

S.No. 111(R)

4/13/8/08

8/10/08

PB

Government of India  
Ministry of Shipping, Road Transport & Highways  
Department of Shipping  
(Shipping Wing)

No.A-11019/8/2008-MA

New Delhi, the 22<sup>nd</sup> Sept, 2008

The Directorate General of Shipping,  
Jahaz Bhavan, W.H. Marg,  
Mumbai - 400 001.

(Attn: Shri V. Rajendran, DDG)

Subject: Reimbursement of course and examination fee for undertaking professional courses - Distance Education - Reg.

Sir,

I am directed to convey approval of the competent authority for reimbursement of course fee and examination fee for undertaking professional courses by the officers of DGS and its allied offices. The courses for which the reimbursement is allowed, are as follows :

- i) Diploma in Shipping Management conducted by Narottam Morarjee Institute of Management (Two Years Course)- Rs. 18,000@ Rs. 9,000 per year
- ii) MBA Programme (Shipping & Logistics Management) conducted by Tamil Nadu Open University Rs. 60,000@ Rs. 30,000 per year
- iii) MBA Programme (Shipping & Logistics Management) conducted by Academy of Maritime Education & Training Rs. 60,000@ Rs. 30,000 per year
- iv) MBA Programme (Port & Shipping Management) conducted by Indian Maritime University Rs. 60,000@ Rs. 30,000 per year

2. The reimbursement of the course fee/examination fee is subject to the following conditions :

- i) The reimbursement of fees will be on a one time basis irrespective of the number of times an official requires to appear for the professional examination. The reimbursement would be made only after the employee qualifies /passes the examination and produces relevant certificate of passing to Head of the Office.
- ii) Reimbursement would be admissible only for acquiring the above professional qualifications after induction into the service.

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Adm & PB Branch

26/09  
OS(F&A)

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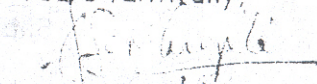
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- iii) Prior permission of the competent authority will continue to be required to be obtained before actually joining any of the courses mentioned above by the employees.
- iv) The reimbursement will be limited to the funds available in the budget in a particular year.
- v) DG(Shipping) is advised to adhere to the austerity instructions issued by the Ministry of Finance vide its O.M. dated 5.6.2008.

2. This issues with the approval of Finance Wing vide U.O. NO. 952/TF-I/08 dated 17.9.2008.

Yours faithfully,



( A.R. Sengupta )

Under Secretary to the Govt. of India

Tel.No.2371 9031