



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.12-19/22/2024-COORD-DGS-(30933)

Dated: 02.01.2026

OFFICE ORDER NO. 02 of 2026

**Sub.: Guidelines regarding attendance and procedural requirements for Secretary-level review meetings – reg.**

The undersigned is directed to refer to the directions issued by the Secretary, Ministry of Ports, Shipping and Waterways, during the review meeting on the specific agenda of the Directorate General of Shipping held on 26.12.2025.

2. In pursuance of the above directions, it is hereby ordered that the following instructions shall be strictly complied with in all future review meetings chaired by the Secretary, MoPSW:

2.1. Only officers of the level of Director and above shall attend the meeting through online mode.

2.2. All other officers, staff members and consultants concerned with the agenda shall attend the meeting physically by sitting next to the concerned Deputy Director General (DDG) who is presenting the agenda.

2.3. Attendance of officers/staff/consultants below the level of Director through online mode shall not be permitted under any circumstances.

2.4. The list of attendees, indicating their designation and mode of attendance, shall be submitted in advance to the Coordination Branch of this Directorate along with the presentation and relevant documents.

2.5. The presentation(s) and all related supporting documents shall be submitted prior to the meeting well in advance atleast a day prior.

3. All concerned officers are directed to ensure strict adherence to the above instructions. Any deviation shall be viewed seriously.

4. This issues with the approval of the competent authority.

(Dr. Sudhir Kohakade, IRS)

Dy. Director General of Shipping (Coordination)

To:

All Senior Officers/DDGs /Officers concerned

Copy to:

PS to DG Shipping for information

PS to Additional DG Shipping for information

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