



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.: 11-34/2/2025-COMP-DGS

Date:14/7/2025

OFFICE MEMORANDUM

Subject: Standard Procedure for Screening of Corrigendum and Pre bid queries-reg

It has been observed that officers handling procurement matters pertaining to their respective branches are advised to adhere strictly to the following standard procedure for all future submissions involving corrigenda or pre-bid queries.

Henceforth, such submissions shall invariably be routed through the Senior Procurement Consultant and, where necessary, through the Senior Strategic Technical Advisors for their comments.

To ensure procedural diligence, the concerned branch shall seek inputs from the above-mentioned advisors. Their views shall be communicated via email within a fixed timeline of three (03) days. In the absence of any response within the stipulated period, it shall be presumed that they have no objection to the proposed corrigendum or matter under consideration.

This practice is to be followed uniformly with immediate effect, and all concerned are requested to take necessary action accordingly.

(Deependra Singh Bisen.)
Dy. Director General (IT & e-Gov)
Directorate General of Shipping

To,

- i) All Wing / Branch Heads