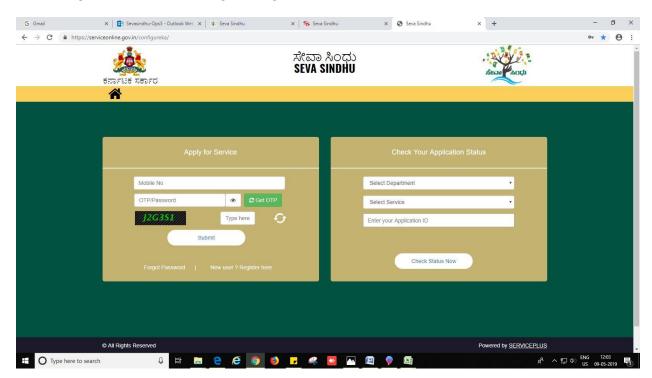
Ports and Inland Water Transport Department

Service: Issue of Serang Certificate

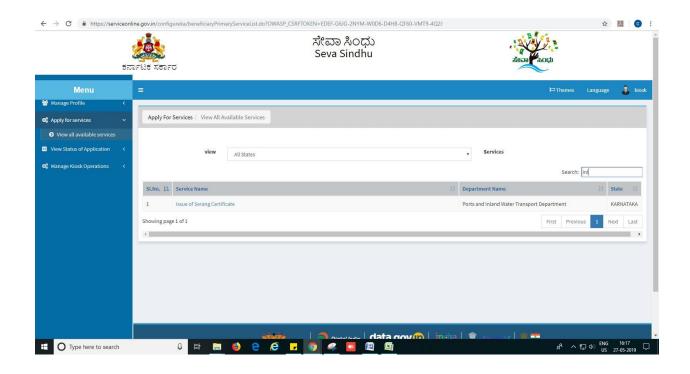
Application flow of this manual: Applicant to Port Conservator to Administrative Assistant to Port Officer to Applicant

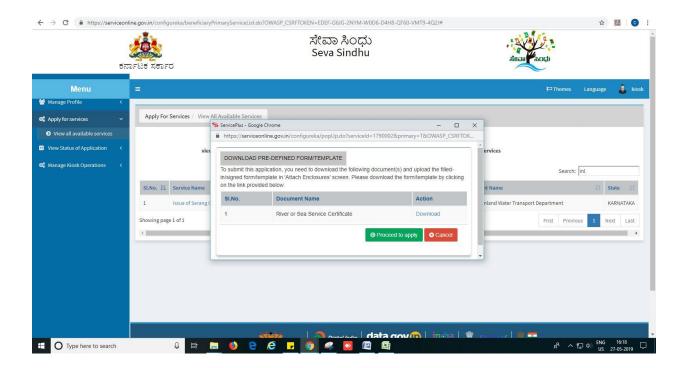
Steps for APPLICANT

1. Register if new user and login or Login if credentials available.

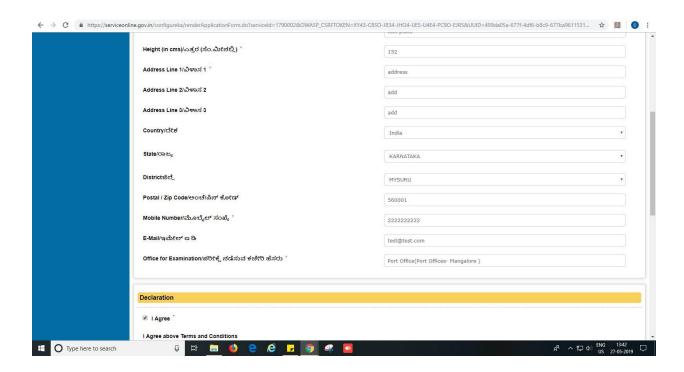


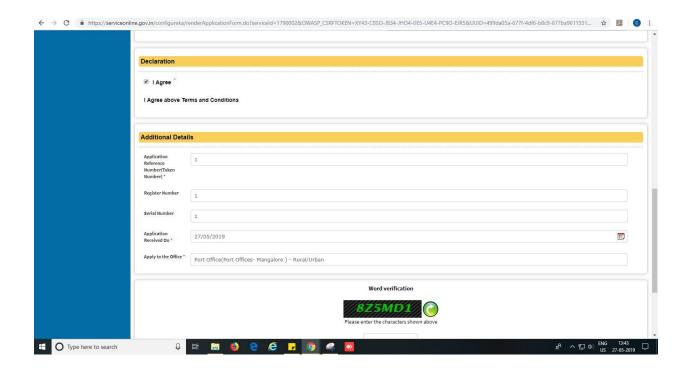
- 2. Fill all mandatory fields
- 3. Enter 'Captcha'
- 4. Click on 'submit'.
- 5. Enter OTP. OTP will be received to the phone no. which was link to entered Aadhaar.
- 6. Click on 'validate'.



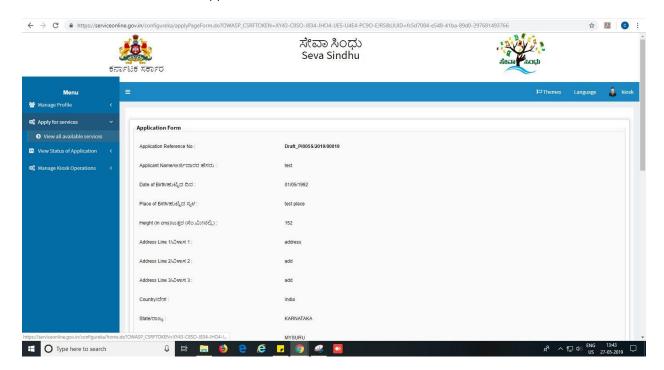




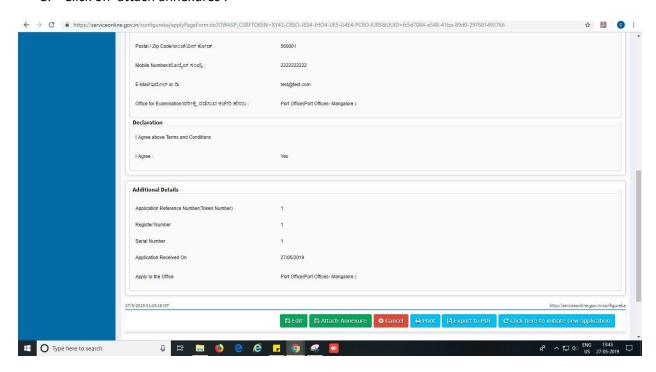




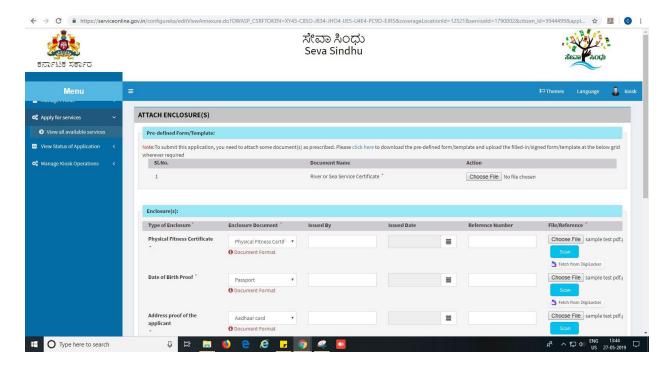
7. Review the submitted application.

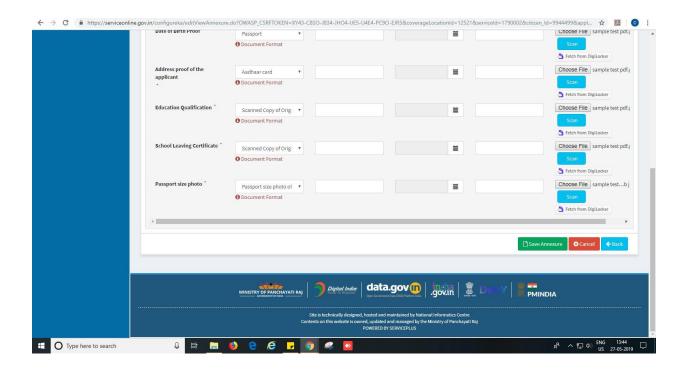


8. Click on 'attach annexures'.

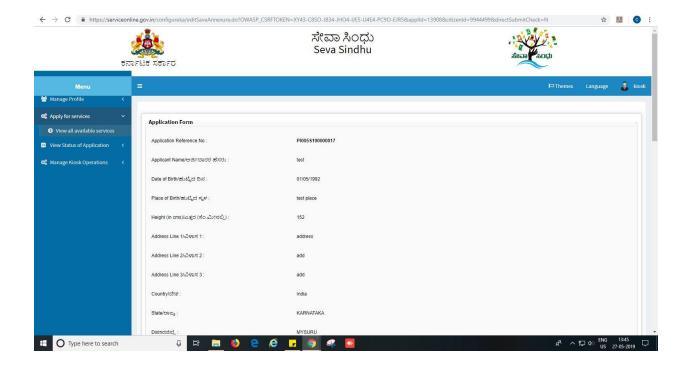


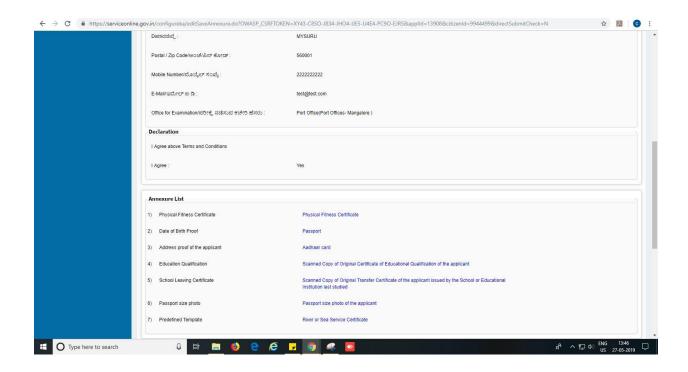
- 9. Attach annexures. With all mandatory documents.
- 10. Click on 'save annexure'.



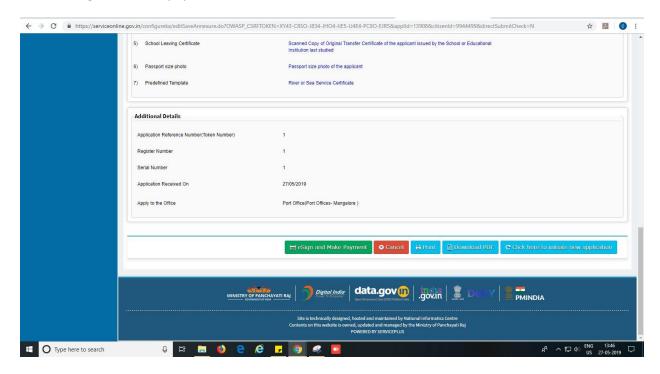


11. Review of the annexure after attachment.

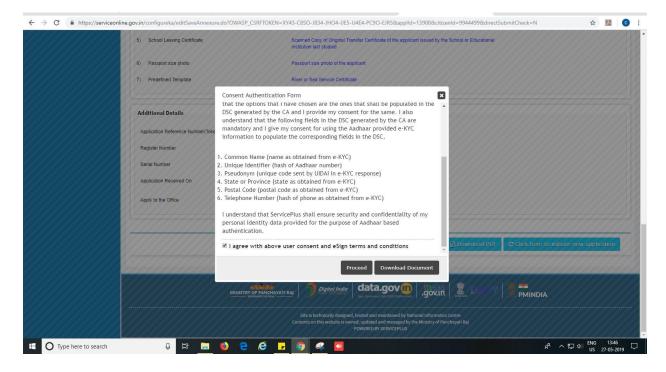




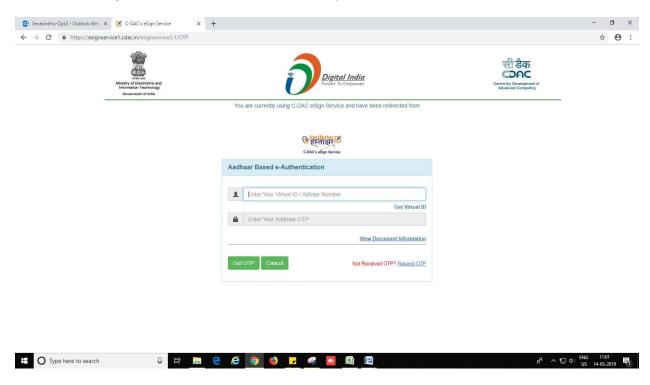
12. E-sign and Make payment



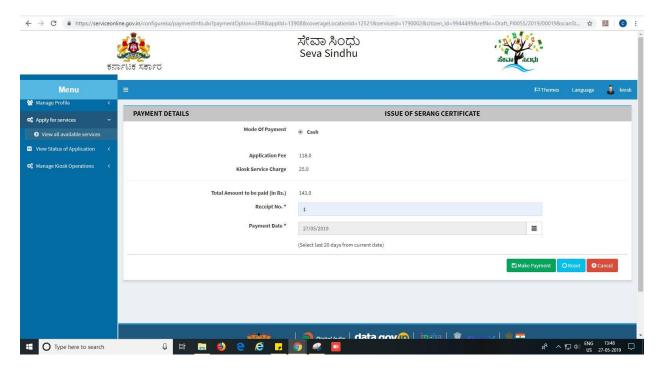
13. Tick mark at 'I agree' then click on 'proceed'.



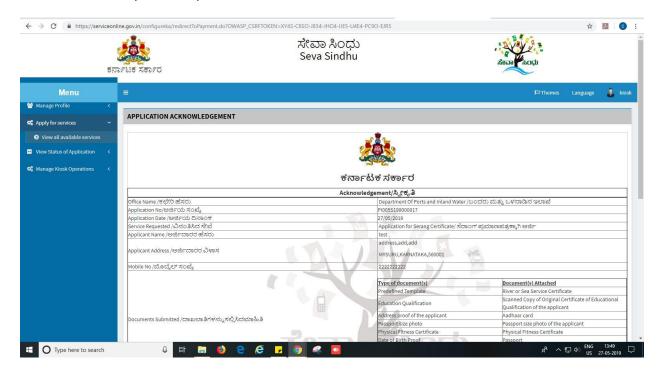
- 14. Enter Aadhaar number
- 15. Click on 'get OTP'. OTP will be received to the phone no. which is linked to enter Aadhaar.

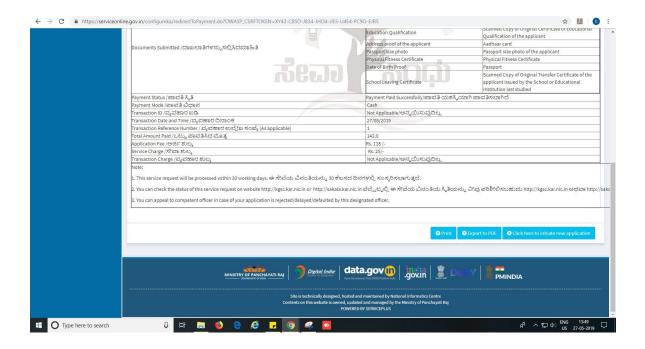


16. Select mode of payment. Click and proceed further.



- 17. After successful submission, there is a generation of acknowledgement.
- 18. Either take print or export to PDF.







Successful submission of the application is done from applicant. Log out.

After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->view submitted application->'get data'->search with the application reference no. ->click on the 'delivered' or 'rejected' to get the certificate.

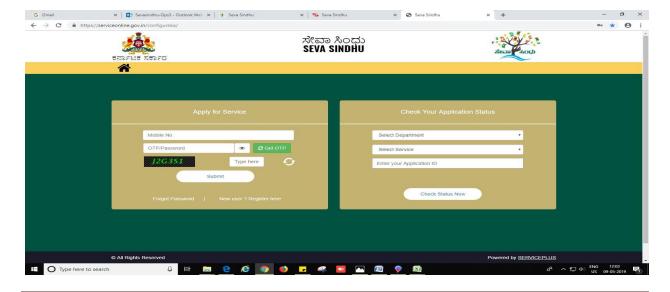
Steps to be performed by Port conservator

1. Login to port conservator page.

Type here to search

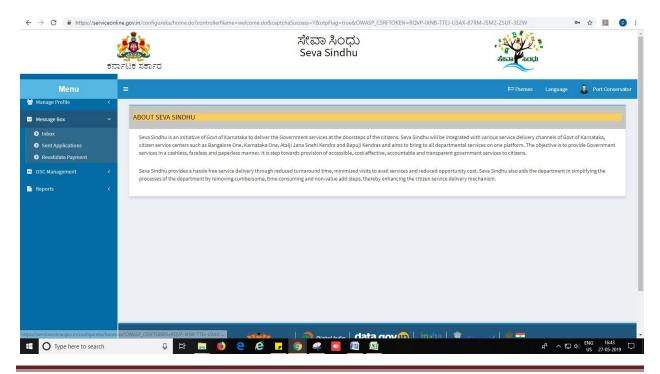
2. Go to->MENU->message box->inbox->please select service->click on 'get data'

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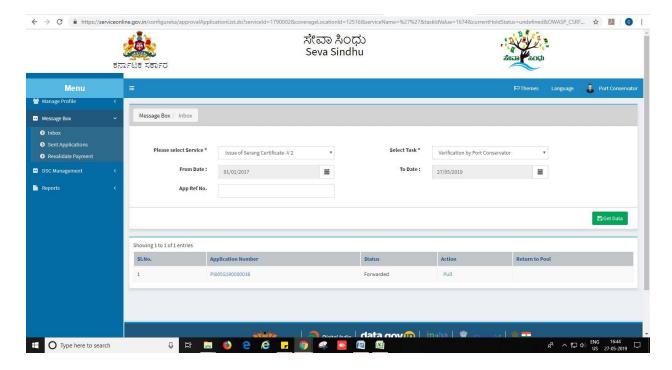


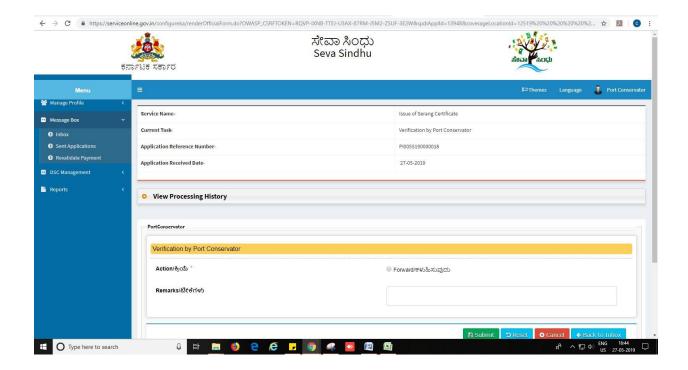


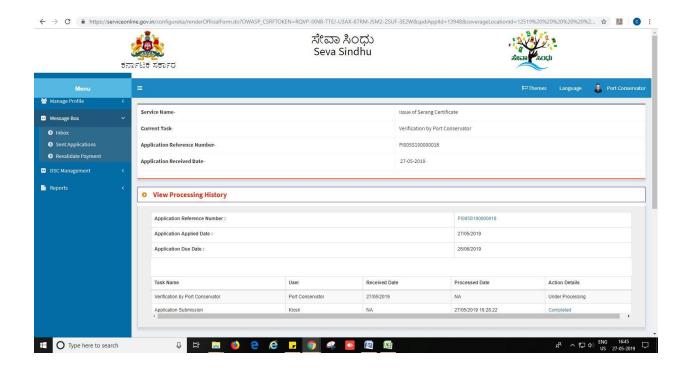
3. Click on 'pull'.

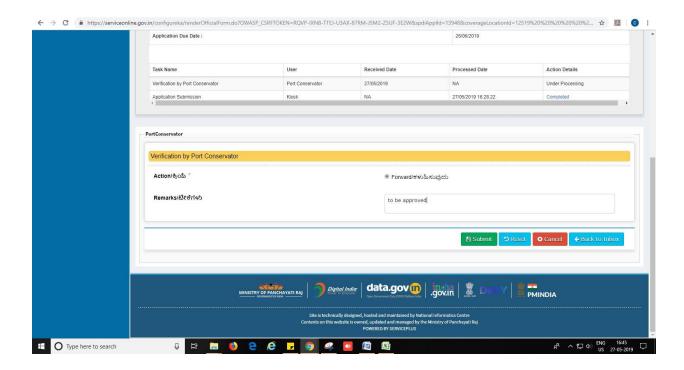


- 4. Click on 'View Processing History'->click on 'Completed' to verify the applicant's application.
- 5. Fill mandatory fields.
- 6. Write remarks. Click on 'submit'.

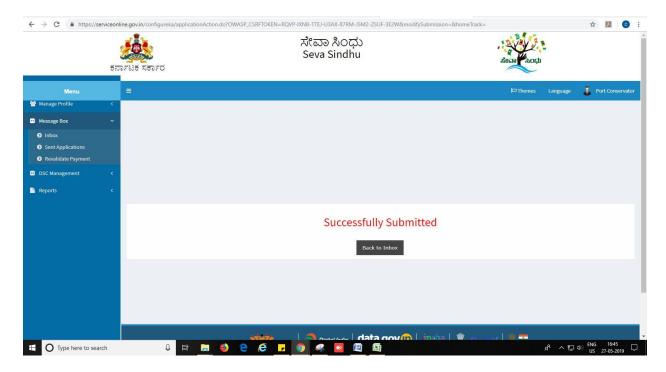


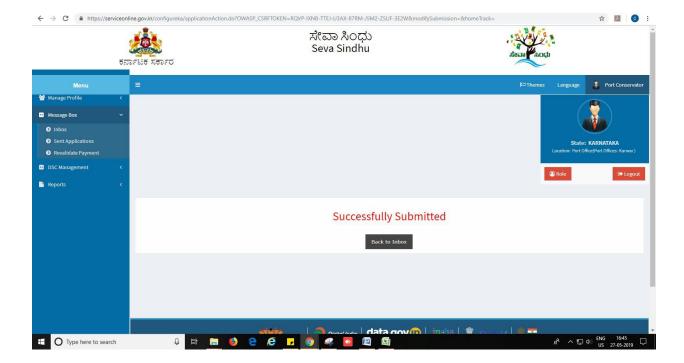






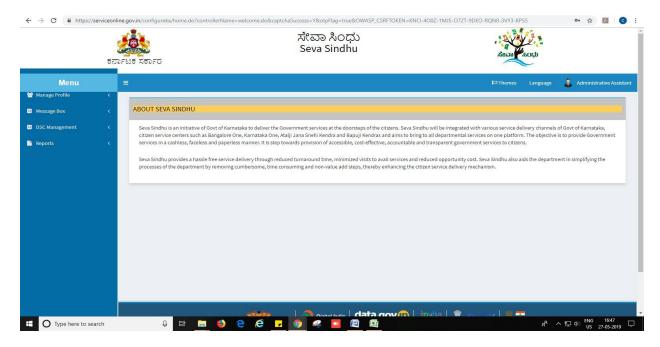
7. Successful submission message. Log out or continue the same step for more applications received.



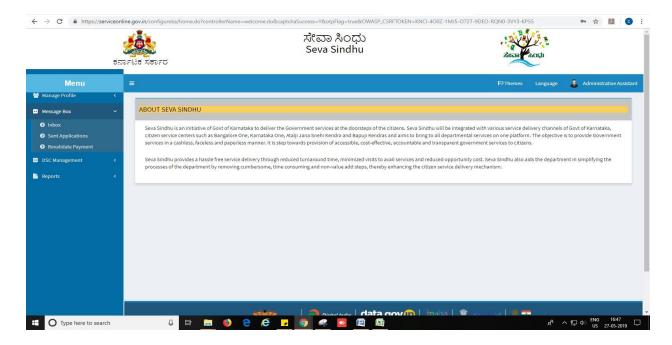


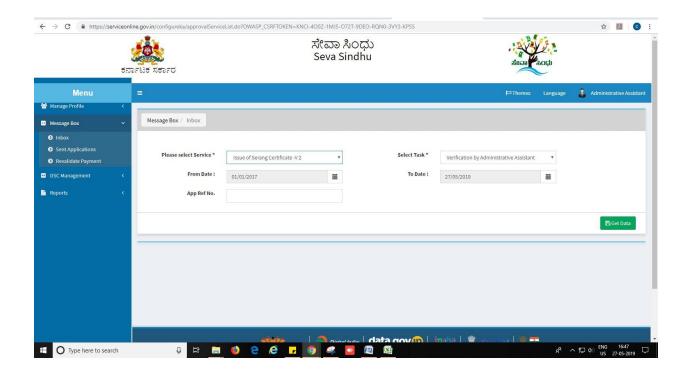
Steps to be performed by Administrative assistant.

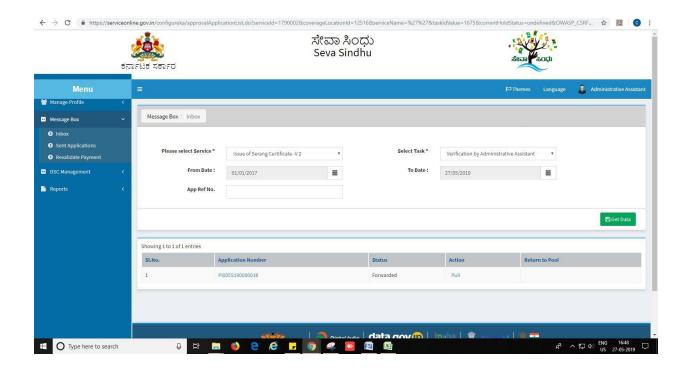
- 1. Login to Administrative assistant page.
- 2. Go to->MENU->message box->inbox-> Click on 'pull'

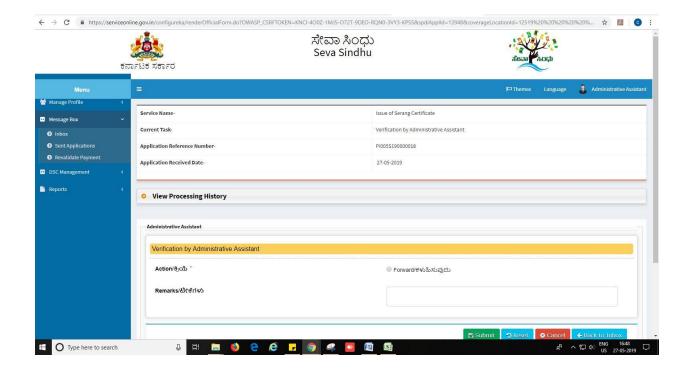


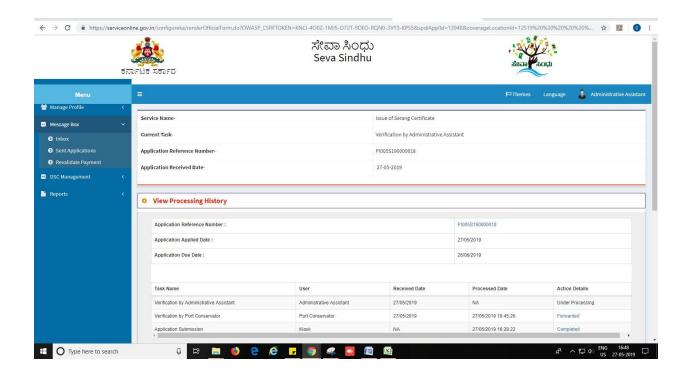
- 3. Click on 'View Processing History'->click on 'Completed' to verify the applicant's application.
- 4. Fill mandatory fields.
- 5. Write remarks. Click on 'submit'.

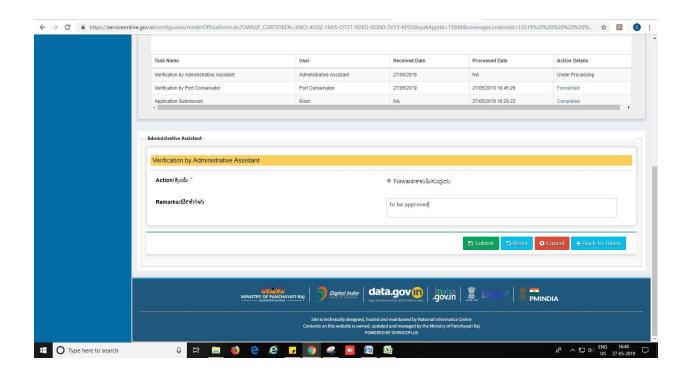




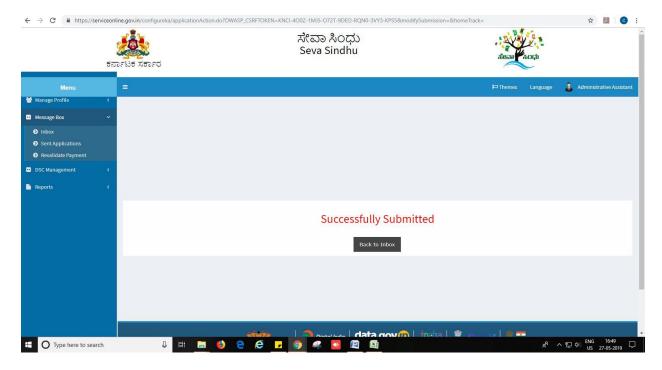


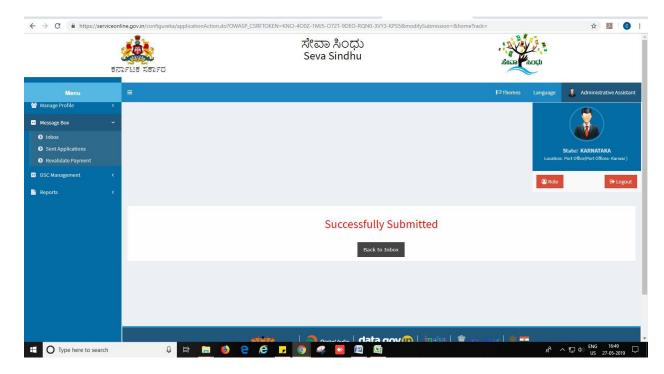






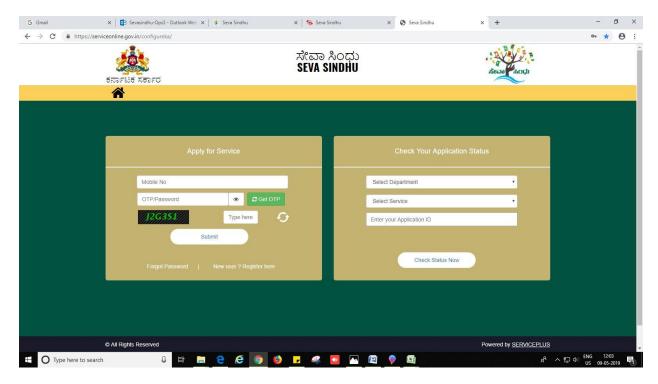
6. Successful submission message.

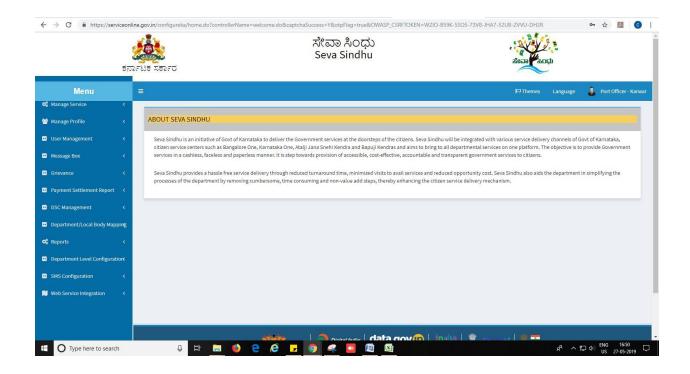


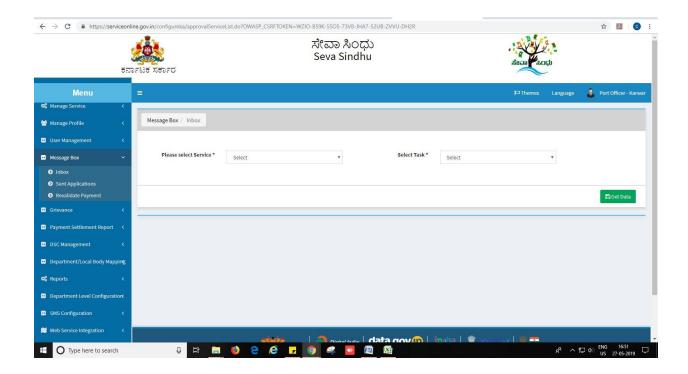


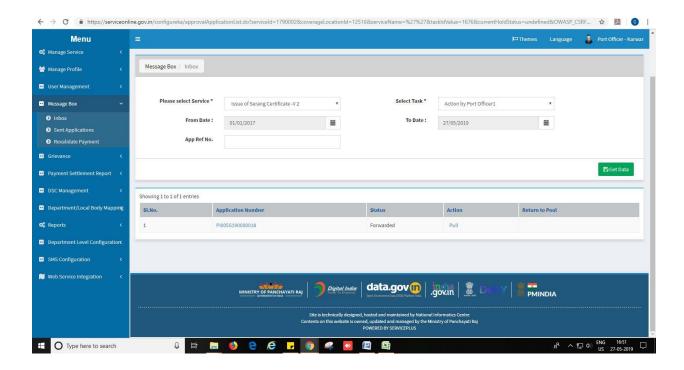
Steps to be performed by Port officer1.

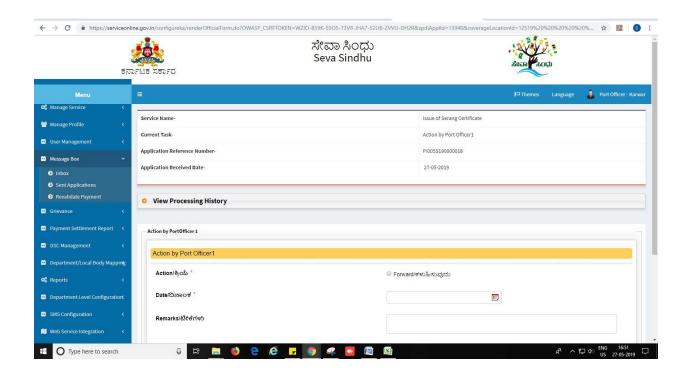
- 1. Login to Port officer1 page.
- 2. Go to->MENU->message box->inbox-> Click on 'pull'

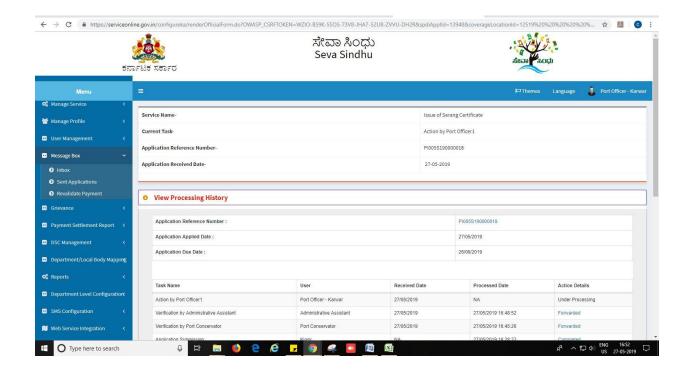


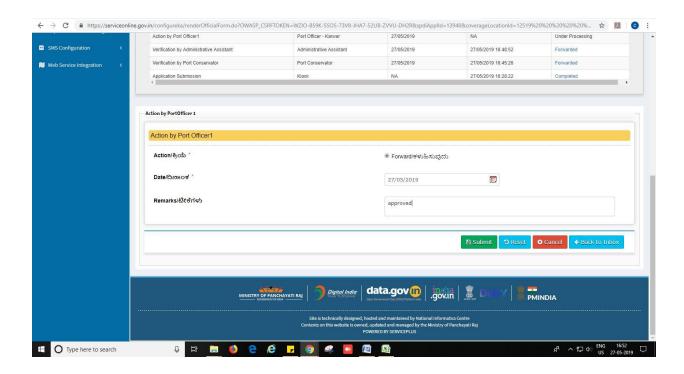


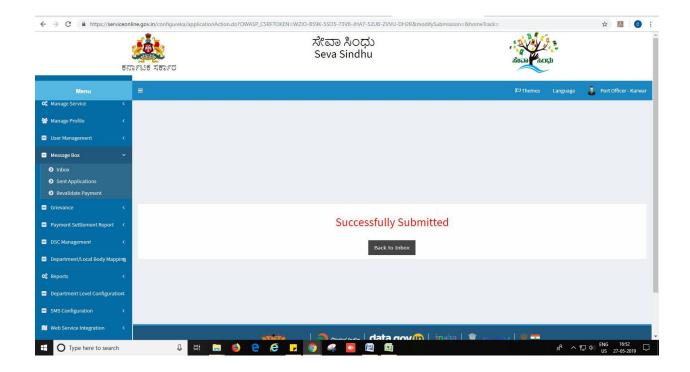


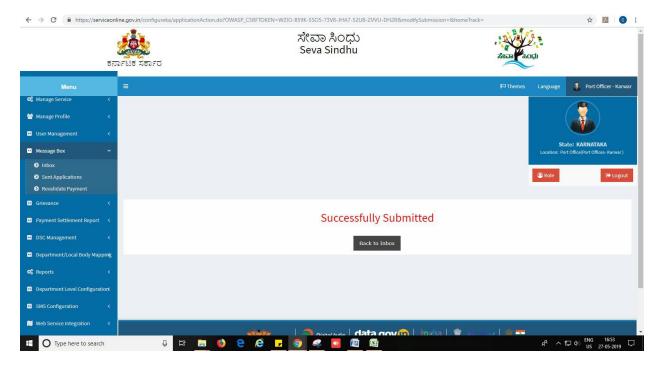






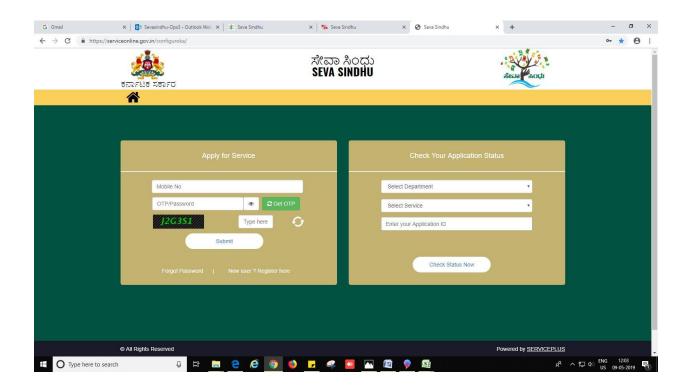


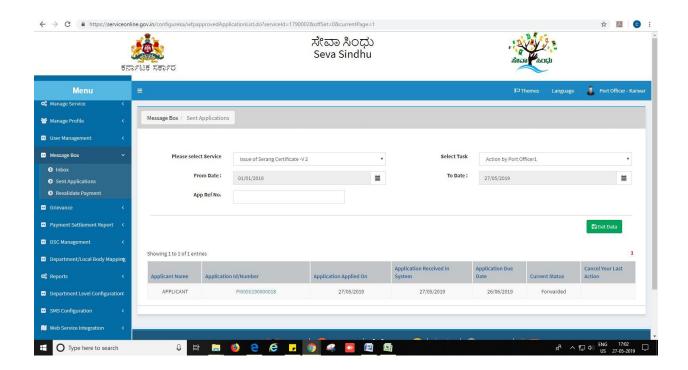


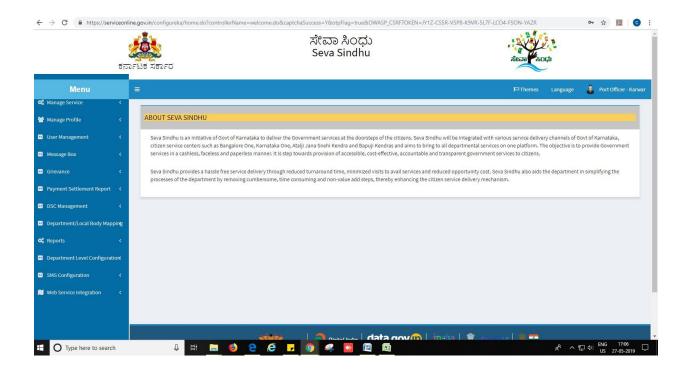


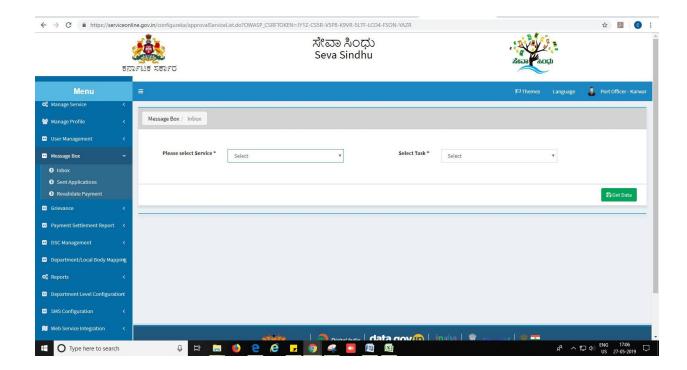
Steps to be performed by Port officer 2.

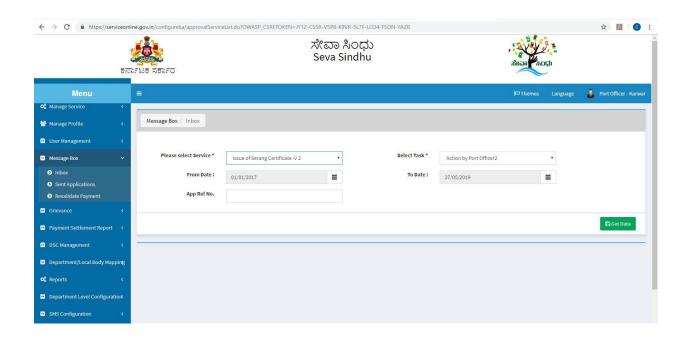
- 1. Login to Port officer2 page.
- 2. Go to->MENU->message box->inbox-> Click on 'pull'

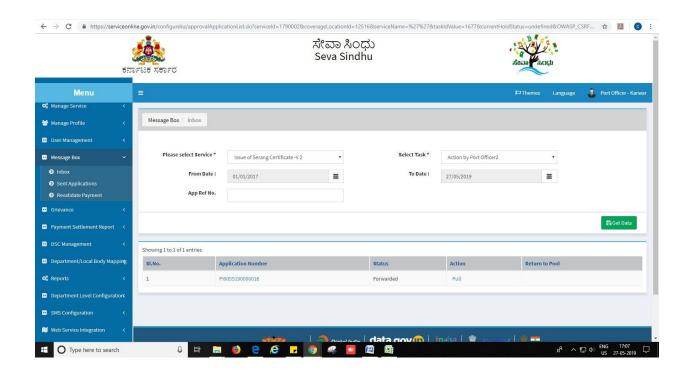


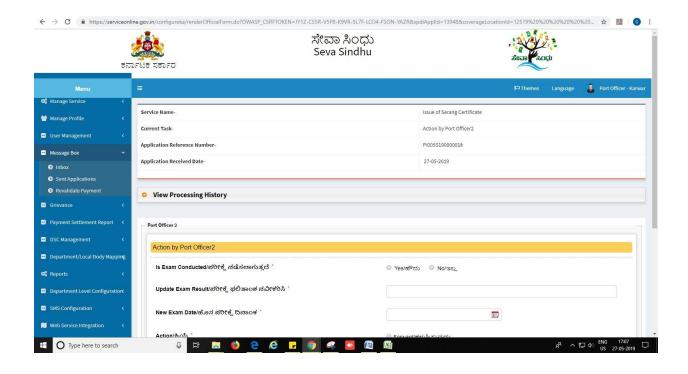


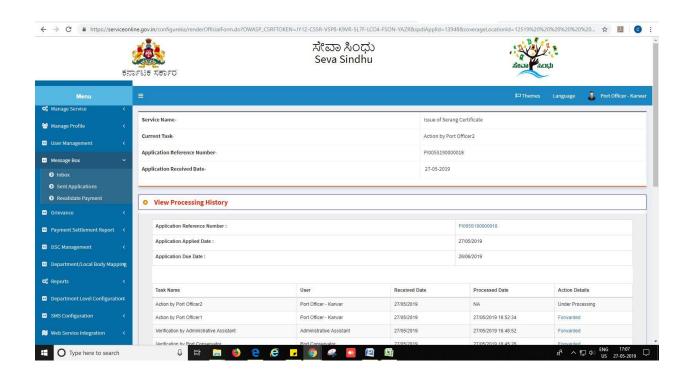


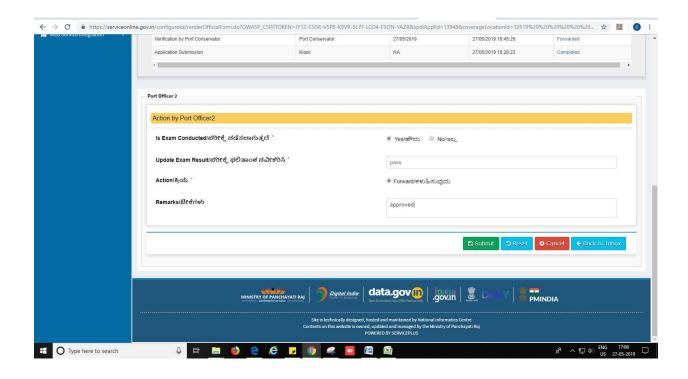


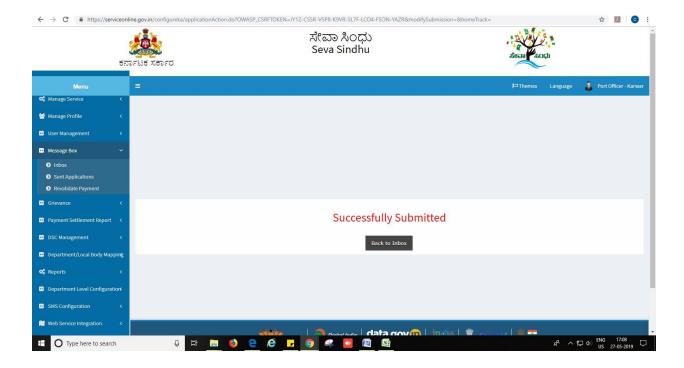


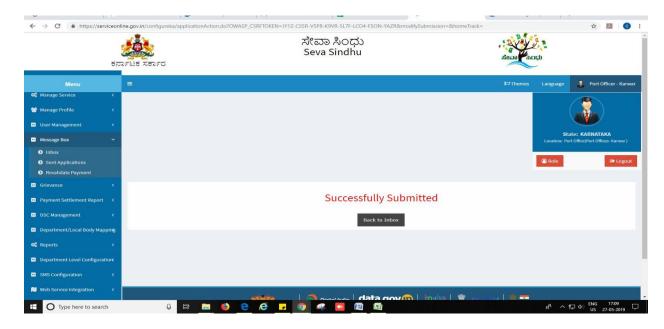






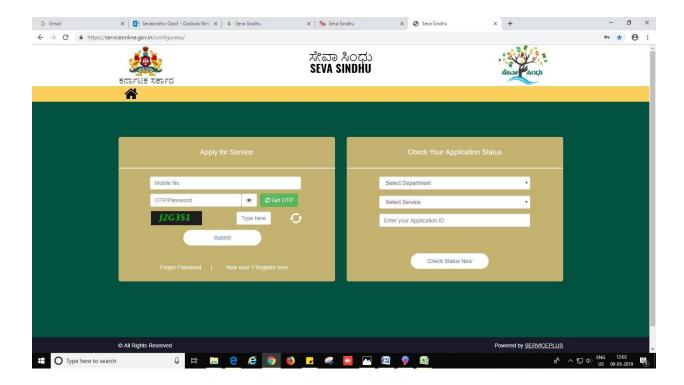




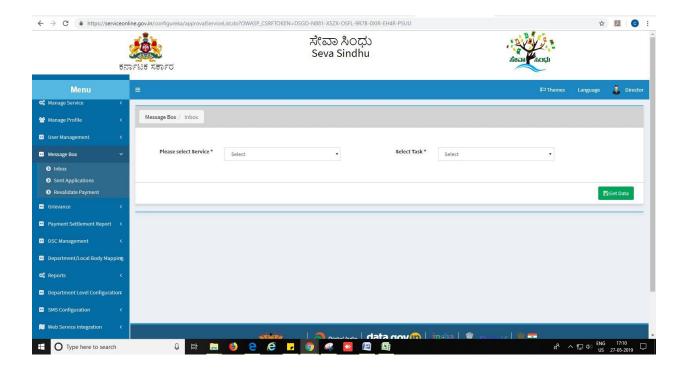


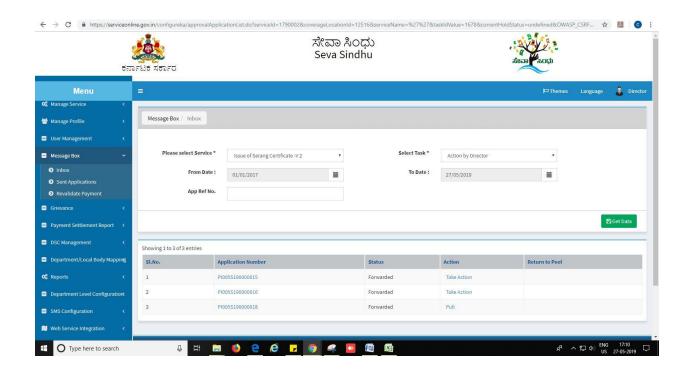
Steps to be performed by Director.

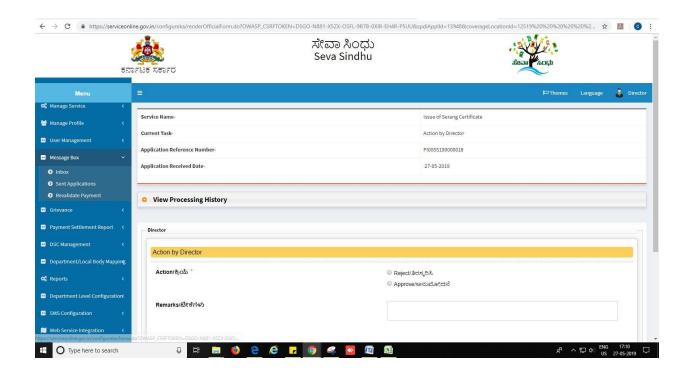
- 1. Login to Director page.
- 2. Go to->MENU->message box->inbox-> Click on 'pull'

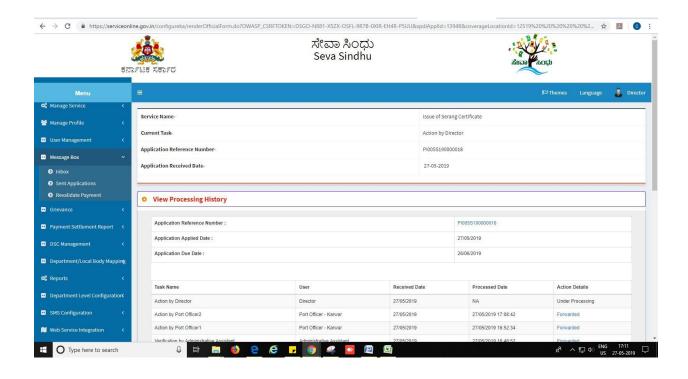


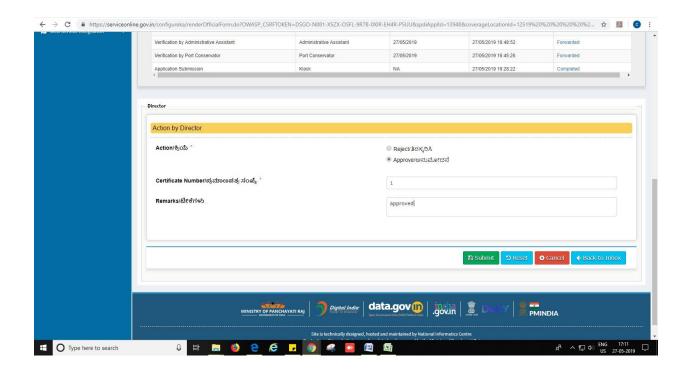




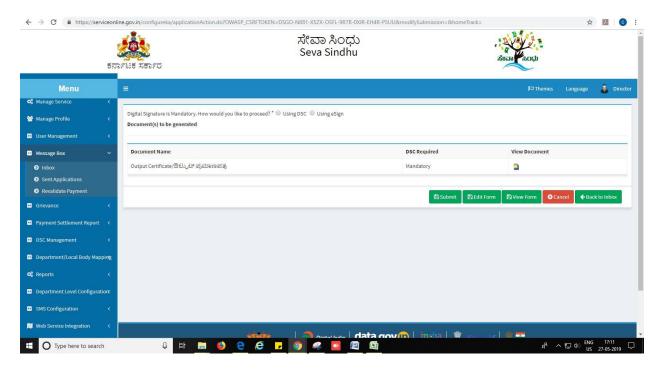




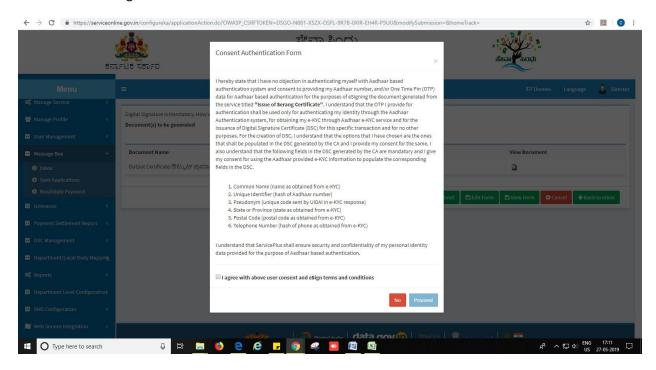


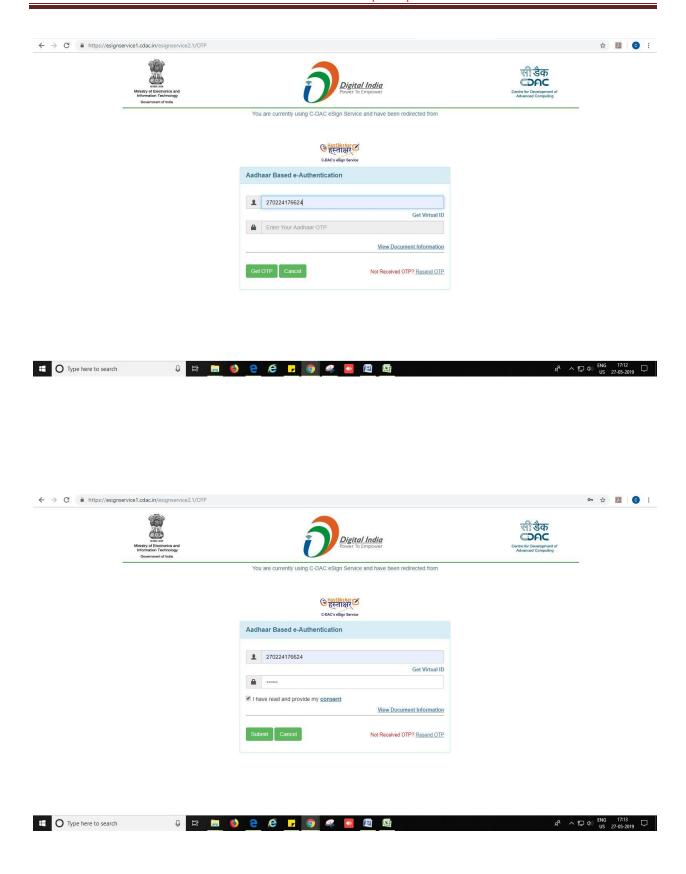


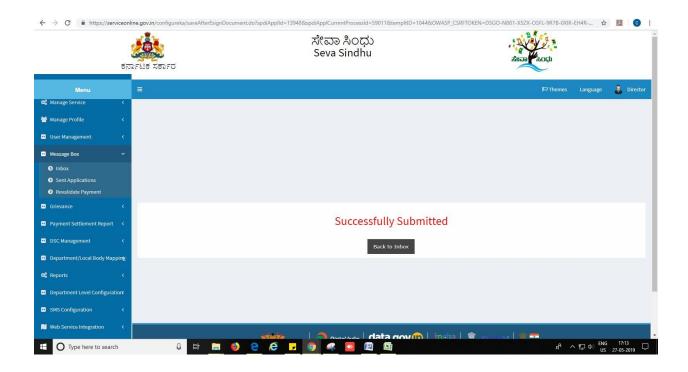
3. Sign using DSC or with eSign.

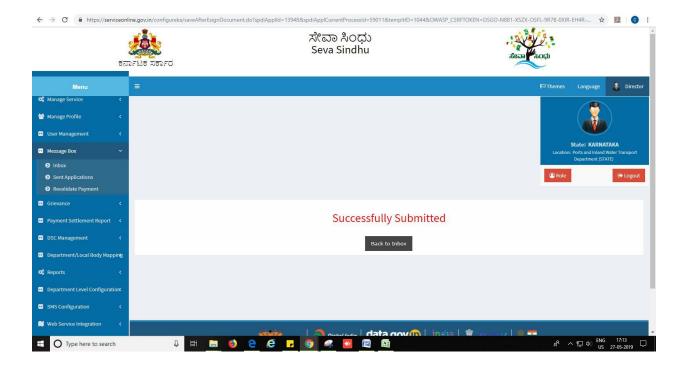


4. Click on 'I agree'.



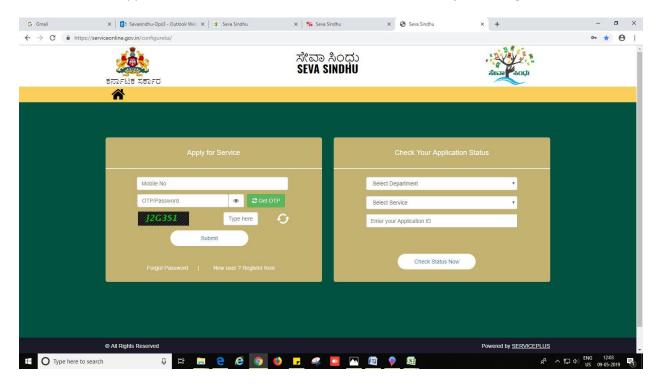


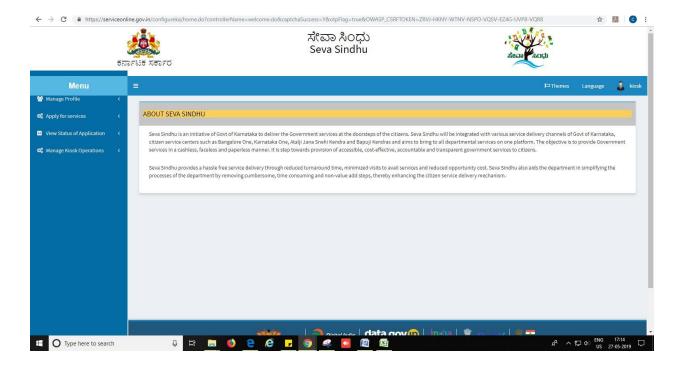




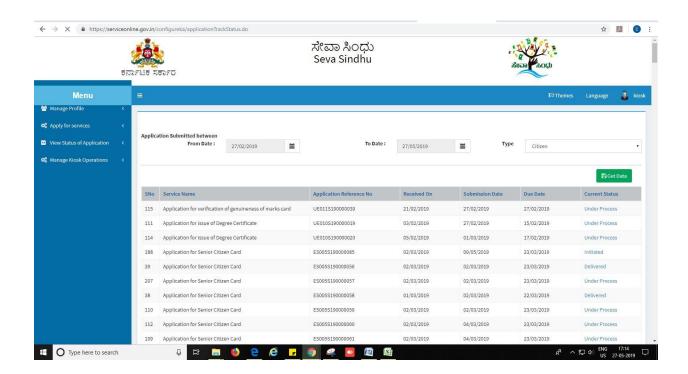
Steps APPLICANT's login: approval or rejection certificate

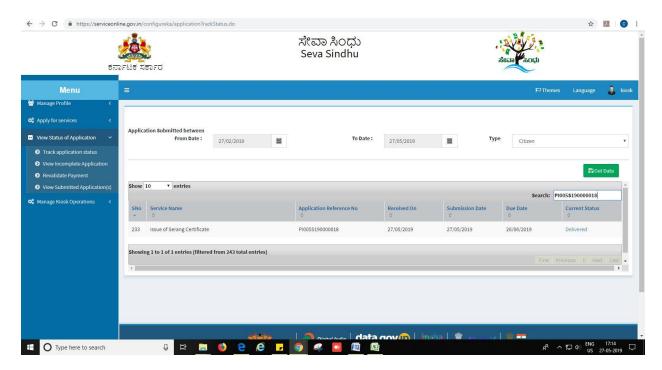
After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->view submitted application->'get data'->search with the application reference no. ->click on the 'delivered' or 'rejected' to get the certificate.



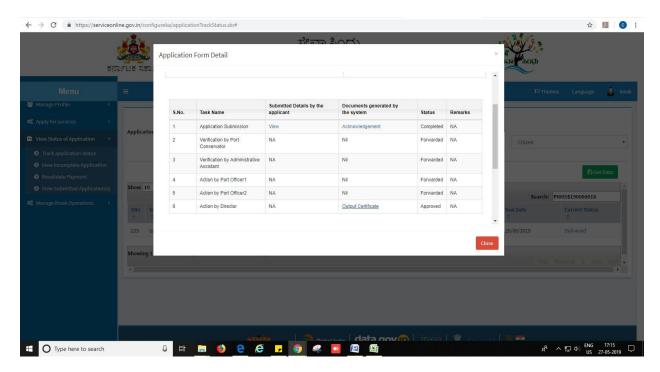








Generated Sanction order





ಕರ್ನಾಟಕ ಸರ್ಕಾರ FORM-D

CERTIFICATE OF COMPETENCY AS SI

(See Rule 29)

Certificate of competency as SERANG of self propelled craft of Vessels plying at the Minor Ports in the Karnataka State.

To.

add,add address ,,KARNATAKA,BENGALURU URBAN, 560001

Whereas you have been duly qualified to fulfill the duties of SERANG of Motor Vessels plying at the Minor Ports in the Karnataka hereby grant you this certificate of competency.

Given Under My Hand and Seal

On Date

: 27/05/2019 .

No. of C

: test

: 01/05/1992 & place

: 160

DIRECTOR OF PORTS & INLAND WATER TRANSPORT,

Port Office(Port Offices- Karwar) .

SIGNATURE OF CANDIDATE

N.B:- Any person other than the owner there of becoming possessed of this certificate isrequired to transmit it Signature Not Verified

sued at 27/05/2019.

Digitally signed by Signer

Date: 2019.05.27 11:59 IST

PORT OFFICER

Sakala- Serang format

Reference No: PI005S190000018 To View: http://serviceonline.gov.in/configureka/t/oub Token No: 39F556A8

------END-------

Page 40 **Issue of Serang Certificate**