



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. 18-23011/16/2023-ADMIN-DGS-Part (1)

Date: 16-09-2025

DGS CIRCULAR No. 38 of 2025

**Subject: Standard Operating Procedure (SOP) for the Utilization of Operational Vehicles maintained by the Admin Branch**

**1. Background:**

The Administration Branch frequently receives requisitions from individual officers and branch-heads for the use of office vehicles to attend various official programmes, events, workshops, and meetings, both within and outside the Head Quarter (HQ). These include requests for pick-up and drop-off to/from the airport or residence, especially for official tours.

It has been observed that:

- Multiple vehicle requests are received made in excess of the operational vehicles available with the Administration Branch.
- Requests which are received duly filled in requisition slip often lack clarity regarding approval of the programme by the Competent Authority or details of programme.
- Most of the requests are received at the last moment or as an immediate requirement which creates unwanted pressure on the Admin Branch, hampering effective vehicle management.
- Most of the time, requests are received in the branch without countersignature of branch/ wing-heads as the case may be.

In view of the above, in order to ensure the uniformity, transparency and effective deployment of the operational vehicles, this SOP is being issued to **streamline the process flow and optimize deployment of operational vehicles.**

**2. Objective:**

To regulate the use of operational vehicles under the custody of the Admin Branch by defining a clear procedure for requisition, approval, and allocation, ensuring transparency and accountability.

**3. Scope:**

This SOP applies to all officers and staff in various branches and wings seeking to use the operational vehicles maintained by the Admin Branch for official purposes.

**4. Procedure:**

**4.1. Vehicle Requisition Timeline**

- All vehicle requisitions must be sent to the Admin Branch **at least 24 hours in advance** of the scheduled requirement.
- Requests received on short notice may be considered only in exceptional and emergency situations, subject to vehicle availability and importance of the event. The decision taken by Admin. Branch shall be final.

#### 4.2. Approval for Program/Meeting/Event

- The vehicle requisition form shall be accompanied by tour approval by Competent Authority.

#### 4.3. Requisition Endorsement

- All vehicle requisition shall be countersigned by a branch-head/wing-head of the respective Branch/Wing before submission to the Admin Branch.
- If any branch or wing is making a request for vehicles/s over and above the operational vehicles already allocated to them, such requests must be approved by the wing-head with proper justification for the same.

#### 4.4. Designated Pick-Up Point

- The **designated pick-up and drop-off point for attending meetings shall be the Office (Headquarters)** unless otherwise approved in advance by the competent authority.
- Requests for residential pick-up/drop must clearly mention the reason and be justified with supporting approval.

#### 4.5. Priority and Availability

- Vehicle allocation will be subject to **availability and prioritization based on official necessity**.
- In case of multiple overlapping requests, priority will be given to:
  - Time-sensitive government functions
  - High-level official meetings/events
  - Travel involving outstation commitments

#### 6. Responsibility:

- It is the responsibility of the **requesting officer/branch** to ensure compliance with this SOP.
- The **Admin Branch** will review all requests and allocate vehicles in accordance with this procedure.

7. All officers of the Directorate General of Shipping are hereby requested to go through the above SOP & ensure the strict adherence to it for effective utilization of operational vehicles.

This issues with the approval of the Competent Authority.

  
(Dr. Sudhir Kohakade)

Dy. Director General of Shipping (Admin.)

Enclosed:- Annexure – I

To,

1. Chief Surveyor/ Nautical Advisor (I/c)/ Chief Ship Surveyor
2. All Officers of DG Shipping.
3. Computer Cell, with a request to upload the said circular on DGS website.
4. Guard File.

Copy to:

1. Director General of Shipping, Directorate General of Shipping, Mumbai [Kind Attn.: Shri P L Muthu, ADG (I/c), DGS Secretariat]
2. Additional Director General of Shipping, Directorate General of Shipping, Mumbai [Kind Attn.: Shri Sanjay Mourya, PS to Addl. DG]
3. The Chief Vigilance Officer, DG Shipping, Mumbai.

**वाहन मांग प्रपत्र**

**OPERATIONAL VEHICLE REQUISITION**

वाहन की मांग करने वाले अधिकारी का नाम Name of officer requiring vehicle	
पदनाम Designation	
अनुभाग का नाम Branch Name	
यात्रा की तारीख Date of Travel	
साथ जाने वाले अन्य व्यक्तियों की संख्या No. of other accompanying person(s)	
जगह कहाँ से / कहाँ तक Place from .... / To....	
वाहन की आवश्यकता का समय The time of Vehicle requirement	
उद्देश्य Purpose	
प्रस्तुत दस्तावेज़ Documents Submitted	

उपयोगकर्ता का हस्ताक्षर

Signature of User

शाखा अधिकारी का काउन्टर हस्ताक्षर

Counter Sign of Branch Head/  
Wing Head

कार्यकारी अधिकारी/सनौमनि

Executive Officer/ADG  
(Admin)

उपनौमनि/प्रशासनिक

DDG/Admin

\* Please refer to DGS Circular 38 of 2025 for SOP and attach relevant documents