



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. 27-19/5/2024-INT-COOP - DGS (C. No. 28894)

Date: 21.04.2025

Office Order No. 33/2025

In reference to Ministry letters No. SR-20013/6/2018-SA (C. No. 331478) dated 01.02.2023, SR-20013/38/2016-SA (C. No. 321784) dated 30.12.2024, and SR-20013/38/2016-SA (C. No. 321784) dated 04.02.2025 regarding participation in IMO Meetings and Foreign Tours, it is reiterated that as per the instructions contained therein, deputation proposals must be submitted to the Ministry at least 45 to 50 days in advance for timely processing and necessary approvals.

2. In order to comply with the above directions and to ensure sufficient time for internal processing, all concerned Head of delegations/coordinators/officers nominated for IMO Meetings and other foreign tours are requested to strictly comply with the following instructions:-

i. The required documents/information (such as **justification, invitation letter, provisional agenda, PPT, Shadow Committee Meeting report, etc.**) have to be submitted to the International Cooperation branch at least 60 days prior to the proposed date of IMO Meetings/Foreign tours. This advance submission will enable the International Cooperation branch to process and forward the proposals to the Ministry before 45 to 50 days.

ii. Any delegate not willing or able to go on the tour due to any reason after approval of the annual calendar by the competent authority will intimate the International Cooperation Branch at least 60 days prior to the proposed date of IMO Meetings/Foreign tours.

iii. If inputs are not received by the International Cooperation branch at least 60 days prior to the proposed date of IMO Meetings/Foreign tours, the proposal will be sent directly to the Ministry based only on existing documents available with the International Cooperation branch.

iv. It may be noted that no further submissions on the proposal will be done to Ministry by the International Cooperation Branch. The Head of delegation/coordinator will liaise directly with the Ministry for any subsequent inputs or clarifications as applicable.

v. Further, the Ministry has directed that the DGS approved delegation will attend the specified IMO meeting in virtual mode without waiting for the permission from the Ministry.

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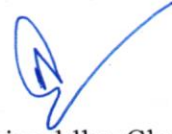
vi. The delegation to attend the IMO's meeting physically only after the approval from the Ministry is obtained.

vii. It will be the responsibility of individual delegates to ensure that Air Tickets, applicable Visas, Political Clearance, FCRA clearance if applicable are obtained and valid for the purpose before undertaking the Foreign Tour.

viii. On completion of tour, the leader of the delegation shall upload the outcome of the tour in the requisite format on FVMS (fvms/legacy/sign in, User ID: shipping, Password: Shipping@1234). A copy of the same shall also be forwarded to the Ministry and the International Coordination branch of the DG Shipping, for record within 15 days of completion of the tour.

3. In view of the above, all officers are requested to strictly adhere to the aforementioned guidelines for all IMO meetings and foreign visits. This may be treated as standing instructions for all future foreign visits.

4. This is issued with the approval of the Director General of Shipping, Govt. of India.



(Aniruddha Chaki)

Dy. Chief Surveyor (i/c) [Int. Corp.]

To,

All officers of this Directorate and its allied offices.

Copy forwarded for information to;

- i. The Secretary to the Govt. of India, Ministry of Ports Shipping & Waterways, Transport Bhavan, 1, Parliament Street, New Delhi – 110 001.
- ii. DGS Secretariat.
- iii. Sr. PS to CS.
- iv. Sr. PS to NA (i/c).
- v. Sr. PS to CSS (i/c).