



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. 22-38/12/2021-PER - DGS-Part (1) (28991)**

**Dated 29.07.2024**

**CIRCULAR**

**Subject: Training Requirement for Officers and Staff**

The Competent Authority has advised in various meeting to impart the training requirement to all officer and staff of this Directorate and allied offices .

2. In this regard, Heads of Departments/Branches of this Directorate and allied offices are requested to conduct an assessment to identify the specific training requirement of the officers and staff under their supervision. This assessment should consider the current roles and responsibilities of the staff, as well as any anticipated changes or developments in their work.

3. Based on the assessment, the Heads of Departments/Branches are required to submit a detailed report to the Personnel Branch. This report should include:

- i. Types of training required.
- ii. Number of officers and staff to be trained.
- iii. Topic/ Subject of Training.
- iii. Any specific training institutes or programs recommended.

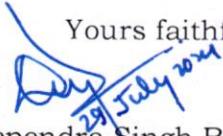
4. Upon receiving the training requirements from various departments/branches, the Personnel Branch will:

- i. Consolidate the training needs
- ii. Identify suitable training institutes or programs
- iii. Schedule the training sessions in consultation with the selected training institutes.

5. In view of the above, the Heads of Departments/Branches are responsible for ensuring that the nominated officers and staff attend the training sessions as scheduled. After the completion of the training, feedback/report should be collected from the participants to evaluate the effectiveness of the training programs. This feedback/report should be submitted to the Personnel Branch for future reference and improvement of training initiatives.

4. This issues with approval of the Competent Authority.

Yours faithfully,

  
(Deependra Singh Bisen)  
Deputy Director General of Shipping [Personnel]

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To;

- i. All MMDs.
- ii. All Branches of this Directorate.
- iii. All DDGs
- iv. Sr. PS to DGS, GoI.
- v. Sr. PS to CS.
- vi. Sr. PS to NA (I/c).
- vii. Sr. PS to CSS (I/c).