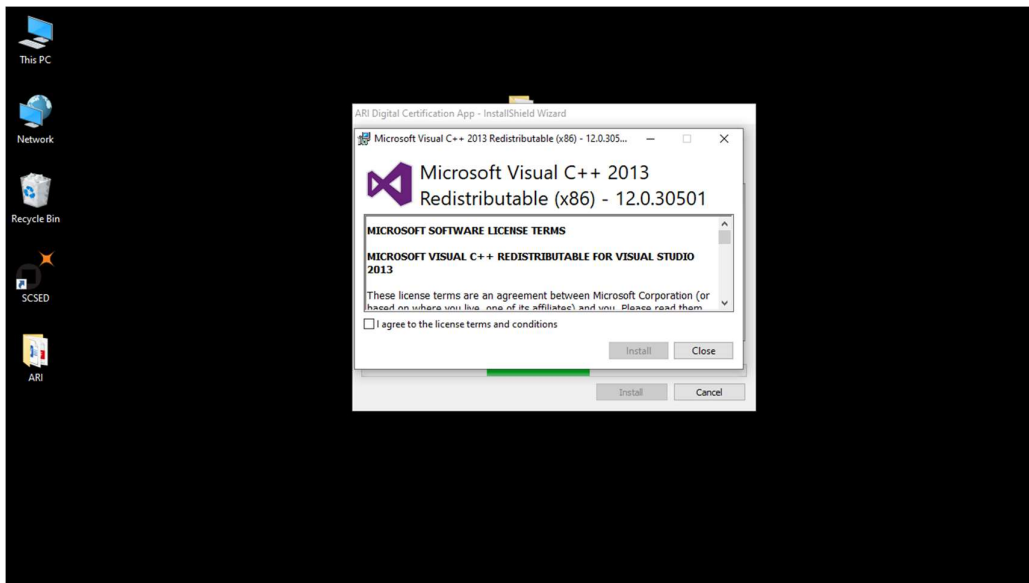


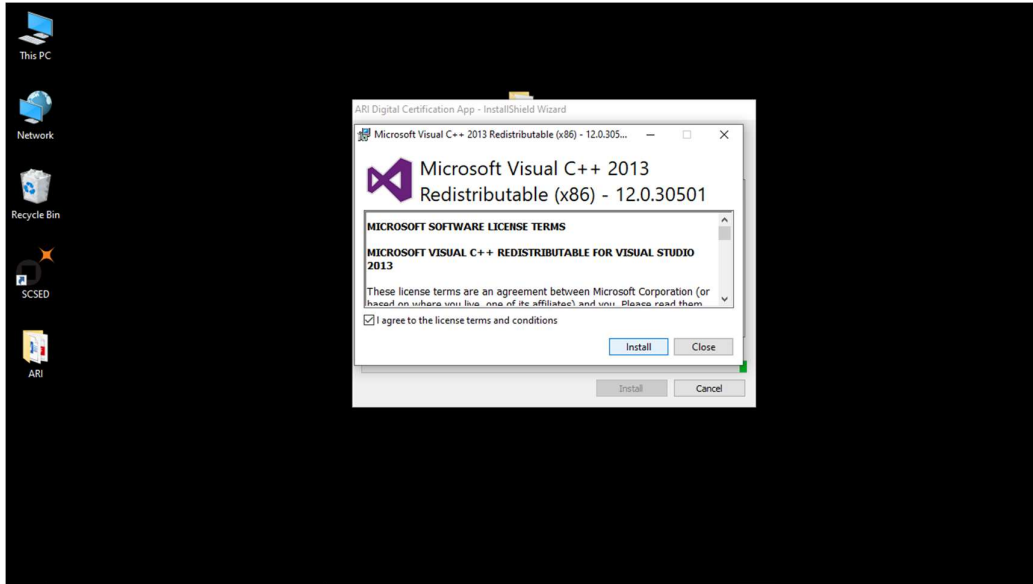
## 1.3 Installation

Open the folder “ARI Digital Certification App Setup” and click on Setup and proceed with the installation process

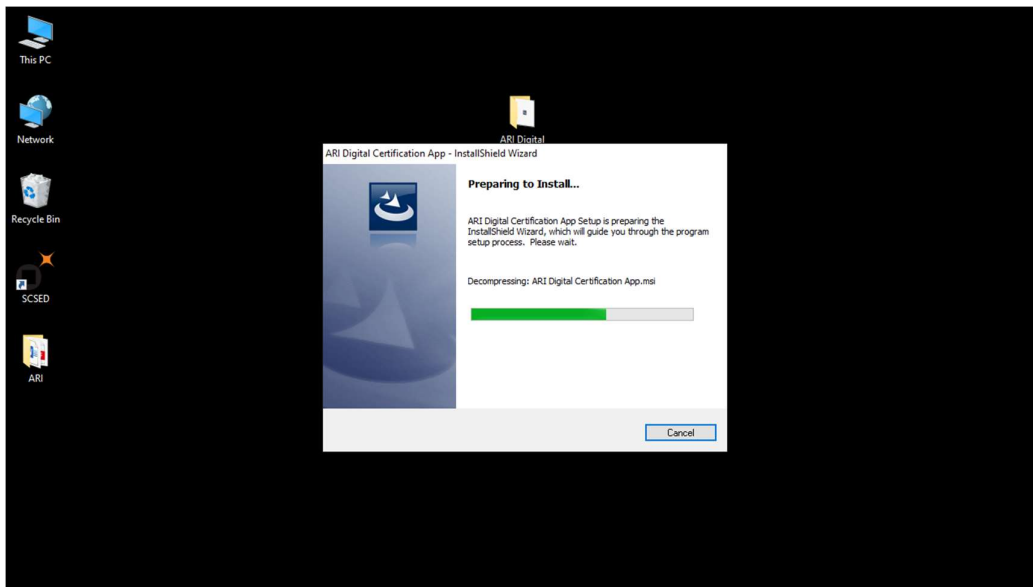


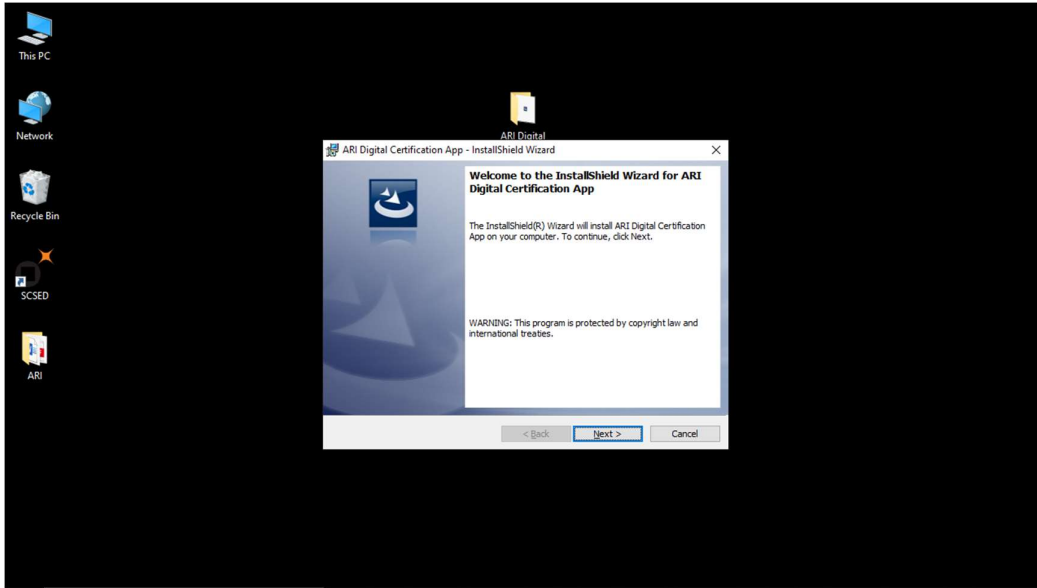
Agree to the Microsoft terms and continue with the Installation



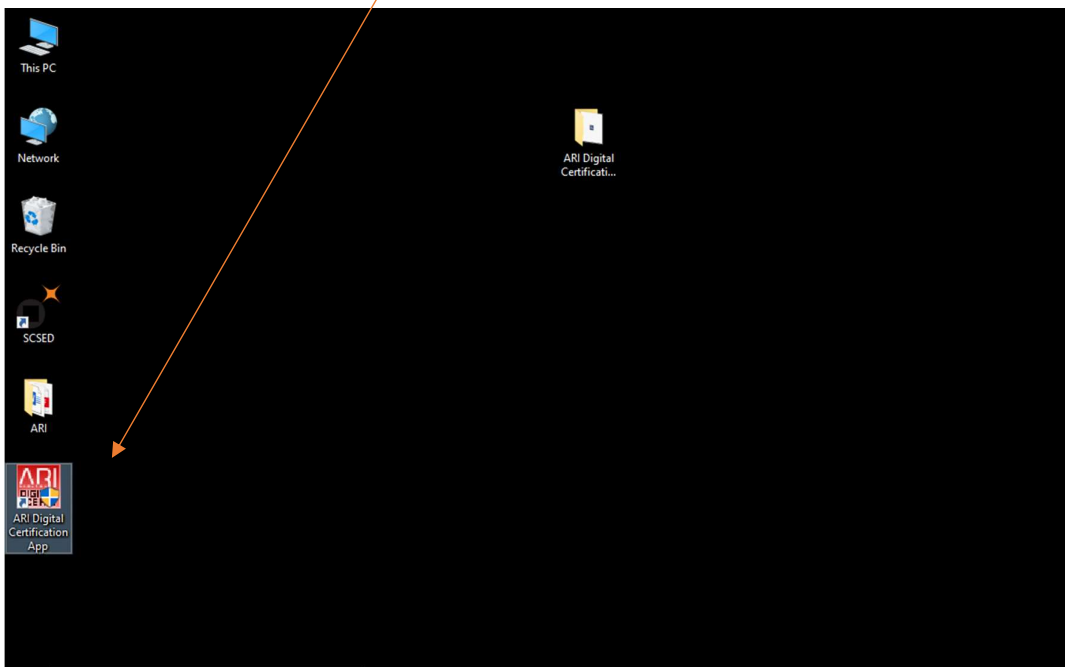


Continue with Install Shield





On completion of installation a shortcut will be added to the desktop.



## 2 USING THE APPLICATION

The application is intended for below types of users of the MTI's-

- i) Course-in-Charges : Initial/First Signature
- ii) Principal of the MTI : Final/ Second Signature
- iii) Admin: Certificate Management
  - Purchase Certificate Signature Credits
  - View Transaction History and associated Transaction details
  - View the Certificates logs.

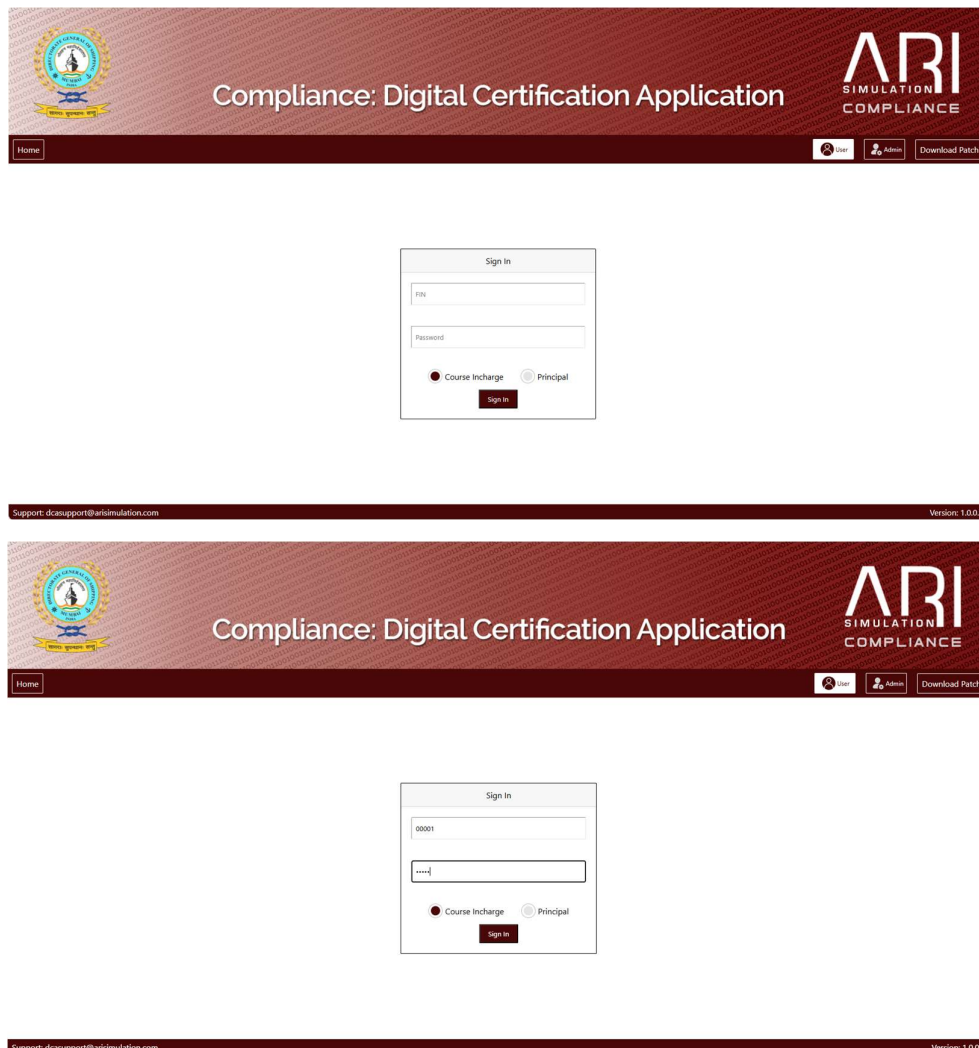
**Note:**

Initial/First Signature (Course-in-Charge) will be mandatory before Final/ Second Signature (Principal).

### 2.1 Course-in-Charge: Initial/First Signature

#### 2.1.1 Login

The Course-in-Charge will login using his/her credentials.



The screenshot displays the login interface for the 'Compliance: Digital Certification Application'. The header includes the ARI logo and navigation options like 'Home', 'User', 'Admin', and 'Download Patch'. The central 'Sign In' form contains the following elements:

- File:** A text input field.
- Password:** A password input field.
- User Type:** Two radio buttons: 'Course Incharge' (selected) and 'Principal'.
- Sign In:** A button to submit the login credentials.

The footer of the page shows the support email 'Support.dcasupport@arimulation.com' and the version 'Version: 1.0.0.8'.

## 2.1.2 Choose MTI

If a Course-in-Charge is enrolled with multiple MTI's, then he/she will have to choose the MTI on whose behalf he/she is Digitally Signing the certificates.



You are enrolled with Multiple MTI's, please choose the MTI for this session:

MTI Name \*

## 2.1.3 Select the Candidate

Select the Candidate whose Certificate is to be generated.

The Selection will be based on the Course Name, Start Date, Batch ID and the INDoS Number.

Click **“Generate Certificate”** to proceed with the certification signing process.



Course Name \*

Start Date \*

Batch ID \*

INDoS No \*

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Compliance: Digital Certification Application

MTI Name: [ ZYX Institute ]  
MTI ID: [ 1001 ]

TEST CIC 1 - Course Incharge

Home Logout

Course Name \*  
Start Date \*  
Batch ID \*  
INDoS No \*

Select Course Name  
Select Course Name  
Advanced Training for Chemical Tanker Cargo Operations  
Refresher Training for Advanced Training in Fire Fighting  
Select Batch ID  
Select INDoS Number

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Generate Certificate

Compliance: Digital Certification Application

MTI Name: [ ZYX Institute ]  
MTI ID: [ 1001 ]

TEST CIC 1 - Course Incharge

Home Logout

Course Name \*  
Start Date \*  
Batch ID \*  
INDoS No \*

Refresher Training for Advanced Training in Fire Fighting  
2023-1-9  
Select batch id  
Select Batch ID  
001

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Generate Certificate

Compliance: Digital Certification Application

MTI Name: [ ZYX Institute ]  
MTI ID: [ 1001 ]

TEST CIC 1 - Course Incharge

Home Logout

Course Name \*  
Start Date \*  
Batch ID \*  
INDoS No \*

Refresher Training for Advanced Training in Fire Fighting  
2023-1-9  
001  
Select INDoS Number  
IND\_01  
IND\_02  
IND\_03  
IND\_04  
IND\_05  
IND\_06  
IND\_07  
IND\_08  
IND\_09  
IND\_10

By c

Support: dcausupport@arisimulation.com

Version: 1.0.0.8

Compliance: Digital Certification Application

ARI SIMULATION COMPLIANCE

Home MTI Name: [ZYX Institute] MTI ID: [1001] TEST CIC 1 - Course Incharge Logout

Course Name \* Refresher Training for Advanced Training in Fire Fighting

Start Date \* 2025-1-9

Batch ID \* 001

INDoS No \* IND\_01

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Generate Certificate

Support: dca.support@arisimulation.com Version: 1.0.0.8

Click **“Generate Certificate”** to proceed with the certification signing process.

### 2.1.4 Certificate Signature

The generated certificate is displayed.

Compliance: Digital Certification Application

ARI SIMULATION COMPLIANCE

Home MTI Name: [ZYX Institute] MTI ID: [1001] TEST CIC 1 - Course Incharge Logout

Preview Certificate

Date of Issue: 11/01/2025 Date of Expiry: 10/01/2030

T. Mohan B  
Signature of Candidate

Name and Signature of Course In-charge  
Test Cic 1

Name and Signature of Dean / Principal  
Rishav Kumar

Please check all the data in the Certificate.  
Sign only if all data in the Certificate is correct.

Proceed with the Digital Signature process only if all details in the Certificate are correct and have been validated. Choose the Digital Signature that you want to use for the signing. If multiple signatures exist on your system, kindly choose the appropriate one.

Please check all the data in the Certificate.  
Sign only if all data in the Certificate is correct.

Select Signature \* P.K Tripathi

By clicking "sign/ submit" you consent to proceed with the electronic transaction.  
Please only proceed further if your correct token is inserted and your valid digital token certificate exists on your machine/Microsoft certificate store.

Sign/Submit

Confirm the Signature that you have chosen for the Course-In-Charge signature.

Please check all the data in the Certificate.  
Sign only if all data in the Certificate is correct.

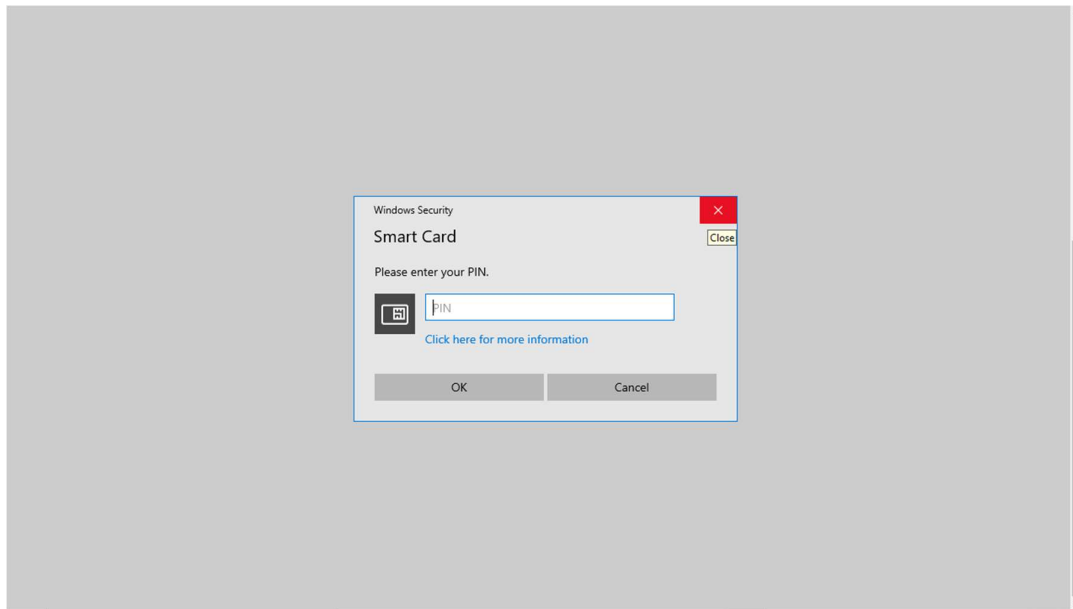
Select Signature \* P.K Tripathi

By clicking "sign/ submit" you consent to proceed with the electronic transaction.  
Please only proceed further if your correct token is inserted and your valid digital token certificate exists on your machine/Microsoft certificate store.

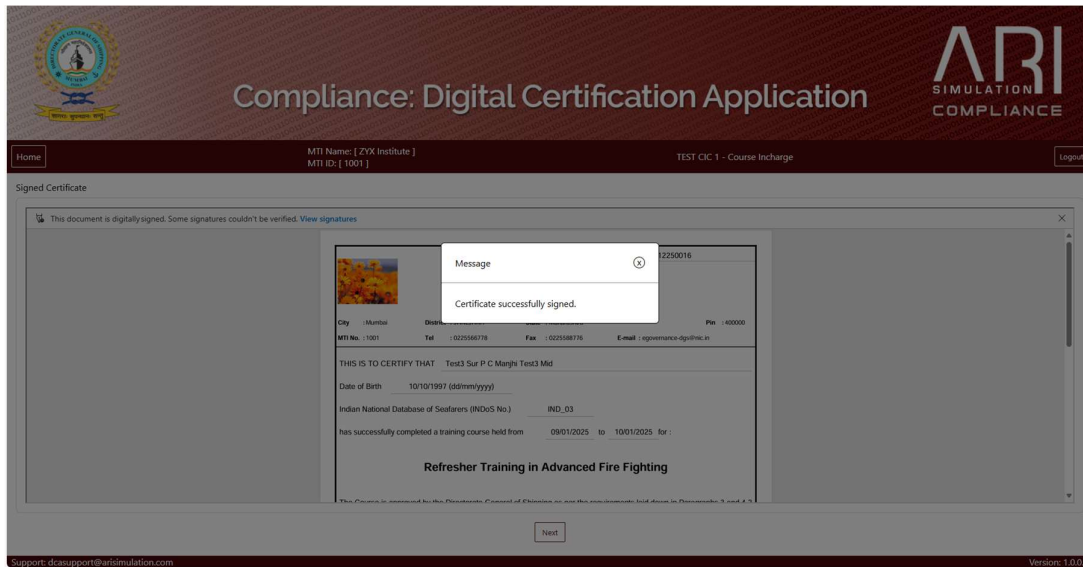
Sign/Submit

**Confirmation**  
DGS name (User1) & signature name ( P.K Tripathi ).  
Cancel Proceed

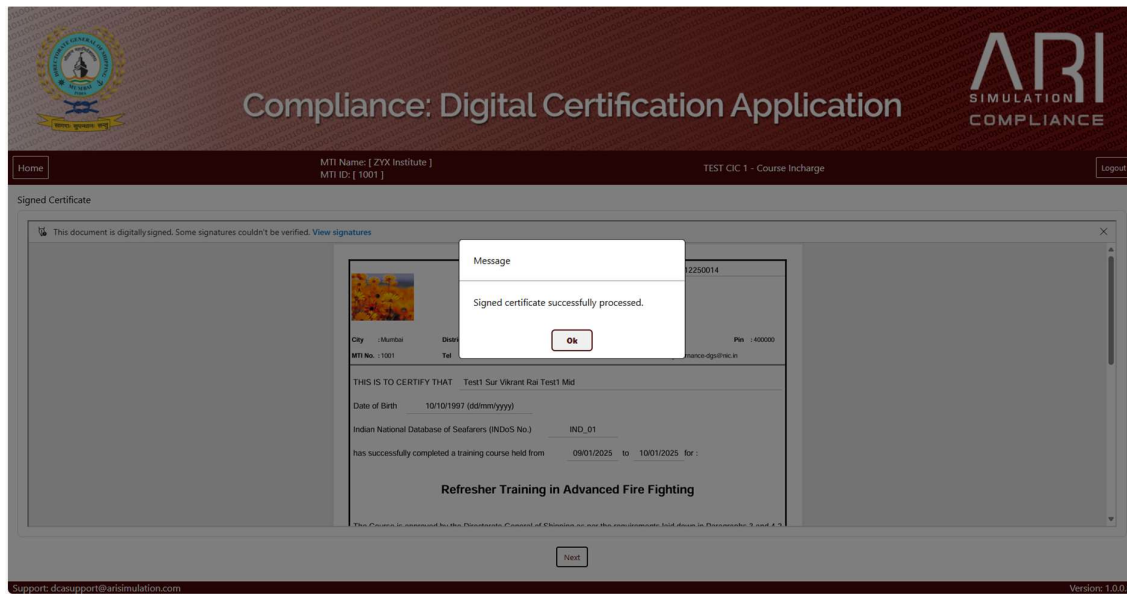
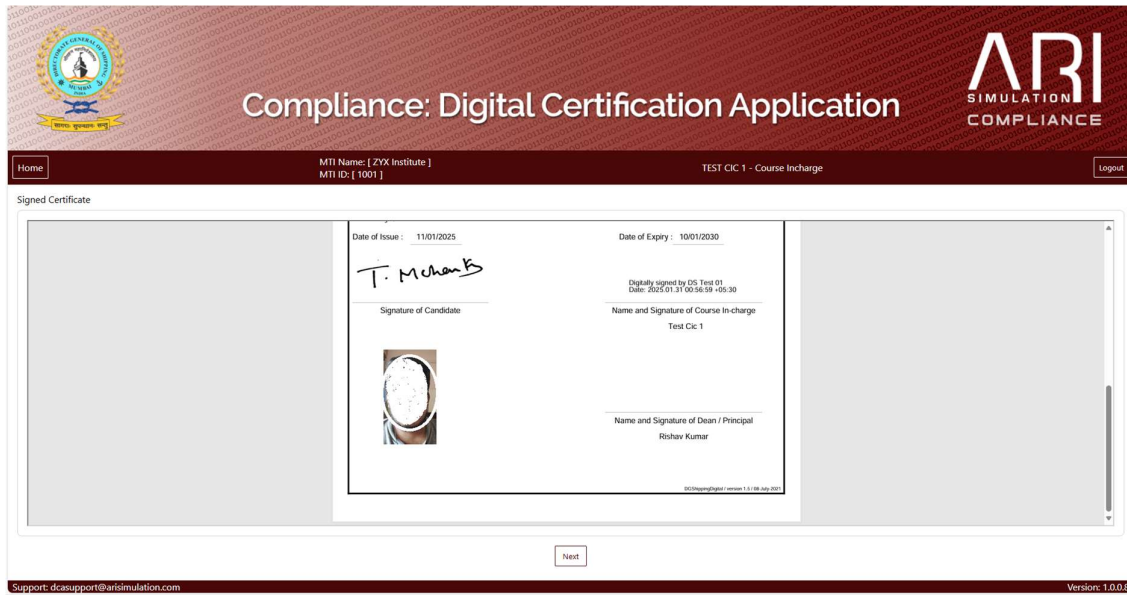
Enter the “PIN” associated with your **DSC USB** token.



Please proceed to “**Sign/Submit**” the Certificate.



Press **Next** to Process the certificate.



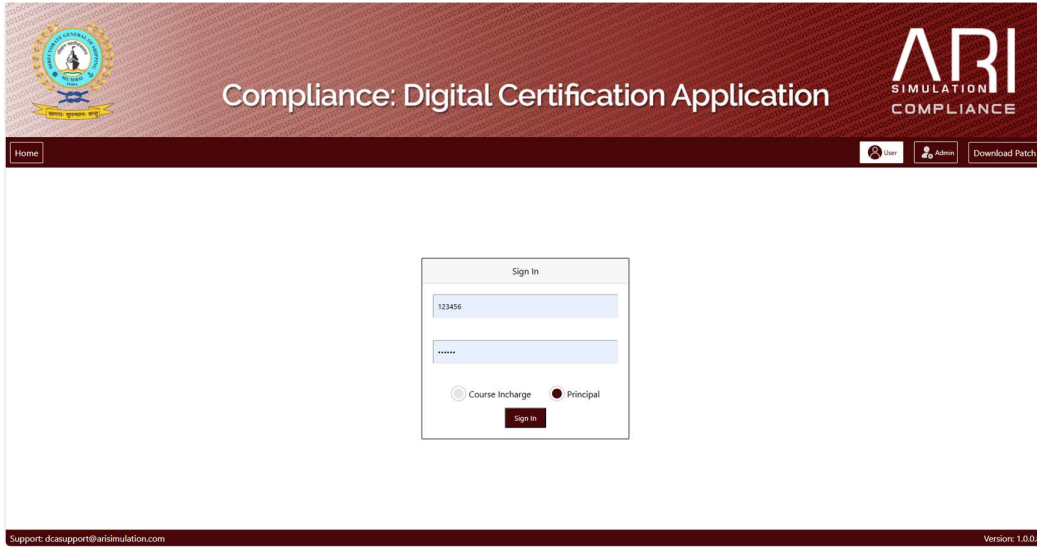
## 2.2 Principal: Final/ Second Signature

Initial/First Signature (Course-in-Charge) will be mandatory before Final/ Second Signature (Principal).

### 2.2.1 Login

The Principal of the MTI will need to Login using the credentials that have been provided.

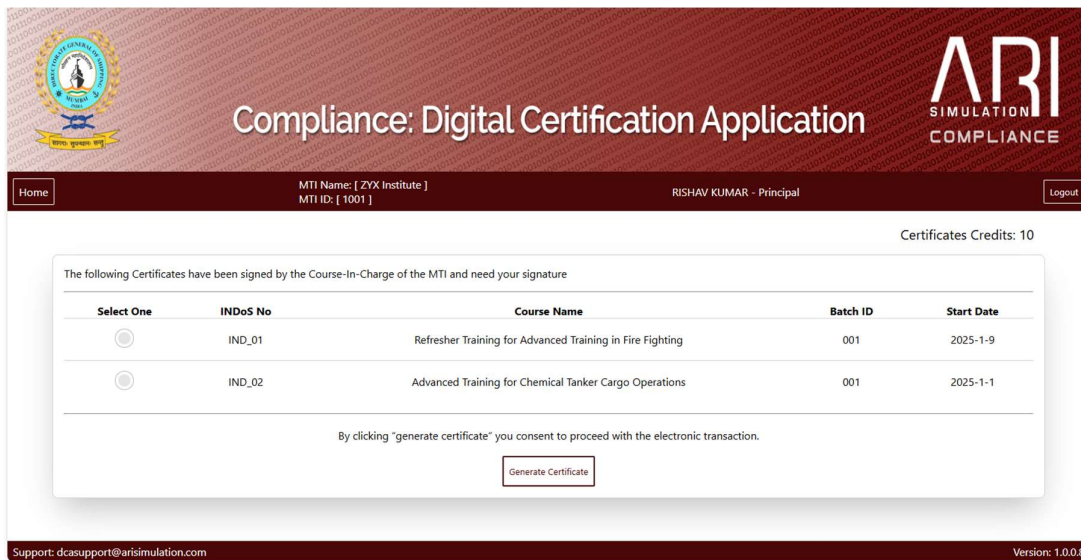
Login using the credentials of the Principal of the MTI.





### 2.2.2 Certificate Signature

The page will display Certificates Credits available for signature by Principal.

The rest of the certificate signing process is similar to the Course-in-Charge.





 **Compliance: Digital Certification Application** 

Home      MTI Name: [ ZYX Institute ]      RISHAV KUMAR - Principal      Logout  
MTI ID: [ 1001 ]

Signed Certificate

This document is digitally signed. Some signatures couldn't be verified. [View signatures](#)

	<p>Digitally signed by DS Test 01 Date: 2025.01.31 01:01:29 +05:30</p>
Signature of Candidate	Name and Signature of Course In-charge Test Cc 1
	<p>Digitally signed by DS Test 01 Date: 2025.01.31 01:14:48 +05:30</p>
	Name and Signature of Dean / Principal Rishav Kumar

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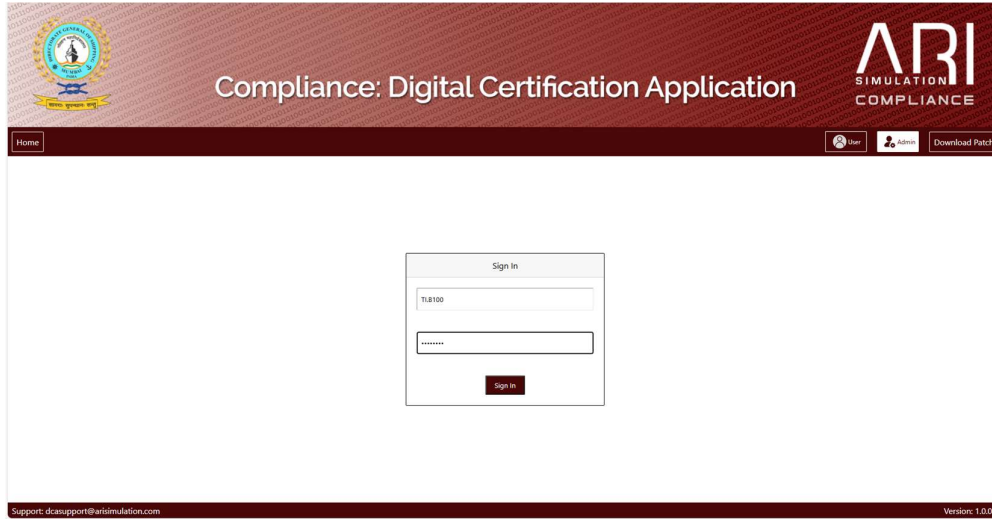
Next

Support: [dcaasupport@arisimulation.com](mailto:dcaasupport@arisimulation.com)      Version: 1.0.0.8

### 3 MARITIME TRAINING INSTITUTES (MTI) ADMIN

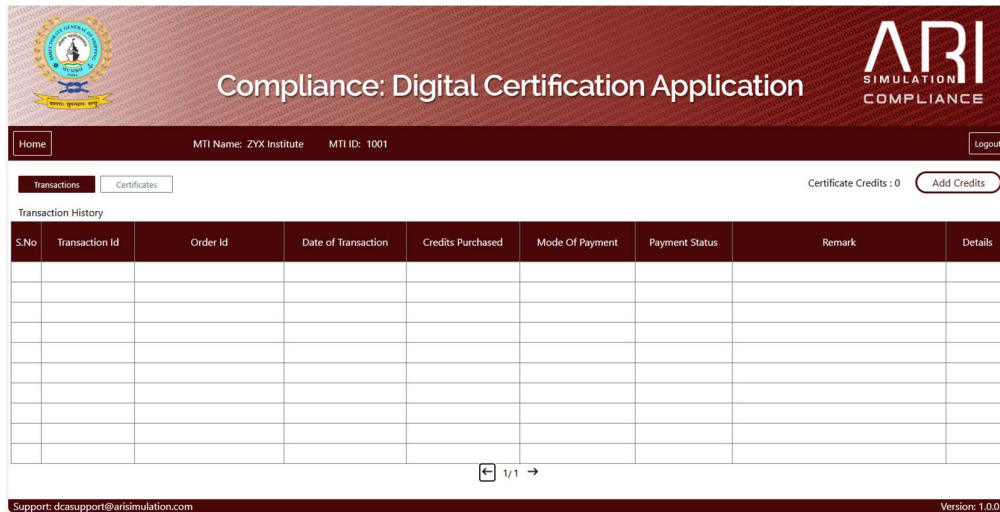
The DCA portal will offer features to facilitate payments, view payment history and access details of certificates assigned against each transaction.

Click on “Admin” button to select admin login page. The DCA portal will allow the MTI Admin to access the DCA portal using the e-Governance MTI Login ID & its associated password.



#### 3.1 Admin Home Screen

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



## 3.2 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 X

Add Certificate Credit  (min. 10, max 5000)

Price Per Certificate: ₹36.00

Total Price: ₹360.00

GST: ₹64.80

Payable Amount: ₹424.80

### Order Summary X

MTI Name	ZYX Institute
MTI ID	1001
Ordered Quantity	10
Total Price	₹360.00
GST	₹64.80
Payable Amount	₹424.80

Pay with and Grab an Assured ₹100 Voucher\*

\*T&C Apply. Offer valid on min. txn of ₹5,000. @ 50% Avn.

Transaction times out in 14:42 mins

English ▾

### Payment Information

**Credit Card**

Debit Cards

Net Banking

UPI

We Accept :

Card Number

Expiry Date CVV

Month ▾ Year ▾

I agree with the [Privacy Policy](#) by proceeding with this payment.

**INR 424.80** (Total Amount Payable)

**Make Payment**

[Cancel](#)

**ORDER DETAILS**

Order #: 1738327026848\_TIB100

Order Amount 424.80

Convenience Fee 0.00

Tax (18.00%) 0.00

**Total Amount INR 424.80**

Powered by

MasterCard SecureCode

**Order Receipt** X

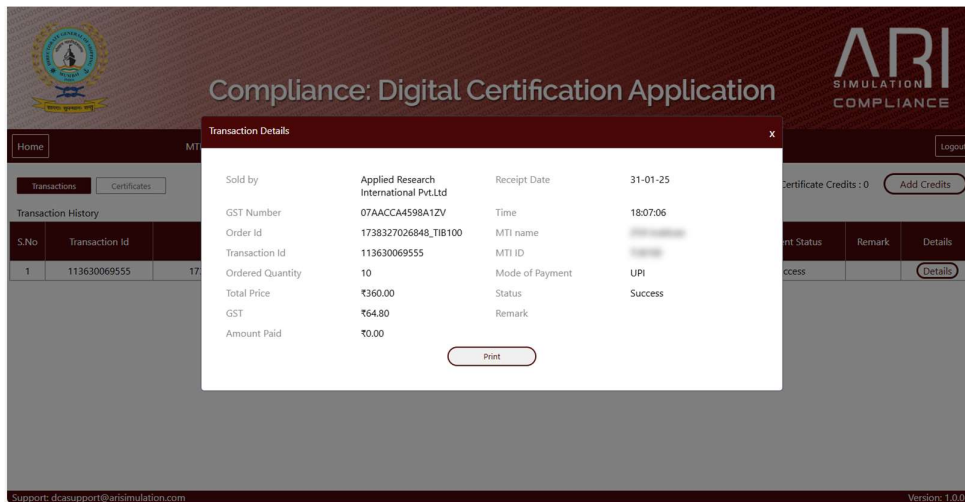
Sold by	Applied Research International Pvt.Ltd	Receipt Date	31-01-25
GST Number	07AACCA4598A1ZV	Time	18:07:06
Order Id	1738327026848_TIB100	MTI name	ZYX Institute
Transaction Id	113630069555	MTI ID	TLB100
Ordered Quantity	10	Mode of Payment	UPI
Total Price	₹360.00	Status	Success
GST	₹64.80	Amount Paid	₹424.80

[Print](#)



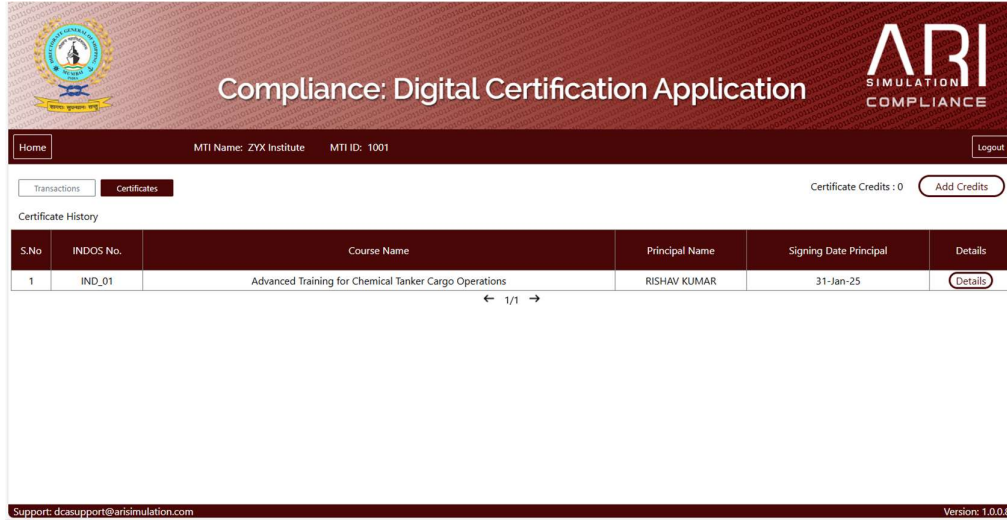
### 3.3 Transaction Details

Clicking the “Details” button in the Transactions history page, will display details of the corresponding transaction.

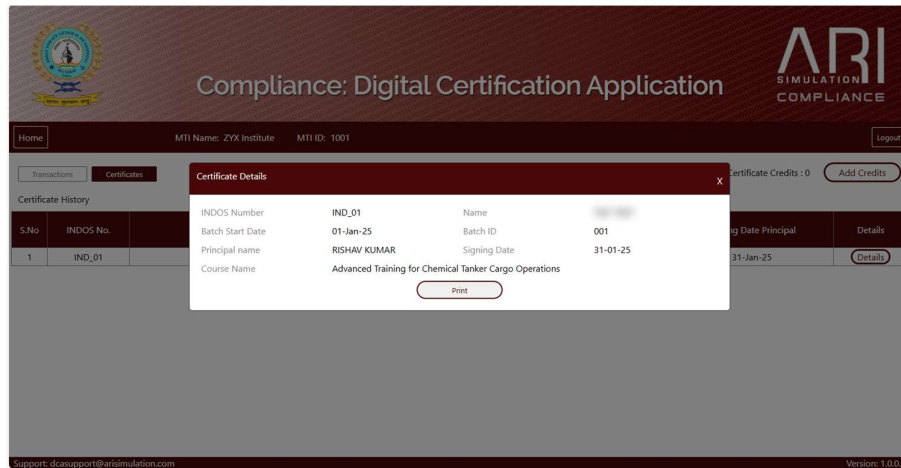


### 3.4 Certificate Details

Details of all the certificates signed, along with the associated transaction can be viewed, by clicking on the “Certificates” button.



Clicking on the “Details” button will display the details of the Certificate issued



## 4 SUPPORT

- Please e-mail all support related queries to [dcasupport@arisimulation.com](mailto:dcasupport@arisimulation.com)
- Please ensure that you mention the following in your email:
  - Your MTI
  - Your Name
  - Your Mobile Number
  - Your Email Address
  - Your Role (Course In-Charge or Principal)
  - Your FIN
  - Your DSC Vendor
  - Year of purchase of your DSC Token
  - The Windows Operating System that you are using
  - Description of the problem
- Specifically payment related queries please share additional following details:
  - Order Number and Receipt
  - Total Amount Paid
  - Transaction Time with Date