

Submission of placement records

D.G. Shipping Circular No. 1 of 2008

No.12-TR(4)/2007-III

Dated: March 24, 2008

Subject :- Submission of placement records

1. In partial modification of Para 5 of [DGS Circular No.1 of 2007](#) and consequent to the decisions taken in the meeting held with members of Training Institutes, the matter of procedure to be followed by Training Institutes to obtain and intimate the Directorate of the tie ups with shipping companies or their manning agencies for Shipboard training berths for their candidates, it is decided that instead of a prior intimation of the Shipboard training berths arranged for their candidates, all approved maritime training institutes conducting pre-sea courses of engineering and nautical discipline, which have shipboard training as an essential requirement for the CoC Exams, shall submit after the completion of institute based training by a particular batch, the batch-wise on board placement records for the candidates, in the prescribed format as at [Annexure-I](#) of this circular.
2. The period for submitting the details of actual on board placement of the candidates are given at [Annexure II](#) of this circular, for the various pre-sea courses. The schedule must be strictly complied with.
3. It is noted that in case the institute fails to submit the required information within the prescribed time limit, the Directorate will presume default, and suitable penalty, as deemed fit, such as suspension or reduction of the approved intake for that course, will be imposed on the defaulting institute.
4. The on board placement records of all batches passed out after 01/03/2007 and till the issue of this circular should be submitted on or before 30th April, 2008.

Sd/-

(Kiran Dhingra)

Director General of Shipping &

ex-officio Additional Secretary