

# Proforma "A" & Proforma "B"

## Training Circular No. 27 of 2005

No:3-TR(52)/2005

Dated:27th December, 2005

### Subject :Proforma "A" & Proforma "B"

The Directorate vide [Training Circular No.1 of 2003](#) dated 06.01.2003 promulgated procedure for submission of returns namely Proforma "A" and Proforma "B". These are the returns used by the workshop and training institutes to indicate number of candidates who are proposed to be admitted for undergoing Engineering stream courses with them. The Proforma "A" gives the tentative list of candidates; alongwith the supporting documents so as to verify eligibility of the candidates and requires to be forwarded to the Directorate one month prior to the commencement of course. Proforma "B" is the final list of candidates and is to be forwarded to the Directorate by the training institutes within two weeks of commencement of the course.

Directorate has also issued Training Circular No. 16 of 2005, dated 30.05.2005, which states that it is prime responsibility of training institutes to ensure that the candidates admitted by them meet with eligibility criteria laid down by the Directorate including relating to minimum marks and subjects as well as age before the candidates given admission and before the passing out certificate and CDC is handed over.

It has been observed by the Directorate that many institutes forward Proforma "A" in delayed manner and at times just prior to commencement of course. This defeats the purpose of verification of eligibility criteria prior to commencement of course. Also at times this results in avoidable complications and protracted correspondence.

During various interactive meetings with the maritime training institutes, it was highlighted that there is a need to reconsider the requirement of the two returns by the institutes, as it results in voluminous paper work on part of the institutes as well as the Directorate. The issue was also deliberated during in-house meeting of the Directorate and it was felt that in era of self compliance and self accountability, the training institutes can be entrusted for verifying the eligibility of students, in accordance with the guidelines, promulgated by the Directorate. Accordingly, the Director General of Shipping & Secretary to the Government of India has conveyed his approval for these returns to be modified as follows: -

a) **Proforma "A"** The proforma'A', as modified and placed at [Annexure - I](#) will be prepared by the institute/workshop, on the day of commencement of course and will be self-compliant. The said Proforma'A' will also be signed by the candidates individually and will be approved by the Head of the institute. The same needs to be retained in the institute for record purpose.

b)**Proforma "B"** Nine copies of Proforma'B', as per format placed at [Annexure - II](#), will be forwarded by the training institute, so as to reach the Directorate, within one week of the commencement of the course. The same will be accompanied with one copy of Proforma'A', as certified by the Head of the institute, along with the attested copies of all the documents, in respect of admitted candidates. The Proforma'A' will be retained with the training branch of the Directorate for record purpose. The Proforma'B', will be countersigned by the Assistant Director General of Shipping (Training) of the Directorate and will be forwarded to various MMDs and Shipping Masters for further action as required.

All institutes and workshops, conducting courses of engineering stream need to strictly abide by the requirement of qualification, age, AICTE approval, marks/grade of qualifying examination etc. entirely up to their satisfaction and strictly as per the guidelines promulgated by the Directorate. The training institutes need to note that Proforma "A" is meant for verification of eligibility prior to the commencement of course and no compromise with regard to date of joining and education standards should be made by them. The Directorate would take necessary penal action against the institute in case of defaults which would be as follows:-

a)Suspension of one or two batches of the respective course and / or

b)Withdrawal of approval for the course in respect of institute and / or

c)Any other penalty as deemed fit.

In view of the above, all institutes are free to correspond with the Training branch of the Directorate, by e-mail/ fax/ letter or through appropriate means, for clarification with regard to eligibility criteria for the particular course, prior to admission of the candidates. No compromise, whatsoever, would be entertained by the Directorate in this regard.

This issues with the approval of the Director General of Shipping and Secretary to the Government of India and shall come in to effect w.e.f. 01.01.2006.

**Sd/-**

**(Naresh Salecha)**

**Sr. Dy. Director General of Shipping**