

<b>103<sup>rd</sup> CoM Meeting SWFS</b>	
<b>Meeting Date and Time:</b>	September 23, 2025, 14:00 Hrs
<b>Meeting Location:</b>	Directorate General of Shipping (DGS) and Microsoft Teams (Hybrid)
<b>Committee of Management</b>	<ul style="list-style-type: none"> <li>• Shri Shyam Jagannathan, The Director General of Shipping</li> <li>• Shri. Sushil Mansingh Khopade, Addl. Director General of Shipping</li> <li>• Capt. Nitin Mukesh, DDG</li> <li>• Shri Mukul Dutta, Shipping Master-Mumbai, Govt. Shipping Office</li> <li>• Capt. Sujit Churi</li> <li>• Capt. Kenneth G. Sajnani</li> <li>• Capt. S.M. Halbe</li> <li>• Capt. Milind V Kandalgaonkar</li> <li>• Shri. Sunil V. Nair</li> <li>• Capt. Savio Ramos</li> <li>• Capt. Rajesh Tandon</li> <li>• Capt. Sankalp Shukla</li> </ul>
<b>DG Shipping</b>	<ul style="list-style-type: none"> <li>• Capt. (Dr.) Daniel J Joseph, DDG</li> <li>• Shri. PL Muthu DGS secretariat</li> <li>• Shri Hitendra S. Bowalekar, CAAO, SWFS</li> <li>• Shri. Sandeep Awasthi</li> <li>• Smt. Anita Sinha, Assistant</li> <li>• Shri Ritesh Jadhav, Executive Assistant -2 (UDC)</li> <li>• Shri Arinut Sharma, Project Management Consultant</li> <li>• Shri Sumit Patra, Project Consultant</li> <li>• Shri. Nimish koli, Crew Branch</li> </ul>
<b>Technical Support Unit</b>	<ul style="list-style-type: none"> <li>• Ms Vaishnavi Rajgopal, Consultant</li> <li>• Ms Devika Tiwari, Consultant</li> </ul>
<b>SEED Resource</b>	<ul style="list-style-type: none"> <li>• Shri Sankalp Abhishek, Senior Project Manager, SEED PMC</li> <li>• Shri Rituraj Sarma, Consultant</li> <li>• Ms. Aishwarya Malve, Consultant</li> </ul>
<b>External Participants</b>	<ul style="list-style-type: none"> <li>• Representative from Deore Dhamne Architects</li> <li>• Shri S.K.Shrivastava</li> <li>• Shri Sidhartha Mishra</li> <li>• Capt. Navneet Chaudhary, Synergy Group</li> <li>• Shri. Jayesh Rajdev, Emerge Insurance Consultant</li> <li>• Shri S.S. Murty, E&amp;SS</li> <li>• Shri Pradeep Jain</li> <li>• Shri Deepender Lamba, WAPCOS Limited</li> <li>• Shri Avinash Vasudeo,</li> </ul>

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	<ul style="list-style-type: none"> <li>• Representative from LIC, India</li> <li>• Representative from Mormugao Port Authority</li> </ul>

The Deputy Director General (Shipping) welcomed all the attendees and commenced the meeting by outlining the structure for the SWFS Agenda Note.

## Agenda A: Action Taken Report (ATR) of 101<sup>st</sup> CoM Meeting

### Agenda Item A.1:

**Agenda Item Details:** Discussion on the action taken during 101<sup>st</sup> and 102<sup>nd</sup> CoM meetings

### Discussion:

1. Shri Bowalekar stated that a 102<sup>nd</sup> meeting was held, which was, however, a preliminary meeting for discussion on a single point agenda regarding amendments to objects of the SWFS and constitution of committee of management and it wasn't recorded. After deliberations, no decisions were made, hence no minutes were prepared. The actions taken during the 101<sup>st</sup> meeting of the CoM, held on 12.03.2025, were therefore presented.
2. It was stated that the following schemes/ initiatives were introduced/ taken in the 101<sup>st</sup> meeting of the CoM:
  - a. Introduction of death on-board scheme. 11 applications have been received and 9 of them have already been paid. Of the remaining two cases:
    - One case (Late Mahto Ahlad Nandan CDC NO. CHN 103487) remains pending due to the non-availability of the Bonafide Certificate from the DSEO. It was informed that the RPSL company had already submitted the details as per Form I; however, the seafarer was transferred from one vessel to another by the same RPSL company. Therefore, despite the vessel change, the seafarer continued to be bona fide engaged under its employment. Therefore, it was recommended that the seafarer's nominees be provided with immediate interim relief.
    - The other case is pending due to non-availability of documents from the family of the seafarer
  - b. Provisioning of financial assistance to abandoned seafarers of INR 10,000 per month, with a maximum period of 1 year or till the time they are abandoned.
  - c. Provisioning of financial assistance to children of seafarers who top their university examinations.
  - d. Allocation of INR 5 lakhs/ quarter for seafarers' welfare activities/ programs
  - e. Capital assistance of INR 2.66 crores for seafarers' club to JNPA

3. Regarding the death on-board scheme, it was suggested that the scheme was introduced with the intention of providing immediate relief to the family of a deceased seafarer. Considering the time sensitivity of the situation, it was stated that the conditions of the scheme need to be revised.
4. Regarding the financial assistance to children of seafarers, it was stated that there needs to higher awareness about the scheme as the uptake has been poor. Hence, the application form may be circulated amongst the institutes to enhance the uptake. Further, in case of children topping their university examinations and receiving money from SWFS, they should be placed on social media for generating higher awareness.
5. Regarding the abandonment of seafarers, it was stated that the Crew Branch had sent a list of 205 abandoned seafarers. Shri Mukul Datta stated that some of the seafarers are either actually back home or at sea, hence deliberations are ongoing on whether the seafarers are actually abandoned. Major Anutosh Singh stated that the further proceedings would be done after due deliberation on the authenticity of the cases. Capt. Tandon stated that since the list of 205 seafarers was received from ITF, ITF should be communicated to cross-check such cases before sending out such lists, as it gives a bad name to India as a nation as well the DGS, unions and seafarers.
6. DG(S) stated that DDG (Processes) is having a discussion with the MEA, based on inputs from DSEO, validating whether the seafarers are abandoned, in coordination with the respective embassies. Once the due diligence is done, ITF shall be communicated. He stated that this issue has arisen because the ITF had provided a list of vessels and not the seafarers. So, once the deliberations are done, further steps would be taken.
7. Regarding the quarterly amount being spent on seafarers' welfare activities, it was stated by DG(S) that the expenditure needs to be audited for scrutiny. Secondly, event management standardised rates should be complied with or bidding must be done electronically.
8. Regarding the financial assistance to JNPA, it was stated by Capt. Tandon that photos may be shared with them to be placed in their website. DG(S) further stated that the Chairman, JNPA may be invited in the next meeting of the CoM for a brief presentation on the progress made in the seafarers' club.

### **Decision taken by CoM:**

1. Financial assistance may be paid out to the nominee of the deceased seafarer Late Mahto Ahlad Nandan who was under bona fide employment of the RPSL company.
2. The death on-board scheme may be gradually discontinued and merged with the survivors benefit scheme. It was decided that all seafarers would be eligible to avail the benefits of the scheme, provided they have sailed within the last five years. However, a date needs to be finalized to discontinue the scheme for ex-gratia assistance on death. The process for discontinuing the same may be started and final approval could be done in the 104<sup>th</sup> meeting of the CoM.
3. If children of seafarers receive funds from SWFS after topping university exams, these should be put out for information on social media for increasing awareness of the schemes and increasing their uptake.
4. Upon due diligence with MEA and embassies of respective countries, ITF to be intimidated that list of abandoned seafarers to be cross-verified before sending out.

5. DG(S) stated that SWFS welfare related expenditure to be internally audited and event management standardised rates need to be complied with or event management work should be bid out electronically.
6. Chairman, JNPA to be requested for a brief presentation on seafarers' club in the port and its effectiveness.
7. Additional DG(S) mentioned that no decision were taken during 102<sup>nd</sup> CoM meeting which was a preliminary meeting for discussion on specific single point agenda related to amendments in objects clause in MoA and changes in constitution of committee of management, hence no minutes were prepared and recorded.

## Agenda B: Welfare Schemes and Gratuity Status

### Agenda Item B.1.1 and B.1.2

#### **Agenda Item Details:** Discussion on previous scheme analysis

##### **Discussion:**

1. Shri Bowlekar briefed about the existing schemes operated by the SWFS, the number of beneficiaries under the schemes and the scheme start dates.
2. Capt. Halbe stated that the ex-gratia assistance on death of seafarers is only for registered seafarers who pass away before superannuation, however, "Superannuation" is not defined in the scheme or in the SPFO. Hence, there is a need to define "Superannuation". He further suggested that the scheme should be extended to all seafarers who pass away before the age of 60, considering that he/ she must have sailed in the last five years. Shri Bowlekar stated that the Survivors Benefit Scheme already exists with similar conditions.
3. Shri Bowlekar stated that the scheme for assistance to spouses of deceased seafarers has been discontinued on 26.01.2025 but processes for applications received before that are still pending, hence a request was made to extend the date to 31.12.2025 to submit the necessary documents.

##### **Decision taken by CoM:**

1. The term Superannuation needs to be defined for effective disbursement of money under the schemes.
2. The CoM recommended that Ex-gratia assistance on death of seafarers can be merged with the survivor's benefit scheme and to be extended to all seafarers who pass away before the age of 60, considering that he/ she must have sailed in the last five years. This issue may to be deliberated further in the welfare sub-committee meeting and its recommendations be placed in the next CoM meeting for taking appropriate decisions.
3. Last date for submission of document for the Amrut kaal Scheme (I) Scheme for assistance to spouses of deceased seafarers (II) Scheme for assistance of super senior seafarers to be extended to 31.12.2025.

### Agenda Item B.2.1

#### **Agenda Item Details:** Pranam Counter for Seafarer Facilitation at Mumbai

##### **Discussion:**

1. Capt. Daniel Joseph apprised the CoM members of the Pranam helpdesk being set up in T2, Mumbai International Airport and the issues that it will help in addressing. He stated that the UK High Commission would fund a portion of this facility.
2. He further presented the draft tripartite agreement between Adani Airports, UK High Commission and DGS/ SWFS, that establishes a framework for cooperation between different parties to deliver seafarers facilitation services.
3. It was stated that the UK High Commission would only fund for the first 6 months, as such as it is necessary to closely monitor the performance of the helpdesk before the services are expanded.
4. It was decided to have a sub-committee that would decide the further course of actions for the helpdesk, while Capt. Daniel suggested that in-principle approval may be given as the UK funding cannot be kept on hold.

#### **Decision taken by CoM:**

1. A sub-committee to be formed (with representation from MASSA, FOSMA, cruise sector, cargo sector etc.) and it would deliberate on the further actions to be taken regarding funding the Pranaam helpdesk.
2. In-principle approval has been granted for funding for the Pranam helpdesk, that would give a report by 15.10.2025

#### **Agenda Item B.2.2**

##### **Agenda Item Details:** Grievance Redressal System and Crisis Response Support

#### **Discussion:**

1. Ms. Aishwarya stated that currently 2 resources from SWFS are engage in the 24/7 grievance redressal system and there is a proposal to hire 1 + 4 resources to provide 24/7 grievance redressal.

#### **Decision taken by CoM:**

1. The agenda was for the purpose of information to the CoM members.

#### **Agenda Item B.2.3**

##### **Agenda Item Details:** Seafarer welfare Infrastructure projects (Seafarer Welfare Board Audit Team)

#### **Project Overview:**

Feasibility assessments are underway for welfare projects across major ports, including:

- **Goa:** Seafarers' Club with recreational, residential, and sports facilities.
- **Kolkata & Haldia:** Hostel restoration and upgradation of Mariners Club.
- **Taratala:** DGS-compliant training and wellness infrastructure.
- **Kochi:** Installation of Sewage Treatment Plant (STP) as per KSPCB requirements.
- **Patna:** Interior renovation for Seafarers' Outreach Centre.
- **JNPA:** Approved. Seafarers' Club refurbishment (₹2.66 crore) with EV transport support (₹0.4 crore sponsored by NUSI-ITF).

Projects are assessed as per MLC 4.4 (Welfare Centers), MLC 4.1 (Medical Care), and STCW

requirements for training and safety infrastructure.

#### **Current Status:**

- JNPA Club Agreement vetted and awaiting signature for fund release.
- Kochi STP project under financial and procedural review; data awaited from the concerned club.

#### **Discussion:**

1. Shri Sumit Patra presented the different seafarers' welfare infrastructure projects and apprised the CoM of the expenses to be incurred, location of the projects and importance of the projects.
2. The Committee noted that detailed company profiles and presentations of all engaged agencies will be circulated to COM members post-meeting for their information and perusal.
3. It was discussed that welfare clubs seeking financial assistance from SWFS must ensure clearance of all statutory and financial dues prior to consideration for funding. Specifically, Marine Club Kolkata was noted to have outstanding PF dues, and similar observations were made regarding the Chennai Seafarers Club. The Committee emphasized that SWFS funding shall be strictly utilized for creation of welfare infrastructure and not for clearance of liabilities. Further, clubs must demonstrate their ability to maintain the proposed and existing infrastructure on a self-sustaining basis before release of funds.
4. The Committee noted that for the Goa Seafarers Club viability study and corresponding technical proposal must be prepared for further consideration.
5. Regarding *Kochi*, the proposal for the installation of a Sewage Treatment Plant (STP) was approved in principle. The Committee directed that the detailed technical proposal, including cost estimates and plant specifications, be prepared and the work initiated on priority as per prescribed procedures.
6. In respect of *Nabik Griha (MAI)*, *Taratala*, a phased implementation plan was discussed:
  - **Phase I:** Construction of an STCW-mandated swimming pool and waterproofing/repair works for the hostel. (To be taken up on priority)
  - **Phase II:** Expansion of classroom capacity for GP Rating courses from 40 to 120 students, including additional hostel and workshop facilities.
  - **Phase III:** Introduction of value-added courses for 80 additional trainees, increasing total intake from 40 to 200, ensuring institutional self-sufficiency.
  - **Phase IV:** Establishment of a Centre of Excellence to further enhance training and welfare outcomes.
7. The *Chennai Seafarers Club* was acknowledged as a strategically located facility requiring urgent structural and service repairs. The Committee noted that a comprehensive technical and financial proposal must be prepared and submitted to the COM for approval.
8. For *Patna*, it was informed that four rooms, with two additional rooms to be made available, have been identified for setting up a Seafarers' Outreach Centre. Two rooms are proposed for the SWFS office and the outreach centre, while the remaining rooms will be allocated to Patna MMD as a regional office. The contractual three staff members for office operations under the administrative control of the Mumbai office was also approved. A detailed proposal covering technical scope and financial implications will be submitted to the COM. The project was granted *in-principle approval* by COM members.
9. The Committee directed the Project Consultant to undertake visits to all proposed project locations to prepare detailed proposals, estimates, and feasibility reports in alignment with COM directions (verify dues, roadblocks, feasibility, and valid costings) and provide the reports to COM Members for comments and in the absence of said comments, the project

shall be deemed approved.

10. The need for SWBAT involvement in monitoring and reporting of the clubs statuses was reaffirmed. It was clarified that expenditure under the welfare works shall be incurred only upon commencement of the respective projects.
11. It was also noted that the *Mumbai proposal* would be placed for review in the subsequent COM meeting.

#### **Decision taken by CoM:**

1. The methodology for works implementation and resource framework was noted and approved.
2. SWFS funding shall be contingent upon clearance of financial/statutory dues and confirmation of self-sustainability by beneficiary clubs.
3. Kochi STP project approved for implementation; detailed proposal to be prepared immediately.
4. For Patna, it was informed that four rooms, with two additional rooms to be made available, have been identified for setting up a Seafarers' Outreach Centre. The contractual three staff members for office operations under the administrative control of the Mumbai office was also approved.
5. Nabik Griha (Taratala), Chennai and Patna approved in principle for development subject to plan presented.
6. Marine Club (Kolkata), Seafarer Club Marmugoa (GOA) proposals to be finalized upon submission of detailed technical and financial viability reports.
7. Technical Consultant to visit proposed project sites for data collection and DPR preparation.
8. Updated project presentations and resource details to be shared with COM members for review and comments.

#### **Agenda Item B.2.4**

##### **Agenda Item Details: Insurance Engagement**

#### **Discussion:**

1. It was stated that a medical insurance assistance scheme was approved in 2024, which was kept on hold due to the Lok Sabha elections, 2024. Eligible seafarers were entitled to received 50% of their premium amount reimbursed by SWFS or INR 2000, whichever was lesser.
2. Representative from Emerge Insurance Broker and Consultancy Services Pvt. Ltd. stated the requirement for life insurance, health insurance, accidental insurance, critical illness insurance and hospi-cash cover. He further stated that the exact customisation for the insurance policies can only be done once the exact statistical data are made available.
3. Representative from CoM stated that the survivor's benefit scheme can still be much more beneficial for the seafarers as the same amount would be spent but the seafarer would be covered for a longer duration, compared to the insurance policy.

#### **Decision taken by CoM:**

1. No specific decision was taken.

##### **Agenda Item Details: Comprehensive Group Insurance Policy Framework for Indian**

Seafarers

**Discussion:**

1. Shri Sandeep Awasthi apprised the CoM on the Comprehensive Group Insurance Policy Framework for Indian Seafarers, comprising of a Global Coverage (during employment onboard) and national coverage (during leave/off-duty), abandonment protection, comprehensive medical coverage etc.

**Decision taken by CoM:**

1. No specific decision was taken.

## Agenda C: Institutional Aspects- Partnerships & Initiatives

### Agenda Item C.1:

**Agenda Item Details:** Sagar Mein Yog (SMY)

**Discussion:**

1. Capt. Nitin has mentioned that the Sagar Mein Yog initiative is presented in front of the CoM members for information.

### Agenda Item C.2:

**Agenda Item Details:** Sagar Mein Samman (SMS)

**Discussion:**

#### Funding & Budget Clarifications

1. Sagar Mein Samman (SMS) is fully funded by MUI. The CoM members sought clarity on the cost breakup: Rs. 45.70 lakhs for sub-committees and Rs. 85 lakhs towards the annual resource commitments.
2. Capt. Savio Ramos inquired if MUI could receive additional funding support from SWFS.
3. Ms. Arti clarified that Rs. 45.70 lakhs was the estimated budget for Phase I, of which 20 lakhs has been spent. Phase I is nearly complete, with the policy launched on 18<sup>th</sup> May and submitted to the Ministry for rollout.

#### Phase II Plans & Costs

1. Ms. Arti explained that Phase II requires Rs. 85 lakhs towards resource commitments, with the total estimated cost at Rs. 1 crore. This covers a project team, IT, legal support, advisory costs, and contingencies. The tentative budget is yet to be reviewed by the SMS Chairperson.
2. Capt. Savio recalled that in the last SMS meeting at DG Shipping, it was noted only Rs. 16 lakhs had been spent from the Phase I budget.
3. Capt. Nitin highlighted that a proposal was made for Phase II to be jointly funded: 50% by SWFS and 50% by MUI.

#### Funding Commitments & Concerns



1. Capt. Savio emphasized that final approval for Phase II funding must go through MUI's executive committee.
2. The Additional DG noted that unutilized Phase I funds could be carried forward into Phase II, and since MUI may not be able to cover the entire cost, funding support from SWFS is justified as the initiative directly benefits seafarers' welfare, including women's inclusivity.
3. He further clarified that funding commitment can be made for the current year only, with the option to revise in future CoM meetings.
4. CoM member raised concerns about ensuring consistency—CoM members should not commit funding initially and later withdraw.

### Alternative Proposals

1. It was suggested that when sub-committees visit maritime training institutes to present SMS, the host institutes (MTIs) may contribute to the cost of these visits.
2. He also pointed out that with only Rs.16 lakhs spent from the Rs.45.70 lakhs budget of Phase I, the savings could be rolled into Phase II. If MUI commits to 50% of Phase II costs, then any excess (beyond Rs.50 lakhs) could be funded by SWFS.

### Team Structure for Phase II

1. Ms. Arti highlighted the need for a dedicated team, unlike Phase I where a volunteer task force of 62 members was used. The proposed team includes: a Project Lead, Data Analyst, Gender Inclusion Expert, and IT/Social Media Support.

### Next Steps

1. Capt. Savio reiterated that leftover funds from Phase I would be utilized first, and that MUI has not yet committed to the full Rs. 1 crore for Phase II.
2. Capt. Nitin will meet with MUI to discuss the Phase II budget plan.
3. Additional DG stressed the importance of SMS, confirming that discussions with MUI will continue, and SWFS will extend support for the scheme as required.

### **Decision taken by CoM:**

1. The budget for Phase II will be confirmed following discussions with MUI, along with MUI's exact share of contribution.
2. After Phase II budget finalization and adjustment of unutilized Phase I funds, SWFS will provide the necessary funding to ensure continuity of the scheme.

### **Agenda Item C.3, C.4, C.5:**

**Agenda Item Details:** MoU between DG Shipping and Sailors' Society, ITF and ISWAN respectively

### **Discussion:**

Presented to CoM members for informational purposes.

### **Agenda Item C.6:**

## **Agenda Item Details: Section 8- Repatriation Fund**

### **Discussion:**

1. As per the legal opinion from *PLR Law Group*, in the absence of an express provision authorizing the transfer of the Society's funds to another legal entity, and without specific approval or directive from the Central Government, it cannot be construed that the Society's Memorandum of Association (MoA) permits providing funds to a Section 8 company.

### **Decision taken by CoM:**

1. As per legal inputs from PLR group, funds under the SWFS Repatriation Fund cannot be transferred to a Section 8 company.
2. It is noted that all presentations to be made during the CoM meeting shall be shared with the CoM members in advance.

## **Agenda Item C.7:**

### **Agenda Item Details: Seafarers' Outreach Programmes**

#### **Discussion:**

1. Indian Sailor's Home Society Function, National Maritime Day Celebrations, and RPSL Workshops outreach programmes are mentioned for information to the CoM members.
2. Capt. Nitin mentioned that MILAP 2026 is a three-day event organized by ITF, with a stall allocated to the Directorate General of Shipping. SWFS may consider funding participation to broaden the scheme's reach and highlight its welfare initiatives. It was also stated that SWFS will have a stall at MILAP.
3. The Additional DG emphasized that the initiative is entirely for seafarers' welfare. It will enhance the visibility of SWFS and raise awareness, and therefore, SWFS should contribute in some form.

#### **Decision taken by CoM:**

1. SWFS shall set up a stall at MILAP to create awareness about its welfare initiatives, ensuring wider visibility and global impact.

## **Agenda Item C.8:**

### **Agenda Item Details: Coastal State Workshops**

#### **Discussion:**

1. Capt Nitin indicated that SWFS may allocate funds for coastal state workshops from the crew welfare events budget, which is Rs. 5 lakhs per quarter.
2. The Additional Director General emphasized that contributing to events like coastal state workshops will enhance SWFS publicity outreach. He also highlighted the necessity of boosting SWFS activities through social media engagement.

#### **Decision taken by CoM:**

1. The matter to be discussed in the welfare sub-committee meeting and its recommendation shall be placed in the next CoM meeting.

## Agenda Item C.9:

### **Agenda Item Details:** Seafarer's Rights and Model Code of Conduct

#### **Discussion:**

1. The agenda was presented in the CoM for information purpose.

## Agenda D: Administration of SWFS

### Agenda Item D.1:

#### **Agenda Item Details:** Filling up SWFS Posts

#### **Discussion:**

1. Shri Bowalekar stated that SWFS has a total of 19 sanctioned posts, of which five are currently filled by regular employees, and six are occupied by contractual staff.
2. He mentioned that the recruitment rules for filling the remaining posts need to be amended. This task will be undertaken by a committee comprising the Member Secretary, Member Treasurer, and Deputy Director General (Personnel).
3. He also proposed that the current recruitment rules could be used for filling the vacant positions.
4. It was emphasized that filling the sanctioned posts should continue under the existing recruitment rules until the amendments are formally approved.

#### **Decision taken by CoM:**

1. Posts to be filled under existing rules.

### Agenda Item D.2:

#### **Agenda Item Details:** Management Support Unit (MSU) in SWFS

#### **Discussion:**

1. Shri Bowalekar highlighted that the Management Support Unit (MSU) staff will oversee all processes, understand SWFS operations, and support the transition to computerization and the ERP system.
2. He stressed the importance of modernizing SWFS operations—including ERP implementation, digital initiatives, and new projects—which requires structured HR and technical planning.
3. The MSU will review current job roles, recommend updated qualifications and experience, and align manpower planning with long-term project objectives.
4. He added that the MSU will analyze SWFS functions to determine necessary qualifications and experience, which can then be incorporated into recruitment rules.
5. Members of Committee of Management (CoM) emphasized that this process must be conducted thoroughly and properly, with a report due within 30-45 days.
6. Shri Ritesh informed that the RFP for the MSU has been published on the CPP Portal, with bid opening on October 16. Subsequently, three MSU resources will be on boarded, expected between the end of October and the end of the year.
7. The Additional DG recommended that the bidding process should be expedited,

suggesting that the financial bid opening follow immediately after the technical bid on October 17 or 18.

**Decision taken by CoM:**

1. Proposal to engage/appoint a Management Support Unit (MSU) to study manpower requirements, organizational restructuring, and qualifications needed for future posts is in-principle approved by CoM.
2. Timeline of 30–45 days suggested for the MSU to submit its report.

**Agenda Item D.3:**

**Agenda Item Details:** Contractual Staff for DG COMM & Crisis Response

**Discussion:**

1. Currently, SWFS funds 2 staff from SWFS and 1 from DSEO at DG COMM to maintain 24/7 grievance redressal. These members are engaged in answering calls from the Seafarers.
2. Shri Bowalekar highlighted that they are proficient in English, Hindi and Local language and computer skills to attend calls from different parts of the countries.

**Decision taken by CoM:**

1. Continue existing staff until integration with ERP/e-Samudra grievance modules.
2. Ensure recruitment criteria emphasize conversational English + Hindi along with technical competency.
3. It was suggested by the Committee of Management (CoM) members that, going forward, informational agendas and those requiring approval should be presented separately. This will help in better clarity and decision-making during meetings.

**Agenda Item D.4:**

**Agenda Item Details:** Training and Capacity Building for SWFS Employees

**Discussion:**

1. Organize structured training programs (grievance SOPs, IT usage, financial rules).
2. Mandatory one-day orientation sessions covering SOPs, escalation matrices, and live mock cases.
3. The agenda is presented in front of CoM members for informational purpose

**Agenda Item D.5:**

**Agenda Item Details:** Seafarers' Rights & Scheme Publicity

**Discussion:**

1. Members highlighted lack of awareness among seafarers due to weak publicity of welfare schemes. Website updates and social media presence were seen as critical.

**Decision taken by CoM:**

1. It was stated that FOSMA, MASSA, MUI, NUSI will be assisting in making the SWFS

website till the SWFS webpage is fully functional on DG Shipping portal.

#### Agenda Item D.6:

##### **Agenda Item Details:** CoM Structure Revision

##### **Discussion:**

1. Some members proposed revising the CoM structure. However, others stressed that the tripartite model (Shipowners, Unions, Government) has worked well for 50+ years and underpins MLC 2006 compliance.
2. Concerns raised about conflict of interest if Principle Officers (POs) are made members.

##### **Decision taken by CoM:**

1. Existing tripartite structure to be retained.
2. POs and DG officials may be invited as special invitees when project-specific issues arise.

#### Agenda Item D.7:

##### **Agenda Item Details:** Revision of Contribution by RPSLs

##### **Discussion:**

1. Proposal to increase contribution from RPSLs was debated.

##### **Decision taken by CoM:**

1. No immediate increase approved.
2. SWFS to submit a fund inflow–outflow statement and project pipeline before reconsideration.

#### Agenda Item D.8:

##### **Agenda Item Details:** Rental Office for SWFS from MBPA

##### **Discussion:**

1. The Committee deliberated on the proposal for relocation of the Seafarers' Welfare Fund Society (SWFS) office to the premises offered by the Mumbai Port Authority (MbPA). The identified premises, located on the first floor of Nirman Bhavan, Mazgaon Dockyard Road, is proposed to accommodate the SWFS administrative office, conference and meeting facilities, and a training center for capacity-building and welfare-related programs. It was further discussed that the feasibility of partial space utilization or subletting arrangements may be examined after possession, subject to MbPA's terms and conditions.
2. The Committee noted that the Maritime Training Trust (MTT) office may also be co-located in the new premises on a cost-sharing basis to optimize resource utilization and reduce recurring expenditure. The renovation and interior refurbishment works are to be coordinated by the Project Consultant, who will visit the site and prepare a Detailed Project Report (DPR). The DPR will include a comprehensive architectural layout, structural assessment ensuring no compromise to load-bearing elements, and adherence to MbPA's prescribed building norms and restrictions. The DPR shall also present an accurate financial implication of all works, including itemized costs, timelines, and implementation methodology.

**Decision taken by CoM:**

1. The Committee approved the proposal in principle for relocation of the SWFS office to MbPA premises, subject to the preparation and approval of a detailed DPR.
2. The Project Consultant shall prepare the DPR covering architectural, civil, electrical, and interior refurbishment works in compliance with MbPA's building and structural guidelines.
3. The DPR shall include detailed financial implications covering rent, renovation, furnishing, utilities, and recurring costs, along with a defined implementation schedule.
4. Co-location of MTT at the proposed office shall be explored for cost-sharing and operational efficiency.
5. The finalized DPR, with cost-benefit analysis and sustainability plan, shall be submitted to the Committee of Management (COM) for approval.

**Agenda Item D.9:**

**Agenda Item Details:** 5% Contribution from Interest Earned on Welfare Funds to Administration Fund

**Discussion:**

1. At present, 5% of gratuity fund interest earned is transferred to the admin fund. It was suggested similar provision from the welfare fund interest to strengthen administrative capacity.

**Decision taken by CoM:**

1. The contribution from welfare fund has been approved by the CoM members and will be effective from FY 2025-26 w.e.f. 1.04.2025.

**Agenda Item D.11:**

**Agenda Item Details:** Extension of Present Chief Administrative Officer (CAAO)

**Discussion:**

1. SWFS to approve a one-year extension for the current CAAO, Shri Bowalekar, with a provision for a 6-month overlap period with the newly appointed CAAO to ensure smooth handover.
2. If a new CAAO is appointed before June 2026, Shri Bowalekar's tenure will conclude on 31st December 2026. If appointed after June 2026, Shri Bowalekar will continue for an additional 6-month overlap period.
3. Members emphasized the need to ensure an adequate overlap for a seamless transition.

**Decision taken by CoM:**

1. CAAO's tenure extended till 31st December 2026.
2. Overlap of 6 months mandated for handover–takeover process.

**Agenda Item D.12:**

**Agenda Item Details:** Additional Agendas

**Decision taken by CoM:**

1. Vehicle Details – Existing contract to be discontinued w.e.f 30.09.2025 and tenders to be floated for new car hiring vendor which shall be used for SWFS official purpose only
2. Engaging MMD/Shipping Office official on honorarium basis amounting to INR 3000 per month.
3. Extension of existing Portfolio Manager & Custodian till 31.03.2026 – Approved.
4. Engagement of Internal & Statutory Auditor – Tender to be published immediately on Gem or e-procurement portal in consultation with DG Shipping procurement consultant.
5. Resignation of one SWFS employee – Taken on record, process initiated for replacement.
6. Provision of Pension benefit to SWFS employees on retirement - To form a special committee of member treasure, member secretary and CAAO to study and submit recommendations in the next CoM meeting.

## Agenda E: IT & E-Governance

### Agenda Item E.1:

#### **Agenda Item Details:** End to End ERP Solution alongside SPFO

##### **Discussion:**

1. A CoM member inquired whether end-user validation has been carried out for the ERP system, emphasizing the need for feedback from actual users before finalization.
2. Shri Arinut informed that while ERP systems for SWFS and SPFO were initially planned separately, they are now being developed on a common platform (Database and cloud storage infrastructure), though both organizations will function independently at the front end with their respective ERP Module.
3. It was highlighted that the ERP scope must be discussed with both SWFS and SPFO in advance, in line with the RFP, to ensure front end Users are consulted and their inputs are put on record before implementation.
4. Capt. Nitin suggested holding a meeting with Shri Surender from SPFO and also stressed the importance of conducting a User Acceptability Test (UAT).

##### **Decision taken by CoM:**

1. Capt. Nitin to discuss with SPFO and clearly communicate the scope of work defined in the ERP for both SWFS and SPFO.

### Agenda Item E.2

#### **Agenda Item Details:** Update of Webpage on DGS Website

##### **Discussion:**

1. Capt. Nitin suggested maintaining updated records of CoM members, including details, photographs, and minutes of CoM meetings.
2. Shri Mukul Dutta informed that SWFS has now obtained an official Government email ID for official correspondence.

### Agenda Item E.3

#### **Agenda Item Details:** Legacy IT system upgrade

##### **Discussion:**

1. This agenda is presented in front of the CoM members for information.

## Agenda F: Financial Aspects and Budget Management

### Agenda Item F.1:

**Agenda Item Details:** Budget and Financial Utilization of FY 2025-26

**Discussion:**

1. Along with budgeted expenses for FY 2025–26 and actual expenses shown quarter-wise, the actual expenses for FY 2024–25 shall also be provided for reference.
2. The Welfare Sub-Committee meeting has been scheduled for 17<sup>th</sup> October (morning), as confirmed.

**Decision taken by CoM:**

1. The forecast and actual expenditure of the previous year shall be presented alongside the budgeted plan for the upcoming year.

### Agenda Item F.2:

**Agenda Item Details:** Fund Position

**Discussion:**

1. The agenda was presented in front of the CoM members for information.

### Agenda Item F.3:

**Agenda Item Details:** Adoption of resolution for the GFR principles adoption and processes

**Discussion:**

1. The agenda was presented in front of the CoM members for information.