

Reg. Payment of fees to the State Govt. Examination Boards for undertaking the verification of genuineness of certificates of the applicants of CDCs.

Crew Branch Circular No. 1 of 2005

No. 18(4)CR/2004

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Reference is received in this Directorate from Shipping Masters regarding payment of fees to the State Govt. Examination Boards for undertaking the verification of genuineness of certificates of the applicants of CDCs.

2. On examination it is found that certain State Govt. Education Boards are charging fees for undertaking the verification of certificates. Accordingly, the SMs are hereby directed to note that whenever there is a charge of fee by any State Govt. Examination Boards for carrying out the verification/genuineness of certificates, filled by the applicants for CDCs, the fees will be collected from the candidates. However, the SMs must note the following directions while undertaking this exercise.

- a. That the SM will undertake the genuineness of the certificates from the State Govt. Examination Boards, as required.
- b. Simultaneously, the SM will issue a letter to the candidate to submit the fees charged by the State Govt. Examination Board, as prescribed by the concerned State Governments from time to time.
- c. That the CDC will be issued only after the genuineness / verification report is received by the Office of SM from the State Boards.
- d. That the task of undertaking verification of genuineness of the certificate will be initiated immediately, on receipt of the application for CDC, and the CDC application will not be held back for collection of the fees from the candidate.
- e. However, before despatch of CDC, the SM will ensure that necessary fees has been remitted by the candidate to the office.

This issues with the approval of Director General of Shipping & Ex. Officio Addl. Secretary to the Govt. of India.

Sd/-
(Neera Malhotra)
Director-General of Shipping