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Directorate General of Shipping https://www.dgshipping.gov.in/

S.No	Item	Details of Disclosure
1.1	**Particulars of its Organisation, functions and duties [section 4(1)(b)(i)]**	**(i)** **Name and address of the Organization:** **Directorate General of Shipping, Ministry of Shipping, Govt. ofIndia, Beta Building, 9th Floor, I-Think Techno Campus, Kanjur Village Road, Kanjur Marg (East) Mumbai – 4000042 https://www.dgshipping.gov.in/** **(ii)** **Head of the Organization:** **Shri Shyam Jagannathan, I.A.S** **Director General of Shipping** **ई-मेल/e-mail:** dg-dgs@gov.in **टेललफोन नं./ Tel Nos. 022-25752005 / 25752010** **फैक्स नं./ Fax No. 022-25752011**

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Date of Joining D.G. Service: 03.07.2023

https://www.dgshipping.gov.in/Content/DirectorGeneralShippin gAbout.aspx

(iii) Vision, Mission and Key objectives
https://www.dgshipping.gov.in/Content/VisionMissionstatementAbout.aspx

Vision statement:

To be recognized globally as a highly effective, efficient, responsible and progressive maritime administration

Mission Statement:

1. Provide an effective supervisory and regulatory regime conducive to;

1.1   achieve, safe, efficient and secure shipping,
1.2 protect the marine environment,
1.3 all round growth of maritime university and

2. Provide support to the Government of India in developing and implementing a holistic and integrated maritime development program that has a positive impact on national economy.
3. Develop and Implement policies that facilitate an environment which is conducive for promoting an investment in the expansion of a modern merchant fleet under the Indian flag and develop globally competitive ship building and repair facilities.

4. Develop and sustain a high quality human resource management catering to the needs of global including national maritime industry for competent seafarers.

5. Ensure good governance by adhering to the highest standards of integrity, quality and efficiency in delivery of shipping services through constant innovation ,technology up gradation and value addition.

6. Develop measures to ensure compliance of relevant international instruments relating to safety and security of ships, protection of environment and welfare of seafarers.

The Directorate General of Shipping is an attached office of the Ministry of Shipping, Govt. of India and deals with all executive matters, relating to merchant shipping. Indian shipping remained a deferred subject till independence. It was only thereafter, the development of shipping attracted the state policy. The subject of Shipping was, in the beginning, dealt with by the Ministry of Commerce, till 1949 and subsequently, in 1951, it was shifted to the Ministry of Transport and Shipping. In 1947, the Government of India announced the National Policy on Shipping, aiming at the total development of the industry. In order to accelerate the developmental efforts, the necessity for a centralized Administrative organization was felt and accordingly, it was in September 1949, the Directorate General of Shipping with its Headquarters at Bombay was established. This Directorate deals with all matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects.

The initial objectives of the Directorate General of Shipping were :
• Matters affecting Merchant Shipping & navigation and administration of the Merchant Shipping Law ;
• Measures to ensure safety of life and ships at sea;
• Development of Indian Shipping;
• International Conventions relating to Maritime matters;
• Provision of facilities for training of Officers and ratings for Merchant Navy.
• Regulation of Employment of Seamen and there welfare;
• Development of Sailing Vessel Industry and
• Regulation of Ocean freight rates in overseas trades.

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The Directorate deals with implementation of shipping policy and legislation so as to ensure the safety of life and ships at sea, prevention of marine pollution, promotion of maritime education and training in co-ordination with the International Maritime Organisation, regulation of employment and welfare of seamen, development of coastal shipping, augmentation of shipping tonnage, examination and certification of Merchant Navy Officers, Supervision and Control of the allied departments and officer under its administrative jurisdiction.

The Director General of Shipping is vested with statutory powers under Section 7 of the Merchant Shipping Act, 1958. He is assisted, on the administrative side, by the Addl. Director General of Shipping, Dy. Directors General of Shipping, Asstt. Directors General of Shipping and Executive Officers whereas on the Technical side, by the Nautical Advisor, supported by Dy. Nautical Advisors and Nautical Surveyors; on the Engineering side by the Chief Surveyor, supported by Dy. Chief Surveyors, Dy. Chief Ship Surveyor, Engineer & Ship Surveyors and Ship Surveyor and also with supporting staff. The Nautical Advisor and the Chief Surveyor are also the Chief Examiners of Masters/Mates and Engineers respectively on behalf of the Director General of Shipping.

(iv)Function and duties

The Directorate General of Shipping, a subordinate office of the Ministry of Shipping, Government of India, was established in 1949. The Director-General of Shipping derives statutory powers concerning the Indian maritime administration under Section 7 of the Merchant Shipping Act, 1958 and administrative, financial and statutory powers as Head of Department from Fundamental Rules and Supplementary Rules, General Financial Rules, Delegation of Financial Powers, etc. to execute the multifaceted activities through the following Administrative and Technical Branches:-

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ORGANIZATIONAL FRAMEWORK

ADMINISTRATIVE BRANCHES

1. Administration Branch

Deals with the upkeep, maintenance and repairs of the building, office equipments, staff cars, communication systems and fixtures, purchase, supply and accounting of stores, stationery, settlement of construction bills, supply of uniform to staff, disposal of unserviceable stores, maintenance of records, etc.

2. Finance and Accounts Branch

Deals with preparation of budget proposals under plan and non-plan, settlement of claims, drawing and disbursement of salaries and other payments, monitoring of financial administration of allied offices, collection and compilation of revenue and expenditure returns for furnishing to the Ministry, etc.

3.Personnel Branch

The Personnel Branch is responsible for handling various service matters, disciplinary actions, recruitment processes, and court cases involving the employees of the Directorate General of Shipping (DGS) and its allied offices. The Personnel Branch deals with all personnel matters of Group 'A' & 'B Gazetted Officers of DG Shipping, allied offices (Mercantile Marine Departments), Subordinate Offices (Government Shipping Offices, Seamen's Employment Offices, Regional Officer (Sails), Seamen's Welfare Office) and Group 'B' Non-Gazetted and
Group 'C' establishments of DG Shipping.
The personnel matters inter-alia includes the following:
Framing & Revision/Amendment of recruitment rules.

1. Recruitment, Promotion, Confirmation, Retirement of officers and staff.
2. Maintenance of service books and confidential (APAR) reports, etc.
3. Dealing with all training matters of Officers and Staff.
4. Dealing with transfers of Officers of DGS & Allied, Sub-ordinate Offices and non-Gazetted officials of the DG Shipping.
5. Establishment of Regional Office of the DG Shipping at Ahmedabad Upgradation of MMD, Vizag with creation of MMD Office at Kakinada.

Key functions include:

3.1 Service Matters:

3.1.1 Management of service-related issues for Gazetted (Group A & B) and Non-Gazetted (Group B & C) officials.

3.1.2 Processing of pension papers, pay fixation, and transfers for different groups.

3.1.3 Handling of service matters or DGS and allied offices.

3.2 Disciplinary and Vigilance Cases:

3.2.1 Oversight of disciplinary actions and vigilance matters, including court cases and service reviews under applicable rules (e.g., FR 56(j)).

3.2.2 Coordination and updates of court cases on the LIMBS portal.

3.3 Recruitment and Promotions:

3.3.1 Processing recruitment proposals and conducting DPC (Departmental Promotion Committee) meetings for various cadres.

3.3.2 Recruitment and pay fixation for different levels, including LDC, Steno-III, JTO, and technical officers in multiple wings.

3.4 Training and Deputation:

3.4.1 Organizing foreign deputations and managing training programs for officers and staff.

3.4.2 Preparing training calendars for personnel and overseeing related matters.

3.5 Policy and Administration:

3.5.1 Handling policy matters, including cadre reviews and proposals for organizational development.

3.5.2 Administration of e-HRMS, biometric attendance systems, and management of data relating to reserved categories (SC/ST/OBC).

3.6 Other Responsibilities:

3.6.1 Responding to RTI queries, Parliament questions, and grievances.

3.6.2 Managing matters related to consultants

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Training Branch

The Directorate General of Shipping (DGS) serves as Indian Maritime Administration and the principal coordinating authority for engagements with the International Maritime Organization (IMO). It is entrusted with the comprehensive regulation of the maritime sector, particularly in ensuring strict compliance with IMO conventions. Among its key mandates is the training, assessment, examination, and certification of seafarers, in accordance with the amended STCW 1978 Convention and the powers vested in the Director General of Shipping under the Merchant Shipping Act, 1958, as amended.

The Directorate General of Shipping (DGS): By the Virtue of Powers delegated under MS Act 1958 Oversees maritime training institutes (MTIs) and ensures compliance with STCW standards. The MS Act establishes a robust framework for maritime governance, particularly in overseeing maritime training institutes (MTIs). The DGS ensures compliance with international standards set by the STCW Convention, holding regulatory authority to examine qualifications for Certificates of Competency (CoC) under Section 78 and formulating rules under Section 87. It oversees MTIs, approves curricula, and conducts inspections to maintain training quality. The DGS has developed a Training, Examination and Assessment Program (TEAP) manual to align training with ST(_'W standards and prescribes minimum eligibility criteria for maritime education as per Entry 25 in List I of Schedule VII of the Constitution. By continuously monitoring and improving training standards, the DGS significantly enhance the competency of Indian seafarers and contributes to maritime safety and operational efficiency.

Legislative Framework Governing Maritime Training

Merchant Shipping Act, 1958

Section 78: Prescribes Certificates of Competency (CoC) for seafarers.
Section 87: Empowers the Central Government to establish rules for coc examinations.

Continuous Discharge Certificates (CDC)

Sections 457 & 458: Provide the legal basis for issuing CDCs to trained seafarers

Merchant Shipping (STCW) Rules, 1998

Establishes regulation for maritime education and training in India.

Empowers DGS to supervise training programs ensuring eligibility for CoC exams

Delegation of Powers

DGS oversees complicacy with STCW standards and reg)dates MTls.

Key DGS circulars, Orders and Guidelines

DGS Circular 21 of 2022: Guidelines and Infrastructure Required for Conducting EXIT Exams.

This circular outline the necessary guidelines and infrastructure requirements for conducting exit examinations for maritime courses.

DGS Circular 19 of 2023: Revalidation Training Course for Nautical Grade Certificate of Competency (CoC). This circular provides guidelines for revalidation training for Masters and Deck Officers' Certificates under STCW.

DGS Training circular 17 of 2018: For the approval of in principal approval of MTI
DGS order 5 of 2016 : For the approval for post sea courses
DGS order of 7 of 2016 : For the approval pre -sea courses.
DGS Circular 06 of 2025 : For the requirement of Swimming Pool.

DGS orders and guidelines, thereby maintaining world-class infrastructure and contributing to India's position as a leading supplier of skilled seafarers globally.

As a signatory to the STCW Convention, 1978 (as amended), India is required to conduct an independent evaluation every five years under Regulation 1/8 and MSC. I/Circ. 1449 of the International Maritime Organization (IMO). The purpose of this evaluation is to ensure continued compliance with international standards for training, certification, and watchkeeping of seafarers.

The last independent evaluation was submitted to the IMO in 2019. To maintain compliance, the Directorate General of Shipping (DGS) initiated a fresh independent evaluation in 2024, engaging Lloyd's Register. The independent evaluation report was submitted to IMO in Nov, 2024. This evaluation supports India's international commitments and demonstrates transparency, regulatory oversight, and continuous improvement within its maritime administration. India's maritime administration has demonstrated exemplary adherence to STCW requirements. The systems in place are effective and forward-looking, ensuring safety, compliance, and continuous improvement in seafarer training and certification.

Vision, Mission and Strategy & Objectives

Vision: The vision aimed at Global recognition as a highly effective, efficient, and responsible maritime administration facilitating progressive education, research and skill based development of manpower in the maritime sector.

Mission: The mission includes achieving skill based excellence, integrate and enhancing Indian Maritime institutes to global standards, strengthening Marine Research and best-in-class maritime education and training.

Strategy & Objectives:

Provide skill based curriculum for seafarers and other allied sectors of merchant shipping including cruise shipping.

Drive academic partnership with world class institutes for achieving excellence in professional

development of manpower and faculties.

Establish Maritime Knowledge Clusters to drive coordinated and collaborative research.

Develop Living lab facility for overall growth in maritime education sector

Legal Provisions

Merchant Shipping Act, 1958, Part VI, Merchant Shipping (STCW) Rules 2014, Training, Examination, and Assessment Programme (TEAP) Manuals, Executive Orders/ Circulars issued by the Training branch, and Nautical & Engineering Wings.

Maritime Courses available for the candidate after passing of IOth Std.: There are two pre-sea courses viz. General Purpose Rating Course (6 Months) & Certificate Course in Maritime Catering (CCMC) (6 Months) available in this category. The minimum qualification required for this course is 10th pass from a recognized board, minimum 40 % marks in English and the age limit is between 17.5 to 25 Years. 5 Basic STCW Safety Training Courses are also available in this category. These are Personal Survival Techniques (PST), Fire Prevention and Fire Fighting (FPFF), Elementary First Aid (EFA), Personal Safety and Social Responsibility (PSSR) & Security Training for Seafarers with Designated Security Duties (STSDSD). The minimum qualification required for these course is 10th pass from a recognized board and the age limit is 18 years.

Maritime Courses available for the candidate after passing of 12th Std.: There are three pre-sea courses viz. B.Sc. (Nautical Science) (3 yrs.), Diploma in Nautical Science leading to B. SC. (Nautical Science) (DNS) (1 Yr.) and BE / B-Tech Marine Engineering (4 yrs.). The minimum qualifications required for this course are 12th Standard or equivalent examination with Physics, Chemistry, Mathematics and English as separate subjects with PCM average of not less than minimum 60 % marks. The candidate should have passed his 10th and 12th form a recognized board with 50 % marks in English in 10th or 12th Std. The age limit is up to 25 Years.

Maritime Courses available for the candidate after passing of (B.E.) Degree/ Diploma.

There are two pre sea courses viz. Graduate Marine Engineering (GME) (1 Yr.), Electro-Technical Officers (ETO) (4 Months) available after passing the degree and one course viz. Diploma in Marine Engineering (2 Yrs.) available after passing diploma.

The minimum qualification required for Graduate Marine Engineering (GME;) is BE / B-Tech in Mechanical Engineering/ Naval Architecture with 50% marks in final year and the candidate must have secured minimum of 50% marks in English language at 10th or 12th or degree. The age limit is up to 28 years

The minimum qualification required for Electro-Technical Officers (ETO) is BE/ B-Tech in Electrical Engineering, Electronics Engineering, Electrical and Electronics Engineering, Electronics and Telecommunication/ Communication Engineering, or Electronics and

Instrumentation or equivalent with 50% marks and the candidate must have secured minimum of 50% marks in English language at 10th or 12th or degree. The age limit is up to 35 Years.

The minimum qualification required for Diploma in Marine Engineering is Diploma in Mechanical / Naval Architecture / Electrical / Electrical and Electronics Engg. with minimum 50% in final year with 50% marks and the candidate must have secured minimum of 50% marks in English language at 10th or 12th or degree. The age limit is up to 28 Years.

Criteria for opening/approval of the Maritime Training Institutes

The Directorate General of Shipping (DGS) accords approval for MTIs and the maritime courses conducted by them.

Only such Institutes as promoted, owned, managed by Central and State Governments, Public Sector Undertakings or by registered non-profit public trusts or companies registered under section 8 of Indian Companies Act, 2013, with management support of shipping professionals, can apply for approval for setting up of MTI (MTI) for conducting maritime courses.

Source of funding of Institute for initial capital expenditure, recurring expenditure and proof of availability of finances for completing the project on time shall be shown in detail in the Business Plan and Project Feasibility Report (PFR) .

The fee for seeking In-principle approval, approval of maritime courses and shifting of premises shall be as per the guidelines.

The pre-sea maritime courses are residential courses and are of longer duration. MTIs intending to conduct pre-sea maritime courses must have an independent campus of area four hectares or more. The land must be owned or leased by the applicant for a period of minimum 10 years and must have the non-agricultural certification.

The   post-sea maritime courses are generally modular courses of short duration. The premises where the Institute intends to conduct post-sea maritime courses must be owned or leased by the applicant. In case the premises are leased, the lease deed / leave and license agreement must be registered for a period of minimum 3 years with enabling provisions for further extension of lease for 3 years.

OVERVIEW- WHAT WE DO

Maritime Administrator for the purpose of implementation of IMO's STCW Convention.
Represents India at the IMO's STCW (now HTW) meetings annually.
Recognition and Approvals of Maritime Training Institutes (MTIs)
Course Design /Syllabi Formulations as per Tables of Competency of STCW.
Approvals for courses- Pre-Sea, Post-Sea, Modular, Simulator, Competency.
Regulates the capacity of courses.
Monitoring and Supervision of the conduct of Training courses.
Lays down qualification of Trainers.
Makes policies regarding education and training of Indian seafarers.

Ensures quality standards in education/ training.
Assessment and Certification of Seafarers (section 78 & 79 of the MS Act)
Recognition of other CoCs.

PRE-SEA COURSES WITH ON BOARD TRAINING
6 months General Purpose Rating + 06 months onboard training

One year Diploma in Nautical Science leading to B.Sc. Nautical Science + 18 months onboard training

3-Year B.Sc. Degree in Nautical Science + 12 months onboard training
4-Year Degree Course in Marine Engineering + 06 months onboard training

1-Year Marine Engineering Course for Graduates [GME] + 06 months onboard training.

Electro Technical Officers + 06 months onboard training

E-learning modules

The Directorate issued procedures for assessing e-learning modules for maritime STCW Modular Courses. E-learning platform was developed for the candidates to access study material for the certificate of competency examinations for various grades and STCW Modular Courses. E-learning material is provided at no cost to the candidates. E-learning would help the candidates to improve their learning and performance in the examinations, to improve the quality of officers and ensure their employability.

On-line Exit Exam

The Directorate issued Guidelines for On-line Exit Exam for DOS approved modular courses. An online exit examination for the STCW modular courses was started to bring hat a uniform methodology required to carry out assessment of a candidate for the desired competency.

Digitally signed certificates

The Directorate issued guidelines for digitally signed certificates for successfully completing maritime courses conducted by Maritime Training Institutes. It was found that there was a need to have the transparency and uniformity in the certificates issued and to make it convenient for the verifying authority to verify them , Directorate introduced the digitally signed certificates.

Comprehensive Inspection Programme (CIP)

The Comprehensive Inspection Programme (CIP) was introduced in response to the growing number of maritime training institutes (MTIs) in India and the increasing complexity of the global shipping industry. Prior to its implementation, maritime training was largely monitored through physical inspections by teams from the Directorate General of Shipping (DGS), including officers from the Mercantile Marine Departments (MMDs). However, with the expansion of both the number of institutes and the responsibilities of the DGS, the effectiveness of these traditional methods became challenged, particularly due to staffing shortages and the evolving demands of international maritime standards.

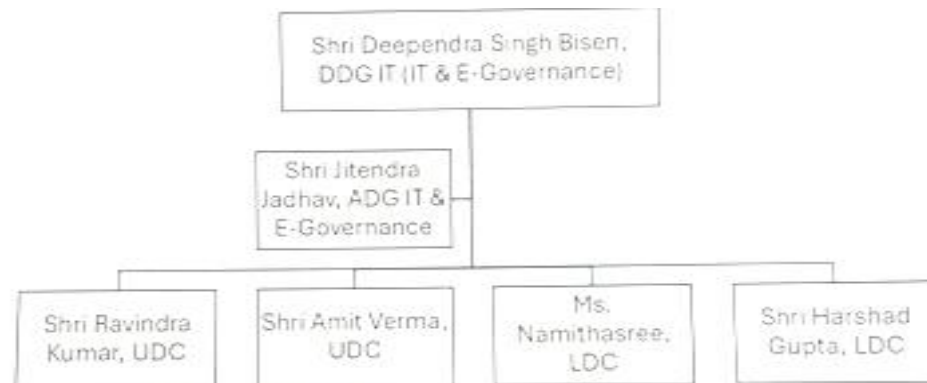In order to align with global best practices and the requirements of the STCW Convention, and to

ensure consistent quality across a large number of private and government-run institutes, the CIP was developed. The program integrates existing inspection processes, introduces a grading system, and incorporates recognized organizations (ROs) for inspections. This framework aims to address discrepancies in training quality, streamline oversight, and provide a more efficient and transparent system to meet the international maritime training standards.

The Comprehensive Inspection Programmed (C'IP) is a structured system implemented by the Directorate General of Shipping (DGS) to ensure that maritime training institutes (MTIs) in India meet the required standards of quality, safety, and compliance. The CIP aims to assess the performance, infrastructure, and operational processes of these institutes through a series of inspections and certifications.

Under the CIP, Recognized Organizations (ROs), which are authorized Classification Societies, conduct inspections and assign grades to the institutes based on their adherence to regulatory norms, such as the Standards of Training, Certification, and Watchkeeping (STCW) Convention, and the implementation of a Quality Management System (QMS). The program establishes a three-year inspection cycle that includes an initial inspection, annual follow-ups, and a renewal inspection to ensure continuous compliance and improvement.

5. **IT & E-Governance :** The IT & E-Governance Branch of the Directorate General of Shipping (DGS), Ministry of Ports, Shipping and Waterways, Government of India, plays a crucial role in ensuring the digital modernization and security of maritime governance infrastructure. The Branch is responsible for the implementation, coordination, and maintenance of IT systems across the Directorate, ensuring efficiency, transparency, and service reliability.

5.1 Structure:

5.2 Key Functions and Responsibilities:
The Branch is entrusted with the following broad functions:
5.2.1   Digital Systems & Applications
5.2.1.1 Development, deployment, and maintenance of major digital services such as e-Samudra, e-Examination, and other online portals.
5.2.1.2 Coordination with C-DAC for AMC (Annual Maintenance Contract) of DGS applications and server infrastructure.
5.2.2   B. IT Infrastructure & Support:
5.2.2.1 Procurement, setup, and maintenance of IT equipment including desktops, laptops, printers, scanners, LAN hardware, and accessories.
5.2.2.2 Monitoring and coordination of services from MTNL (leased line, Wi-Fi,
honeypot systems) for uninterrupted connectivity.
Management of Video Conferencing Infrastructure and digital platforms
used for official meetings.

5.2.3   Policy, Security, and Governance
5.2.3.1 The Chief Information Security Officer (CISO) has been formally appointed within the Directorate General of Shipping. An Office Memorandum has been issued outlining the roles, responsibilities, scope of authority, and functional duties of the CISO.
5.2.3.2 This notification also defines the mandatory compliance protocols nd Standard Operating Procedures (SOPs) that are to be followed under the CISO's leadership, ensuring the implementation of robust cybersecurity practices and adherence to national digital security standards.
5.3 Procurement and Compliance
5.3.1 Management of e-Procurement through GeM and CPP Portal, including contract management of consultants via NICSI.
5.3.2   Inventory evaluation and preparation of procurement plans for IT resources.
5.3.3   Handling all GeM reports, statutory IT updates, and RTI responses related to IT & e-Governance.
5.4   Capacity Building and Training
5.4.1   Conducting internal IT training programs for capacity enhancement.
5.4.2 Oversight of the implementation and support of SPARROW (Smart Performance Appraisal Report Recording Online Window) in the Directorate.

6.International Cooperation Branch: The International Cooperation Branch is responsible for matters relating to bilateral and multilateral maritime cooperation. Its functions include preparation and processing

of bilateral agreements on shipping and maritime economic policy, and providing inputs for international conventions and protocols under the International Maritime Organization (IMO) and International Labour Organization (ILO).

7.Coastal Shipping Branch
Dealing with matters related to coastal shipping including bilateral and multilateral agreements with other neighboring countries for development of coastal shipping trade, Sailing Vessel industry, coordination on repatriation of distressed sailing vessel crew, monitoring of general administration and policy matters related to Indian fishing boats.

8.Shipping Development Branch
Deals with works related to grant of license to liner trade vessels and coastal ships, charter permission under Section 406 and 407 of the Merchant Shipping Act, 1958, technical clearance for acquisition of second hand vessels above 25 years old, price reasonableness of vessels under construction for subsidy scheme, coordination of National Shipping Board meetings, formulation of shipping policy, etc.

This branch also deals with the work related to administration of Part XIV of Merchant Shipping Act, 1958. The important public services include DGS permission to foreign flag vessels for the purpose of coastal operation and EXIM trade under section 406/407 of the said Act. The maintenance of tonnage data base and policy work related to development of
shipping including provisions of Right of First Refusal are also handled under the shipping development branch.

9. Merchant Shipping Law Branch

The **Merchant Shipping Law (MSL) Branch** plays a critical role in shaping, maintaining, and updating the legal and policy framework governing the Indian shipping industry. It serves as the legal and international affairs arm of the Directorate General of Shipping and is involved in a broad range of activities, from national legislation to international cooperation. Its functions are outlined below:

9.2 **Legislative and Legal Affairs**

9.2.1 **Amendments to the Merchant Shipping Act, 1958**:
The MSL Branch is responsible for initiating and processing amendments to the principal legislation governing maritime affairs in India — the Merchant Shipping Act, 1958. This includes coordination with various stakeholders and ministries, and preparation of relevant documentation.

9.2.2 **Cabinet Notes**:
Drafting and vetting of Cabinet Notes that relate to amendments in maritime laws or policies fall under the purview of this branch. These documents are essential for placing proposed legislative changes before the Cabinet for approval.

9.2.3 **Merchant Shipping Rules and Notifications**:
The branch handles the drafting, scrutiny, and legal vetting of Merchant Shipping Rules and their amendments. It also processes notifications issued under the provisions of the Merchant Shipping Act.

9.2.4 **Admiralty Law Implementation**:
The MSL Branch is tasked with the implementation and interpretation of the **Admiralty (Jurisdiction and Settlement of Maritime Claims) Act, 2017**, which governs the adjudication of maritime claims and enforcement of maritime liens and ship arrests in India.

9.2.5 **Vetting of Notices and Circulars**:
All Merchant Shipping Notices and Circulars issued by the Directorate are reviewed and vetted by this branch to ensure they are legally sound and in line with national and international standards.

9.3 **International Maritime Conventions**

9.3.1 **Ratification of Conventions**:
The branch processes India's ratification of international maritime conventions adopted under the **International Maritime Organization (IMO)** and the **International Labour Organization (ILO)**. These include safety, security, environmental, and labor standards in the maritime sector.

9.3.2 **Incorporation into National Law**:
After ratification, the branch oversees the incorporation of these international instruments into Indian law, ensuring compliance with global standards and obligations.

10. Crew Branch

Deals with settlement of disputes between ship-owners and seamen and compensation in respect of seamen affected by accidents/casualties, monitoring on issuance of Continuous Discharge Certificate-cum-Seafarers' Identity Document and settlement of disputes thereof, monitoring on implementation of Merchant Shipping (Recruitment and Placement of Seafarers') Rules, 2005, supervision of the administrative functions of the Seamen's Employment Offices, Shipping Offices, Seafarers' Welfare Fund Society, etc.

11. Multimodal Transport Operators Branch

MTO Branch plays an essential role in the effective functioning of the Directorate. MTO Branch deals with the registration of MTO under the Multimodal Transportation of Goods Act, 1993 and The Registration of Multimodal Transport Operators Rules, 1992 & The Multimodal Transport Document Rules, 1994. It also works for checking of fraudulent operation of MTOs, formulation of policies for smoothening the international trade in promotion of exports, etc. It is being ensured that the concerned MTOs are registered with the Directorate and the process of renewal of MTO registration carried out smoothly along with change of name and address of the MTOs. It is to reiterate that registration with DGS is mandatory to preform Multimodal Transportation business in India. All the work of the branch is done online including e-payment. It handles the complaints received from the MTO and other stakeholders.

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We prepare the list of approved/Renewed MTOs and upload on website on monthly basis for the benefit of trade. We Deal with the matters related to Grievances received from PG Portal/ Exporters and different Ministries. We also take care of VIP references received from different ministries, court cases, matters related to RTI Act, & Parliament Questions, etc.

11.1. Directorate issues licenses to Multimodal Transport Operators under the provisions of MMTG Act, 1993 for exports. In this regard the provision may be maintained as it will ensure that the concerned MTO is registered with the Directorate General of Shipping.

11.2. We have e-payment mandatory option for online payment of MTO Registration.

11.3. Documents processing verification all the other necessary process are done online.

11.4. After approval of MTO Registration Certificate applicant can download the same without any manual or physical interaction.

11.5. In short all the process of MTO Registration are done online.

11.6. The Advisory on transparency in transaction cost issued vide DGS Circular No. 1 of 2016 dated 07.09.2016 and also clarification dated 26.12.2016.

11.7. Advisory was issued for bringing in transparency in transaction cost in EXIM Trade.

12. Coordination Branch

Deals with coordination between the Ministry, Directorate and allied offices through collection, compilation and furnishing of periodical reports to the Ministry such as Annual Report, Administrative Year Book, coordination of meetings with shipping industry, Principal Officers of Mercantile Marine Departments, Standing Core Committee, publication of DGS Bulletin, etc.

13. Vigilance Branch

Deals with vigilance administration of DG Shipping and allied offices to curb corruption at all levels and also to ensure transparent service to the public, maintenance of confidential reports & annual property returns of officers of DG Shipping and allied offices, etc.

This branch also deals with vigilance administration of DG Shipping including its allied offices throughout India, to ensure corruption-free delivery of services and transparency in public affairs. The major tasks include handling of complaints received from various sources against public servants working under the DGS establishment, issuance of vigilance clearance for various purposes.

14. RTI: It deals with all RTI matters and appeal in mode of online and off line. Prepared the Quarterly RTI Report and submitting the report on the CIC portal with prescribed guidelines. Transferring the offline RTI manually.

15. **Public Grievances /CPGRAMS:**
The Centralized Public Grievance Redress and Monitoring System (CPGRAMS) is an important platform that allows citizens to lodge grievances related to public services and seek redressal in a time-bound manner. Effective handling of CPGRAMS reflects an officer's responsiveness, administrative efficiency, and citizen-centric approach.
It deals with all matters related RTI Matters Court related / Subjudice matters, Religious matters, Suggestions.

16. Official Language Implementation Branch

With the enforcement of the Constitution on 26th January 1950, Hindi became the Official Language of the Union of India. According to Article 343 of the Constitution. The Government of India has been making continuous efforts for the progressive use of Hindi. Implementation of Presidential orders and other various orders of the Government, the Official Language Act, Resolution, Official Language Rules, etc. are being executed by this Branch.

संपर्क करें:

	ई-मेल आईडी	फोन नं
राजभाषा अनुभाग	Hindi-dgs@nic.in	022-25752022, Ext. 250

केंद्रीय लोक सूचना अधिकारी:

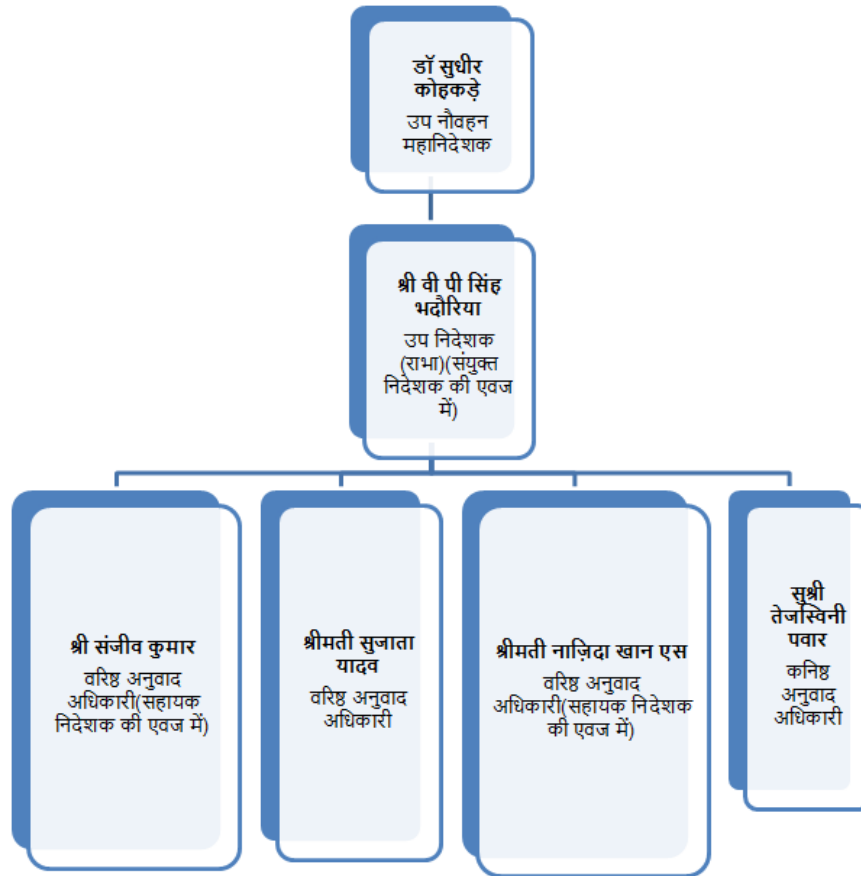| नाम	ई-मेल आईडी
श्री विमलेन्द्र पाल सिंह भदौरिया, उप निदेशक(राभा)	bhadauria-dgs@gov.in

संवैधानिक प्रावधान: **https://rajbhasha.gov.in/hi/ol_clause**

अनुभाग संरचना

ORGANISATION AND FUNCTIONS
Directorate General of Shipping https://www.dgshipping.gov.in/

TECHNICAL BRANCHES

1.	**Nautical Branch**	)	The detailed organizational structure,
2.	**Engineering Branch**	}	functions and duties of these
3.	**Naval Architecture Branch**	}	Branches have been illustrated
			under Section 4 (1) (b) (i)

FUNCTIONS AND DUTIES OF DIRECTORATE GENERAL OF SHIPPING

The Directorate General of Shipping as Headquarters of the Indian Maritime Administration exercises the statutory functions underlined in the Merchant Shipping Act, 1958 and as Head of Department from Fundamental Rules & Supplementary Rules, Delegation of Financial Powers Rules, General Financial Rules, Central Civil Service (Classification, Control and Appeal) Rules, 1965, Central Civil Service (Conduct) Rules, 1964, to carry out the functions of the organization to fulfill the following objectives:-

OBJECTIVES

The Directorate General of Shipping administers the provisions of Merchant Shipping Act, 1958 on all matters relating to shipping, policy and legislation.

Implementation of various international conventions relating to safety, prevention of pollution and other mandatory regulations of the International Maritime Organization.

Promotion of maritime education and training, examination and certification.

Development of Indian shipping and augmentation of shipping tonnage.

Development of coastal shipping and allied subjects.

Development of sailing vessel industry.

Supervision of the allied offices for their effective functioning, etc.

The following officers support the Director-General of Shipping in the execution of the general administrative, financial and statutory obligations vested in the Director-General of Shipping as Head of Department:-

ADMINISTRATIVE SET UP

(i)	Additional Director General of Shipping	: 1
(ii)	Deputy Director General of Shipping	: 6

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(iii)	Assistant Director General of Shipping		: 9
(iv)	Joint Director (Official Language)		: 1
(v)	Executive Officer		: 3
(vi)	Assistant Director (Official Language)		: 2
(vii)	Senior Personal Assistant		: 4

TECHNICAL SET UP

On the Technical Side, the Nautical Adviser to the Government of India and his supporting officers support the Director-General of Shipping in the administration of the statutory functions specified under the Merchant Shipping Act, 1958 related to nautical matters:-

NAUTICAL

(i)	Nautical Adviser to the Government of India	: 1
(ii)	Principal Officer	: 2
(iii)	Deputy Nautical Adviser to the Government of India	: 5
(iv)	Nautical Surveyor	21
(v)	Indian Maritime Casualty Investigation Cell	: 3
(vi)	Sr. Radio Surveyor	: 2
(vii)	Radio Inspector	: 6

Nautical Adviser is concurrently the Chief Examiners of Masters/Mates

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ENGINEERING

The Chief Surveyor with the Government of India and his supporting officers support the Director-General of Shipping in the administration of the statutory functions specified under the Merchant Shipping Act, 1958 related to engineering matters:-

(i)	Chief Surveyor with the Government of India	: 1
(ii)	Principal Officer	: 3
(iii)	Deputy Chief Surveyor	: 8
(iv)	Engineer & Ship Surveyor	: 29
(v)	Engineer & Ship Surveyor (Indian Maritime Casualty Investigation Cell)	: 2

The Chief Surveyor is concurrently the Chief Examiner of Engineers.
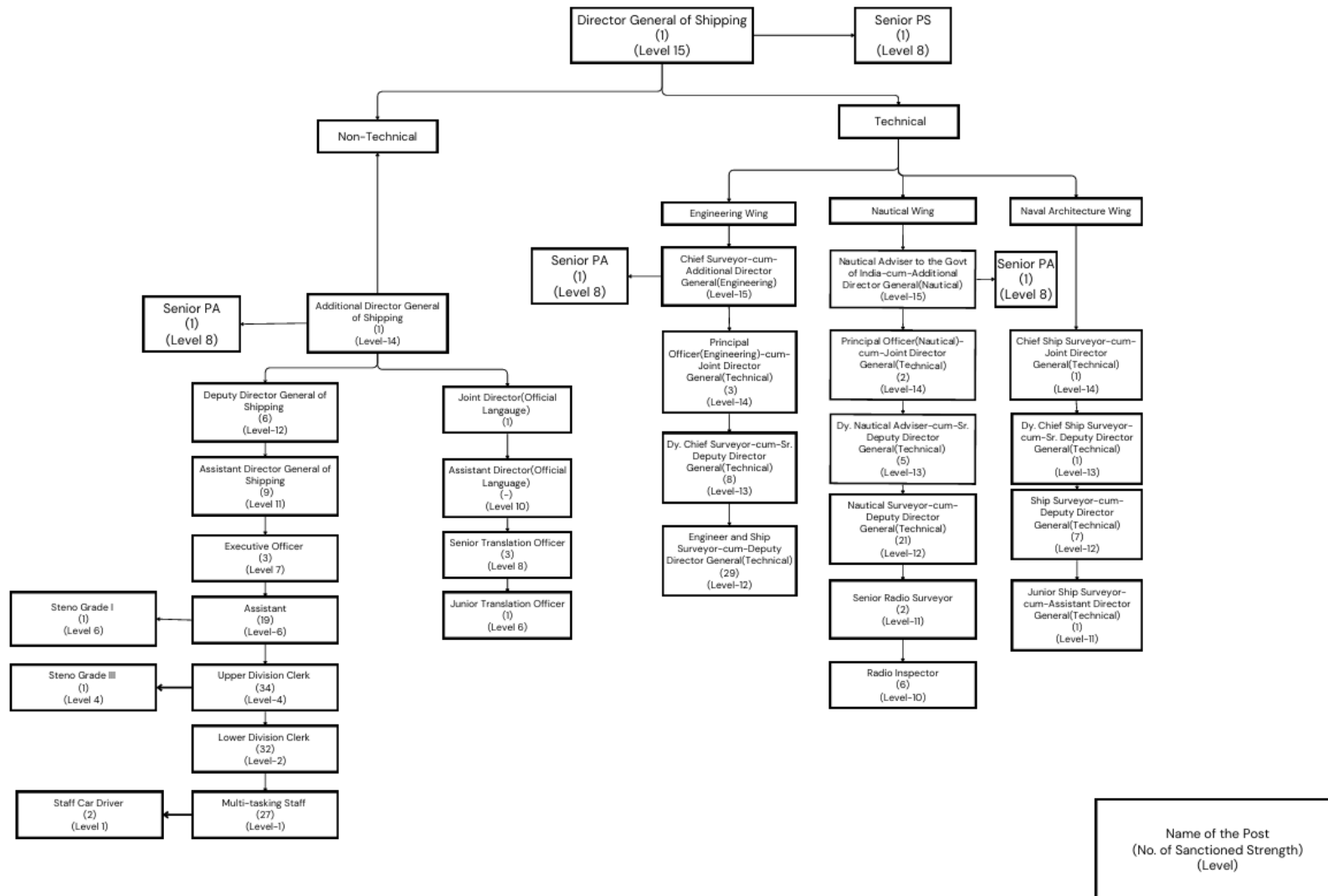
NAVAL ARCHITECTURE

The Chief Ship Surveyor with the Government of India and his supporting officers support the Director-General of Shipping in the administration of the statutory functions specified under the Merchant Shipping Act, 1958 related to naval architecture matters:-

(i)	Chief Ship Surveyor with the Government of India	: 1
(ii)	Deputy Chief Ship Surveyor	: 1
(iii)	Ship Surveyor	: 7
(iv)	Junior Ship Surveyor	: 1

(i) <u>**Organization Chart : As Per Annexure-I**</u>

Annexure-1

(vi) Any other details –the genesis,inception,formation of the department and the HoDs from Time to time as well as the committee <u>from time to time have been dealt:</u>

Details are available on following link https://dgshipping.gov.in/Content/Introduction.aspx