

A-32021/1/2015-MA
Government of India
Ministry of Shipping

Transport Bhavan, Sansad Marg,
New Delhi, Dated 25.05.2017

To,

The Director General,
Directorate General of Shipping,
9th Floor, Beta Building, I-Think Techno Campus,
Kanjur Marg (East), Mumbai: 400042

(Kind Attn. Shri Subhash Barguzer, DDG)

Sub: Training policy for officers of the DGS & its field formations.

Sir,

I am directed to refer to DGS letter No. PB-27(10)/2012-DEP-WMU-III dated 28.02.2017 on the subject mentioned above.

2. The proposed draft training policy of DGS has been examined in consultation with IFW of this Ministry. IFW has concurred the training policy of DGS vide their Note # 7 dated 16.12.2016.

3. The final training policy of DGS and its field formations duly approved by Competent Authority is attached for information and necessary action.

Yours faithfully

(Satish Kumar)
Under Secretary to the Govt. of India
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**GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF SHIPPING**

TRAINING POLICY FOR OFFICERS OF THE DIRECTORATE GENERAL OF SHIPPING.

2017

PREFACE

The Directorate General of Shipping (DGS) is fully committed to promoting an environment of structured and systematic training, learning and continuing professional development of its technical officers and non-technical officers to enable them to perform their duties effectively and efficiently. It recognizes this is essential to provide a high quality service which meets the needs and expectations of clients, stakeholders and members of the public. The training as envisaged will enable the officers to understand the context, duties and responsibilities, relevant regulatory provisions and make them familiar with the relevant maritime conventions/laws.

[This Training Policy provides common guidelines for various trainings to enhance the skills and competency of technical and non-technical officers of DGS. It aims to address the gap between the existing and required competencies and provide opportunities to the employees to develop their competencies.]

(Dr.Malini V. Shankar)
Director General of Shipping

Dated :

Place : Mumbai

1. Background:

1.1. The Directorate General of Shipping is an attached office of the Ministry of Shipping, Govt. of India and deals with all executive matters, relating to merchant shipping. The Directorate General of Shipping, India deals with implementation of shipping policy and legislation so as to ensure the safety of life and ships at sea, prevention of marine pollution, promotion of maritime education and training in co-ordination with the International Maritime Organization, regulation of employment and welfare of seamen, development of coastal shipping, augmentation of shipping tonnage, examination and certification of Merchant Navy Officers, Supervision and Control of the allied offices under its administrative jurisdiction.

1.2. Merchant Shipping is an international industry dealing with the transportation of goods and passengers, worldwide. Shipping is regulated globally by various international conventions/ codes/protocols/agreements and national legislations etc. Due to rapid, multiple, emerging and sophisticated technological developments and increasingly stringent regulations being implemented for the safety of lives/cargo at sea and the environment, it is imperative that the technical and non- technical officers of the Directorate General of Shipping (DGS), the National Maritime Administration and National Maritime Assistance agency receives an adequate robust and continuous up-gradation of domain & generic knowledge skill sets through training/retraining so as to meet the challenges of the future and to ensure that the DGS, is always responsive, evolving and updated maritime administration.

1.3. The sanctioned strength of existing Group 'A' and 'B' officers of DGS is 110 and 25 respectively. In order to ensure that the technical officers and non-technical officers have operational or technical work experience and their training is compatible with the activities/functions which mainly include the following:-

1.3.1 Surveys and Certification of Vessels to the latest requirements

1.3.2. Port State Control and Flag State Inspections of Foreign flag vessels in Indian ports and Indian vessels respectively.

- 1.3.3. Implementation and carrying out ISM audits on companies and vessels.
- 1.3.4. Inspection and approval of Firefighting and Life Saving appliances service stations.
- 1.3.5. Conduct of certificate of competency examinations.
- 1.3.6. Development and framing of Rules, notices circulars etc. covering technical aspects of vessels.
- 1.3.7. General administrative functions of the Indian Maritime administration.

2. Competency frame work

2.1 Competencies encompass knowledge, skills and behavior, which are required for effectively performing the functions of the post. Competencies may be broadly divided into i) core competency and ii) Specialized competency. Core competency pertains to leadership, financial management, people management, information technology, project management and communication. Specialized competencies relate to the professional or specialized skills which are relevant for specialized functions of maritime industry. A fundamental principle of the competency frame work is that each job should be performed by a person who has acquired the required competencies for that job.

2.2 Training has usually been based on the duties that are to be performed in particular post. For moving to a competency- based approach, classification of the posts and functions that are to be performed and the competencies required thereto for each post under the Directorate General of Shipping have been made as under :

| Nomenclature/Classification of the Post | Competency required |
|--|---|
| Group 'B' & 'C' Staff | Competency in Noting drafting, communication skill, knowledge of office |

| | |
|---|---|
| | procedure. |
| Assistant Director General of Shipping | Legal and managerial skills and implementation of regulatory frame work. |
| Deputy Director General of Shipping | Leadership and managerial competencies. |
| Additional Director General of Shipping & Director General of Shipping | Legal & advanced managerial competencies |
| Engineer & Ship Surveyor, Ship Surveyor and Nautical Surveyor | <ul style="list-style-type: none"> - Legal and managerial skills; - understanding and interpretation of rules and regulations; - Development of rules/regulations; - Identification of future technical advancements. |
| Deputy Chief Surveyor, Deputy Nautical Adviser and Deputy Chief Ship Surveyor | <ul style="list-style-type: none"> - Leader Ship & Managerial skills; - Identification of future technical advancements and compliance; - Design and development of policies, rules, regulations, guidelines, etc. in - Utilization of resources. |
| Nautical Adviser / Chief Surveyor / Chief Ship Surveyor/Principal Officer | <ul style="list-style-type: none"> - Leadership and advanced managerial competencies ; - Latest Development in sector. |

3. Objective

[The objective of this Training Policy is to develop a professional, impartial and efficient maritime service that is responsive to achieve safe, efficient and secure shipping, protection of marine environment and all round growth of the maritime industry.]

4. **Training Target**

All technical, non-technical and Group B & C officials of Directorate will be provided training to equip them with the competencies for their current or future jobs. Such training will be imparted :-

- (a) At the time of their entry into service; and
- (b) At appropriate intervals in the course of their career.]

5. **Role of Directorate and Training Responsibilities.**

5.1 Deputy Director General (Personnel Branch) will be the Training Manager for the Directorate who will be heading the training cell of the Directorate. He will be responsible for development of cadre training plan, implementation of annual training plan, providing of orientation training to new entrants and refresher training to all the employees.

5.2 The immediate supervisor will be responsible and accountable for training of the staff working under him. Each Wing Head and Head of the allied offices will classify all posts with clear job description and competencies required. After making a gap analysis of the existing competencies of the officials recommended, they will inform to Training Manager the training requirement of its officials latest by 15th of December so that training manger can make a plan to be implemented with effect from 1st of April every year. The prospective candidates will be identified at least one year in advance and preparatory arrangement will be made accordingly in consultation with appropriate authority.

5.3 Training Manager will also be responsible for linkage of training to the career progression by suitably amending service rules/ issuing administrative instructions. He will also be responsible for uploading the induction training material prepared by the trainers and branches on the website for each class of officials. In order to achieve "training for all" efforts have to be made for training of Group B and C staff particularly those at the cutting edge level.

✓ 6. **Training Program & Strategy**

6.1 The Training Program for technical officers and non-technical officers including Group B & C staff shall contain primarily the following trainings:

- A. (i) Induction training
(ii) Orientation training
(iii) Refresher training

B. **Specialized skill enhancement:**

- (i) Post Graduation from IMO, Sweden;
(ii) Advanced Diploma in Maritime Law at IMLI;
(iii) Extra First Class
(iv) Extra Masters;
(v) ISI, ISM & ISPS Lead auditor course;
✓ (vi) PSCO expert mission training.

6.2 The Directorate does not have the structural/institutional arrangements for conducting orientation and refresher training on its own. Hence it will identify a training institute, which will be entrusted with the responsibility of providing orientation and refresher training to the employees periodically. Such training will aim at broader areas of shipping management, commercial aspects of shipping, legal & administrative frame work of a regulatory body in the context of constitutional democracy, international regime of maritime administration and other related aspects. Such chosen institutes can tie up with international maritime institutions for organizing training program for DGS's officials at regular intervals (at least once in every four months). Similarly, an orientation training program for new recruits will be organized once in a year in the selected institutes for two weeks.

6.3 In House Training Mechanism will be evolved with the approval of DG(S) for those areas where the knowledge base is available within the country.

6.4 DGS officers can also be deputed to APEC training program conducted by JNPT in respect of their core competency. For instance, the officers of Nautical Branch can be trained in the course on 'Nautical Accessibility & Maritime Traffic Management'.

6.5 A Database will be created by DGS consisting of the details of offices along with their core competency & the courses attended, which will be shared with IPA, IMU, JNPT training centers so that Master trainer on various subjects can be identified.

6.6 The specialized skill based training in the form of M.Sc. Degree course of WMU and LL.M Degree course of IMLI will be provided to the regular Group A officials of the Directorate. The fees for those courses which are essential qualification for promotion to next grade such as Extra First Class course, Extra Masters' course, conducted by DGS recognized institutes and Shipping Management course conducted by NMIMS shall be reimbursed to the officers on completing the course successfully. The senior officers will be given preference over those who are junior for nomination. Details of long term training courses, short term training courses and courses proposed for B & C staff are at **Annexure-I, Annexure-II and Annexure-III** respectively.

6.7 DGS would consider also for training of officials through distance and e-learning mode.

7. **Eligibility Criteria** :Before nominating officers for training to various specialized course in India and abroad, the following conditions/stipulations shall apply:

7.1 The Course should be relevant to the work function of the nominated officer.

- 7.2 The officer meets the requirements of age limit and minimum qualification for the course as per the norms of respective university/institute.
- 7.3 Officer should have completed a minimum of 3 years regular service in the Directorate/MMD before the date of commencement of the course;
- 7.4 Officers nominated for long term courses having aduration of one year or more should have minimum residual service of 5 years with DGS after completion of the course, so that the organization benefits out of the training provided;
- 7.5 Officers nominated for short term courses having a duration of 3 months or less, should have a minimum residual service of 3 years withDGS after completion of the course, so that the organization benefits out of the training provided.
- 7.6 For Long term courses, officer shall execute a bond for a period of 5 years to serve the Directorate/MMDs, after the completion of course, failing which the course fee and all the Government expenses incurred during the training period shall be reimbursed to the Government;
- 7.7 Officers will be nominated for the course on the basis of theirinter-seniority if more than one application of eligible candidate is received by DGS.
- 7.8 Officers who have earlier attended training programs abroad may be nominated again for another program abroad, only if suitable officers, who have not attended any foreign program subsequent to their training, are not available. The guidelines issued by DOP&T on cooling off period for long term training shall be followed.
- 7.9 Most of the courses in WMU/IMLI are technical in nature, except those relating to maritime law. Non-technical officers of the DGS, who meet all the above mentioned criteria, can be nominated for the courses in maritime law at the IMLI/World Maritime University.

7.10 For long term courses, external donor funding is generally available if applications are made sufficiently in advance to the respective institutions. However, in case DGS intends to fund a course in a particular year, as in IMLI then separate sanction for the programmes will have to be taken from the Government. While considering the funding from Government sources for the training program, the terms and conditions under the guidelines of Ministry of Finance as well as DOPT guidelines would be applicable.

7.11 Approval for foreign visits will be obtained from Ministry of Shipping on case to case basis as per extant instructions of Ministry of Finance.

7.12 Officers should be clear from vigilance angle.

8. Other Guidelines:

8.1 The topic should be contemporary and relevant to India and same shall be made available in the public domain of DGS.

8.2 The officers on successful completion of the training program shall submit a detailed report to the DGS.

8.3 A synopsis of the contemporary topics discussed in the training programme shall be prepared by the trainee officers for dissemination among the officers of DGS. One-day seminar may be arranged for other officers to share the best practices.

8.4 Officers who complete a formal external or in house training course will receive a certificate of completion. All training completed by an officer will be documented in his/her personal file.

9. Monitoring and Review of Training Programme

9.1 Each Wing/Division of DGS will periodically review the Training Program and suggest revision so that the training of officers is continuously updated to keep abreast of the latest development taking place in the shipping sector. One

of the methods is to analyse the feedback received after training. The feedback will be considered while formulating next training programme. Each Wing/Division of DGS may develop the feedback forms and utilize them for this purpose.

10. **Budgeting**: Appropriate budget provision in consonance with National Training Policy of Government of India will be made and the expenditure on training will be kept under 2.5% ceiling of total salary for the purpose of training of the technical and non-technical officers of the Directorate taking into consideration that the courses of WMU/IMLI will be done through international financial donors.

Annexure-I

List of long term HRD courses for officers of the DG shipping and allied offices

| Sl. No. | Course Description | Course Duration/Location | Approximate Cost to the Govt. | Frequency | Relevance | Remarks |
|---------|--|--------------------------|--|-----------|---|---|
| 1. | Post Graduation from MALMO, Sweden | 14 Months/ Sweden | Approx. Rs.35,00,000/- (Thirty Five lakhs) per student | Yearly | RR requirement | Sponsorships available. Every year at least two officers must be sent based on their seniority and meeting the qualification requirements of MALMO |
| 2. | Advanced Diploma in Maritime Law at IMLI | 12 months/ Malta | Approx. Rs.30,00,000/- (Thirty lakhs) per student | Yearly | Important towards understanding the legal aspects of rule making. | Sponsorships available. Every year at least two officers must be sent based on their seniority and meeting the qualification requirements of IMLI |
| 3. | Extra Master Course | 1 year/ India | INR 2,00,000/- per student | Yearly | RR requirement | Officers who are interested may be allowed to join these courses as these are also required for promotion in the department as per the RR's. |
| 4. | Extra First Class Course | 1 year/ India | INR 2,00,000/- per student | Yearly | RR requirement | Officers who are interested may be allowed to join these courses as these are also required for promotion in the department as per the RR's. The course is on correspondence mode only. Fees may have to be reimbursed. |

List of short term courses for officers of the DG Shipping and allied offices

| Sl. No. | Course Description | Course Duration/Location | Approximate Cost to the Govt. | Frequency | Relevance | Remarks |
|---------|---|--|--|-----------|---|--|
| 1. | ISPS lead auditor training | 1 week course/ India | INR 30,000/- per student $X \quad 5 =$ 1,50,000/- | Yearly | All surveyors have to mandatorily do these trainings to audit ships. | Conducted by various RO's including IRS in India. Batches of 5 officers can be organized every year. |
| 2. | ISO and ISM Lead auditor Training | 2 weeks/ India | INR 30,000/- per student $X \quad 5 =$ 1,50,000/- | Yearly | All surveyors have to mandatorily do these trainings to be an auditor. | Conducted by various RO's including IRS in India. Batches of 5 officers can be organized every year. |
| 3. | PSCO Expert Mission training | 2 weeks, held in different IOMOU countries including India every year | INR 2,50,000/- per student $X \quad 2 =$ 5,00,000/- | Yearly | Vital for Port State Control Officers so as to ensure fair and justifiable implementation of the PSC regime on foreign ships visiting India in line with international standards. | The course is conducted by IOMOU and AMSA. Cost to Govt is Airfare, TA and Accommodation depending on the country where it is held. 2 PSC officers every year to be nominated |
| 4. | Executive Professional Development Courses (EPDCs) by WMU | 5 day courses. Yearly 2 courses can be carried out on rotation basis in India itself inviting experts from India/Abroad. | Total cost for training 10 officers per batch- INR 10,00,000/- $X \quad 2 =$ 20,00,000/- | Yearly | a. Port state Control b. Maritime Casualty Investigation c. Workshops on MLC (3+3 days) d. Training course for the Examination | These are conducted by the World Maritime University and held at WMU or in host countries. Yearly 2 courses can be carried out on rotation basis in India itself inviting experts from India/Abroad. Batches of 10 officers can be organized every year. |

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|----|--|---------------------------------------|---|--------|---|--|
| | | | | | assessment and certification of seafarers. e. Ballast water Convention- Compliance and enforcement. f. Energy management through ship design and operation. g. Dangerous Goods(3 days) | |
| 5. | Certificate Course on International Maritime Law | 13 days or 05 days as the case may be | Rs.25,000 or Rs/10,000 as the case may be excluding TA/DA | Yearly | The officer will be able to acquaint themselves with legal matters related to the domain of work in the Directorate | The course is conducted by Gujarat National Law University from time to time |
| 6. | Senior Leaders' Programme | 21 days | Rs.3,50,000 | Yearly | | The course is conducted by Indian Institute of Management Ahmedabad |
| 7. | Leadership and Change Management | 05 days | Rs.90,000 | Yearly | | The course is conducted by Indian Institute of Management Ahmedabad |
| 8. | Performance Management for Competitive Advantage | 04 days | Rs.85,000 | Yearly | | The course is conducted by Indian Institute of Management Ahmedabad |
| 9. | General Management for Shipping | 04 days | Rs.85,000 | Yearly | | The course is conducted by Indian Institute of Management Ahmedabad |

Details of courses proposed for B & C staff.

1. Noting and Drafting in Office procedure/Communication
2. Manual of office procedure and Establishment matters.
3. General Principles of Finance & Accounts;
4. Reservation policy and Roster maintenance.
5. RTI Act 2005 – Role and responsibilities of Information Officers
6. Record/Data Management.
7. Basic concept of e-governance & MIS

Details of Preferred Training Institutes

| | |
|--------------------------------|---|
| Group A Technical Officers | WMU, Malmo, Sweden |
| Group A Non-Technical Officers | International Maritime Law Institute, Malta, |
| Group B & C Staff | Institute of Secretarial Training & Management (ISTM)/National Productivity Council |