



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. 23-MISC/27/2025-CREW – DGS (C.No 34046)**

**Date: 16.05.2025**

**DGS Order No. 06 of 2025**

**Subject: Constitution of Expert Committee for Preparation of Seafarer's Manual (Crew Branch) – reg.**

This Directorate, vide DGS Circular No. 14 of 2025, had invited nominations from qualified professionals and stakeholders to contribute to the preparation of a comprehensive Seafarer's Manual aligned with international best practices and national maritime regulations.

2. The purpose of the manual is to serve as a single-window reference document for all processes, rules, and responsibilities concerning Indian seafarers and the functioning of the Crew Branch. This initiative is part of the Directorate's broader agenda of digitization, simplification, and transparency, thereby facilitating ease of doing business in the Indian maritime sector.

3. Based on the nominations received from the maritime industry and various stakeholders, the Directorate has constituted an Expert Committee for the preparation of the Seafarer's Manual and prepared terms and conditions of engagement, and timelines and key deliverables have been prepared. The members of the committee have been selected based on their domain expertise and familiarity with the provisions of the Merchant Shipping Act, MS (RPS) Rules, DGS Orders, Merchant Shipping Notices, and associated circulars. The copy of the same is enclosed as follows.

3.1 Annexure – I: Terms and Conditions of engagement

3.2 Annexure – II: Composition of the Expert Committee

3.3 Annexure – III: Timelines and key deliverables

4. All identified nodal officers and committee members are hereby requested to submit the first draft of their respective assigned sections of the Seafarer's Manual on or before 15.06.2025 to the Directorate. The submission must include:

4.1 Full and unabridged text of the applicable rules/circulars

4.2 Simplified and structured explanation of procedures

4.3 Flowcharts, checklists, and contact points (where applicable)

4.4 Suggestions for streamlining or digitization (if any)

5. Upon receipt, the Directorate shall review and compile the submissions into a consolidated draft manual, which will be circulated for stakeholder consultation prior to finalization and official release.

6. This initiative is a vital step in improving transparency, ensuring compliance, and enhancing seafarer welfare. All stakeholders are requested to extend their full cooperation to make this a landmark achievement in the administration of maritime manpower.



(Shyam Jagannathan)  
Director General of Shipping

**Encl: As above**

**Terms and Conditions of engagement for Members of the Expert Committee**

**1. Purpose:**

The members of the Expert Committee are appointed to support the Directorate General of Shipping (DGS) in the drafting, structuring, and finalization of a comprehensive Seafarer's Manual, as part of the Directorate's reform measures to enhance transparency, procedural clarity, and ease of doing business in the maritime sector.

**2. Composition and Participation:**

The committee is comprised of professionals nominated by maritime organizations, RPSL companies, training institutes, and DGS officials with expertise in seafarer-related processes. Participation is voluntary, and members are expected to contribute in a non-remunerative capacity. Each member may be assigned specific chapters, sections, or thematic areas related to crew procedures and compliance.

**3. Roles and Responsibilities:**

Committee members shall:

- a. Study and review existing circulars, MS Act provisions, DGS Orders, MS (RPS) Rules, and relevant IMO/ILO instruments.
- b. Draft assigned sections of the manual in clear, structured, and accessible language.
- c. Ensure accuracy of legal references and consistency with DGS policies.
- d. Incorporate visual aids such as flowcharts, templates, and checklists where applicable.
- e. Carry out the online meeting/physical meeting as appropriate.

- f. Submit inputs within the prescribed timelines and respond to feedback from DGS reviewers.
- g. The nodal officers of the respective committees are free to take on board any subject expert, if required at their discretion.

#### **4. Timelines and Deliverables:**

- a. The total timeline for the manual preparation is three (3) months from the date of issue of this circular.
- b. The first draft of the assigned section must be submitted on or before 15.06.2025.
- c. The draft manual will be posted on the DGS website for stakeholder comments for a period of one week.
- d. Comments received will be compiled and reviewed within one week.
- e. A revised version will then be uploaded again for transparency.
- f. A final stakeholder consultation meeting will be held under the Chairmanship of the Director General of Shipping to finalize the manual.

#### **5. Confidentiality and Integrity:**

All drafts, discussions, and internal communications of the committee shall be treated as confidential and are not to be shared or published without prior approval of the Directorate.

Committee members shall maintain impartiality and professionalism in their contributions.

#### **6. Coordination and Communication:**

The committee will be coordinated by the Crew Branch, DGS.

All submissions and queries may be addressed to:

- [pcmeena-dgs@gov.in](mailto:pcmeena-dgs@gov.in)
- [asingh.seomumbai@nic.in](mailto:asingh.seomumbai@nic.in)
- [crews-dgs@gov.in](mailto:crews-dgs@gov.in)

## **7. Review and Disengagement:**

The Directorate reserves the right to review and, if necessary, revise the composition or responsibilities of the committee at any stage. Members may withdraw by notifying the Directorate in writing, stating reasons for disengagement.

## **Annexure – II**

### **Constitution of Expert Committee for Preparation of the Seafarer's Manual**

The following members are hereby nominated as part of the Expert Committee constituted by the Directorate General of Shipping for the preparation of the Seafarer's Manual as per DGS Circular No. 14 of 2025. The members have been selected based on their experience, expertise, and contributions to maritime manpower and crew-related functions. The nodal officers may invite other expert members as deemed necessary.

#### **Expert Committee - I (MLC/MS Act/MS Rules)**

<b>Sl. No.</b>	<b>Name of the Member</b>	<b>Organization/ Institution</b>	<b>Designation</b>	<b>Email Address</b>
1	Shri Mukul Datta	Shipping Master, Mumbai	Nodal Officer	<a href="mailto:sm-mum@gov.in">sm-mum@gov.in</a>
2	Vivek Joy	Legal Consultant, MMD Cochin/DGS	Members	<a href="mailto:vivek@corpusdroit.com">vivek@corpusdroit.com</a>
3	Capt. Rajesh Tandon	CEO, FOSMA	Member	<a href="mailto:ceo@fosma.net">ceo@fosma.net</a>
3	Capt. Shiv Halbe	MASSA	Member	<a href="mailto:ceo@massa.net.in">ceo@massa.net.in</a>
4	Capt. Aniket Pradhan	MSC Crewing Services Pvt Ltd	Members	<a href="mailto:aniket.pradhan@msc.com">aniket.pradhan@msc.com</a>
5	Sameera Sayed	Clipper Oceans Ventures India Pvt Ltd Team	Member	<a href="mailto:sameera@covpl.com">sameera@covpl.com</a>
6	D. Baskaran	Synergy Maritime Recruitment Services Pvt. Ltd.	Member	<a href="mailto:dharmarasu.b@synergymanning.com">dharmarasu.b@synergymanning.com</a>
7	Legal Consultant	MSL Branch, DGS	Member	---

**Expert Committee – II (Issuances of documents such as CDC/SID/Cook CoC)**

Sl. No.	Name of the Member	Organization/Institution	Designation	EMAIL Address
1	Shri R.M. Elango	Shipping Master, Chennai	Nodal Officer	<a href="mailto:sm-chn-ship@gov.in">sm-chn-ship@gov.in</a>
2	Capt. K. V. Pradhan	Elite Mariners	Member	<a href="mailto:kvp@elitemariners.com">kvp@elitemariners.com</a>
3	Capt. V. Ramakrishnan	Individual	Member	<a href="mailto:captvrkrishnan@gmail.com">captvrkrishnan@gmail.com</a>
4	Sudipto Dasgupta	Anglo-Eastern Ship Management (India) Pvt Ltd	Member	<a href="mailto:dasguptas@angloeastern.com">dasguptas@angloeastern.com</a>
5	Capt. Rahul Verma	Ally Maritime and Legal Services	Member	<a href="mailto:captvarma@gmail.com">captvarma@gmail.com</a>
6	Legal consultant	Crew Branch, DGS	Member	<a href="mailto:crews-dgs@gov.in">crews-dgs@gov.in</a>
7	Legal consultant	MSL, DGS	Member	----

**Expert Committee – III (All RPSL related processes)**

Sl. No.	Name of the Member	Organization/Institution	Designation	Email Address
1	Shri Rajesh Mende	GSO/DESO	Nodal Officer	<a href="mailto:sm-kol-dgs@gov.in">sm-kol-dgs@gov.in</a>
2	Vivek Joy	Legal Consultant, MMD Cochin/DGS	Member	<a href="mailto:vivek@corpusdroit.com">vivek@corpusdroit.com</a>
3	Shri Gaurav Goel	GSO, Mumbai	Member	<a href="mailto:goel.gaurav@gov.in">goel.gaurav@gov.in</a>
4	Capt. Aniket Pradhan	MSC Crewing Services Pvt Ltd	Member	<a href="mailto:aniket.pradhan@msc.com">aniket.pradhan@msc.com</a>
5	Capt. MC Yadav	FOSMA	Member	<a href="mailto:fosma@fosma.net">fosma@fosma.net</a>
6	Capt. Xerxes	Wallem Ship	Member	<a href="mailto:xeda@wallem.com">xeda@wallem.com</a>

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**Expert Committee – IV (Processes related to Crisis and Grievances)**

Sl. No.	Name of the Member	Organization/Institution	Designation	Email Address
1	Shri Bijendra Choubey	GSO, Kolkata	Nodal Officer	<a href="mailto:sm-kol-ship@gov.in">sm-kol-ship@gov.in</a>
2	Capt. Sankalp Shukla	Chairman, FOSMA	Members	<a href="mailto:chairman@fosma.net">chairman@fosma.net</a>
3	Capt. Kisan Karnad	GM, FOSMA	Members	<a href="mailto:kisan.karnad@fosma.net">kisan.karnad@fosma.net</a>
4	Capt. Rakesh Singh	ICCSA	Members	<a href="mailto:rakesh@iccsa.in">rakesh@iccsa.in</a>
5	Capt. Rajeeva Singh Gautam	Individual	Members	<a href="mailto:captrsgautam@gmail.com">captrsgautam@gmail.com</a>
6	Legal Consultant	MSL, DGS	Members	-----

**Expert Committee - V (Miscellaneous matters)**

Sl. No.	Name of the Member	Organization/Institution	Designation	Email Address
1	Shri Anutosh Kumar Singh	DGS	Nodal Officer	<a href="mailto:asingh.seomumbai@gov.in">asingh.seomumbai@gov.in</a>
2	Capt. Rakesh Johri	Sadhav Shipping	Member	<a href="mailto:rakesh.johri@gmail.com">rakesh.johri@gmail.com</a>
3	Capt. Mahesh Yadav	FOSMA	Member	<a href="mailto:fosma@fosma.net">fosma@fosma.net</a>
4	Mr. Subrat Mukherjee	IMEI	Member	<a href="mailto:subratmukherjee@gmail.com">subratmukherjee@gmail.com</a>
5	Shri Gaurav Goel	GSO, Mumbai	Member	<a href="mailto:goel.gaurav@gov.in">goel.gaurav@gov.in</a>



6	Legal Consultant	DGS, MSL	Member	-----
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**Expert Committee - VI (E-Governance processes)**

Sl. No.	Name of the Member	Organization/Institution	Designation	Email Address
1.	Shri Santosh Kumar Singh	Government Shipping Office	Nodal Officer	<a href="mailto:kssantosh-dgs@gov.in">kssantosh-dgs@gov.in</a>
2.	Anita Sinha	DGS	Member	<a href="mailto:anita.sinha71@gov.in">anita.sinha71@gov.in</a>
3.	Nishant	DGS	Member	<a href="mailto:nishant.d-dgs@gov.in">nishant.d-dgs@gov.in</a>
4.	Abhishek Kumar	SEO, Kolkata	Member	<a href="mailto:abhishek.kumar06@gov.in">abhishek.kumar06@gov.in</a>
5.	Nagakrishnamurthy Gunnam	E-GOV Team	Member	<a href="mailto:ngunnam@arisimulation.com">ngunnam@arisimulation.com</a>
6.	Makarand Deodhar	BSM	Member	<a href="mailto:makarand.deodhar@bs-shipmanagement.com">makarand.deodhar@bs-shipmanagement.com</a>

**Steering committee at DGS for monitoring the progress of the work of the Expert Committees**

Sr. No.	Name of the Member	Designation
1	Shri Sushil Mansingh Khopde, IPS, Additional DG	Nodal Officer
2	Shri Ash Mohomad	Member
3	Capt. PC Meena, DDG (Crew branch)	Member
4	Shri Anutosh Kumar Singh, ADG Crew	Member
5	Ms. Anita Sinha, Assistant, DGS	Member
6	Shri Vivek Joy, Legal consultant MMD/DGS	Member
7	Legal Consultant MSL Branch	Member

**Annexure – III**

**Timelines and Key Milestones and deliverables for Preparation of the Seafarer's  
Manual**

<b>Sl. No.</b>	<b>Activity</b>	<b>Timeline</b>	<b>Remarks</b>
1	Issuance of circular and constitution of Expert Committee	15.05.2025	Circular issued by DGS
2	Submission of first draft by Committee Members	15.06.2025	Editable word format
3	Posting of first draft on DGS Website	16.06.2025 – 23.06.2025	One-week period for public comments
4	Compilation and review of Stakeholder Comments	23.06.2025 – 30.06.2025	Review by DGS Committee
5	Uploading of revised draft on DGS Website	10.07.2025 – 15.07.2025	Post-comment version for transparency
6	Final Stakeholder Meeting under Chairmanship of DG Shipping	21.07.2025	Final consultation and closure
7	Release of Final Seafarer's Manual	By 31.07.2025	Official publication by DGS