



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

F. No. File No.:18-48/1/2025-ADMIN (C. No. 36635)

Date: 6/10/2025

DGS Circular No. 44 of 2025

**Subject: Strengthening Compliance and Operational Use of Visitor Access Management System (VAMS) in the DGS Premises reg.**

Reference is invited to DGS Order No. 07 of 2025 dated 10.06.2025, issued by the E-Governance Branch, regarding the implementation and institutionalization of the Visitor Access Management System (VAMS) across all branches/wings of the Directorate General of Shipping (DGS).

2. The VAMS platform was introduced to enhance transparency, operational efficiency and security in managing visitor access to the DGS premises. It facilitates centralized scheduling, verification and tracking of visitors, thereby promoting good governance and minimizing unauthorized entry.

3. However, a recent review conducted jointly by the Administration Branch (custodian of VAMS) and the IT & E-Governance Branch has revealed the following critical lapses:

**4. Observations**

**a) Non-utilization of Assigned Credentials :**

Despite issuance of login credentials to officers listed in Annexure-I, several officers have not accessed the VAMS App or initiated any scheduling activity. Specific instances are noted in the "Remarks" column of Annexure-I.

**b) Unauthorized Entry via Alternate Routes :**

Reports indicated that certain visitors are entering through non-designated access points such as the service lift and the fire-exit adjacent entry, bypassing the main entrance where VAMS verification is mandated. These entries remain unrecorded, posing security and administrative risks.

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**c) Bypassing Appointment Verification**

Instances have been noted where officers are entertaining visitors without verifying their appointments on the VAMS platform, thereby undermining the system's integrity and accountability framework.

**d) Incomplete Meeting Closure Logs**

Officers have failed to mark the conclusion of meetings on the VAMS App, resulting in inaccurate duration records and compromised analytics.

**5. Directives for Immediate Compliance.**

To ensure robust visitor management and uphold institutional discipline, the following directives are issued for strict and immediate adherence:

**(i.) Mandatory Use of VAMS**

All officers listed in Annexure-I shall exclusively use the VAMS App for scheduling, approving and concluding visitor meetings. No visitor shall be permitted entry without a valid, pre-approved appointment in the system. Exceptions (subject to manual recording and approval) include:

- Senior Government Officials
- Accredited Foreign Delegations
- Individuals/groups/delegations expressly permitted by the Director General of Shipping

**(ii.) Deadline for App Installation**

**All designated officers must download, install, and activate the VAMS App on their official/personal smartphones by 09.10.2025 positively.**

All the officers are requested to contact Shri Imran from CMS for technical assistance (Mobile 7045896296)

**(iii.) Restriction on Entry Points**

Effective immediately, all alternate entry points (including service lift and fire-exit adjacent entry) shall be sealed for visitor access. Only the main entrance shall be used by all visitors and



all officials of the Directorate including the staff working on contract basis with mandatory VAMS verification by security personnel.

**(iv.) Closure of Meeting Logs**

Officers must ensure that all meetings initiated via VAMS are properly concluded in the system upon completion to maintain accurate records and enable effective reporting.


**6. Monitoring and Oversight**

The Administration Branch, in coordination with the Security and IT & E- Governance Branches, shall conduct continuous monitoring to ensure compliance.

- List of officers issued with login ID with password in Annex-A
- Officers with noted non-compliance are listed in Annex-B

7. All officers and staff are directed to extend full cooperation and uphold the objectives of the Digital Visitor Management System in both letter and spirit.

This circular is issued with the approval of the Director General of Shipping.

  
(Dr. Sudhir Kohakade)

Deputy Director General of Shipping

To:

1. All Officers of the Directorate
2. Computer Cell with a request to upload the said circular on the DGS website
3. Guard File
4. Security Guards ( Kind Attn: Maharashtra State Security Corporation, Mumbai for compliance.)

Copy for information to:

1. Director General of Shipping, DGS Mumbai (Kind Attn: Shri P.L. Muthu, ADG (I/C), DGS Secretariat)
2. Additional Director General of Shipping (Kind Attn: Shri Sanjay Maurya, PS to Addl. DGS)

List of Officers of the Directorate General of shipping, Mumbai issued user ID & Password for VAMS	
Name	Designation
<b>DIRECTOR GENERAL OF SHIPPING</b>	
1 Shri Shyam Jagannathan, IAS	Director General of Shipping
<b>DGS's Secretariat</b>	
1 Shri P.L. Muthu	Assistant Director General of Shipping (I/C) DG(S) Secretariat
2 Executive Assistant to DG(S)	Executive Assistant-I
<b>ADDITIONAL DIRECTOR GENERAL OF SHIPPING</b>	
1 Shri Sushil Mansing Khopde, IPS	Addl. Director General of Shipping
2 Shri Sanjay Mourya	Stenographer Gr. II
<b>PERSONNEL BRANCH</b>	
1 Shri Deependra Singh Bisen	DDG
2 Shri P L Muthu	Administrative Officers
<b>ADMINISTRATION BRANCH</b>	
1 Dr. Sudhir S. Kohakade, IRS	DDG
2 Shri N.R.Raut	ADG
<b>FINANCE, ACCOUNT, AUDIT AND PUBLIC PROCUREMENT (FAAPP) BRANCH</b>	
1 Shri Deependra Singh Bisen	DDG
2 Shri Jitendra S. Jadhav	ADG
3 Shri R. S. Gupta	Administrative Officers
<b>TRAINING BRANCH</b>	
1 Shri Praveen Nair	Dy.CS-cum-Sr. DDG (Tech.)
2 Major Anutosh Singh (Retd)	ADG
<b>MTT BRANCH</b>	
1 Dr. Sudhir S. Kohakade, IRS	DDG
2 Shri N.R.Raut	ADG
3 Shri Kabra R.S.	CEO
4 Smt. Sonali Delhpande	Executive Officer
<b>CREW BRANCH</b>	
1 Capt. Nitin Mukesh	Dy. NA
2 Capt. P.C. Meena	NS-cum-DDG(Tech)
4 Major Anutosh Singh (Retd)	ADG
<b>COASTAL SHIPPING BRANCH</b>	
1 Shri Ravi Kumar Moka	DDG(Tech)
2 Shri P.L. Muthu	Administrative Officers
<b>MERCHANT SHIPPLING LAW BRANCH</b>	
1 Shri Deependra Singh Bisen	DDG
2 Shri Ash Mohomad	DDG
3 Shri P. L. Muthu	Administrative Officers
<b>INTERNATIONAL COOPERATION BRANCH</b>	
1 Shri Aniruddha Chaki	Dy.CS-cum-Sr. DDG (Tech.)
<b>SHIPPING DEVELOPMENT BRANCH</b>	
1 Shri Nebu Oommen	Ship Surveyor-cum-DDG(Tech)
2 Shri N.R.Raut	ADG
<b>MULTIMODAL TRANSPORT OPERATION BRANCH</b>	
1 Dr. Sudhir S. Kohakade, IRS	DDG
2 Shri N.R.Raut	ADG
<b>CO-ORDINATION BRANCH</b>	
1 Dr. Sudhir S. Kohakade, IRS	DDG
2 Shri N.R.Raut	ADG
<b>IT &amp; E-GOVERNANCE</b>	
1 Capt. Anish Joseph	Dy. Nautical Advisor
2 Shri Jitendra S. Jadhav	ADG
<b>VIGILANCE BRANCH</b>	
1 Dr. Sudhir S. Kohakade, IRS	DDG
2 Ms. Archana P. Naik	Administrative Officer
<b>PARLIAMENT QUESTION/VIP REF./PUBLIC GRIEVANCES/CPGRAM</b>	
1 Dr. Sudhir S. Kohakade, IRS	DDG
2 Shri Sandeep Awasthi	ADG

**RTI BRANCH**

1	Dr. Sudhir S. Kohakade, IRS	DDG
2	Ms. Archana P. Naik	Administrative Officer

**OFFICIAL LANGUAGE**

1	Dr. Sudhir S. Kohakade, IRS	DDG
2	Shri Sandeep Awasthi	ADG
3	Shri V.P.Singh Bhadoriya	Dy. Dir.(OL)

**HELP DESK**

1	Shri Sandeep Awasthi	ADG
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**NATIONAL MARITIME DAY CELEBRATION (CENTRAL) COMMITTEE**

1	Dr. Sudhir S. Kohakade, IRS	DDG
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**NAUTICAL WING**

1	Capt. Abul Kalam Aazad	Nautical Advisor (i/c)
2	Capt. Anish Joseph	Dy. Nautical Advisor
3	Capt. Nitin Mukesh	Dy. Nautical Advisor
5	Capt. Harinder Singh	NS-cum-DDG(Tech)
6	Capt. P.C. Meena	NS-cum-DDG(Tech)
7	Capt. Ravi Singh Sikarwar	NS-cum-DDG(Tech)
8	Shri B. Mohapatra	Sr. Radio Surveyor

**ENGINEERING WING**

1	Shri Ajithkumar Sukumaran	Chief Surveyor-cum-Addl. DG(Engg.)
2	Shri Satish D Kamath	Dy.CS-cum-Sr. DDG (Tech.)
3	Shri Aniruddha Chaki	Dy.CS-cum-Sr. DDG (Tech.)
4	Shri Praveen Nair	Dy.CS-cum-Sr. DDG (Tech.)
5	Shri Gopi Krishna C.	E&SS-cum-DDG(Tech)
7	Shri Pravin Kumar Roy	E&SS-cum-DDG(Tech)
8	Shri Niket Pathak	E&SS-cum-DDG(Tech)
9	Shri Mugilrajan Devarajan	E&SS-cum-DDG(Tech)

**NAVAL ARCHITECTURE WING**

1	Shri Pradeep Sudhakar	Chief Ship Surveyor (I/C)
2	Shri Nebu Oommen	Ship Surveyor-cum-DDG(Tech)
3	Shri M. Ravi Kumar	Ship Surveyor-cum-DDG(Tech)
4	Shri Ankur Anal	Junior Ship Surveyor-cum-ADG(Tech)



Report of use of VAMs application for konth of Sept. 2025				
Officer Name	Approved	Pending	Rejected	Grand Total
Capt. Ravi Singh Sikarwar	93	63	15	171
Shri Nebu Oommen	1	11		12
Capt. P.C. Meena		10		10
Shri Praveen Nair		6		6
Capt. Nitin Mukesh	1	5		6
Capt. Anish Joseph	1	5		6
Shri Mahesh Korade		4		4
Shri Aniruddha Chaki		4		4
Shri Gopi Krishna C.		4		4
Smt. Sonali Delhpande	4	3		7
Executive Assistant to DG(S)		3		3
Capt. Abul Kalam Aazad	8	3		11
Shri P.L. Muthu		3		3
Shri Sandeep Awasthi		2		2
Capt. Daniel Joseph		2		2
Shri Ajithkumar Sukumaran		1		1
Shri Jitendra S. Jadhav		1		1
Shri Sushil Mansing Khopde		1		1
Shri Pradeep Sudhakar		1		1
Shri Ankur Anal		1		1
Shri Deependra Singh Bisen		1		1
Shri R. S. Gupta		1		1
Shri B. Mohapatra	1			1
<b>Grand Total</b>	<b>109</b>	<b>135</b>	<b>15</b>	<b>259</b>

