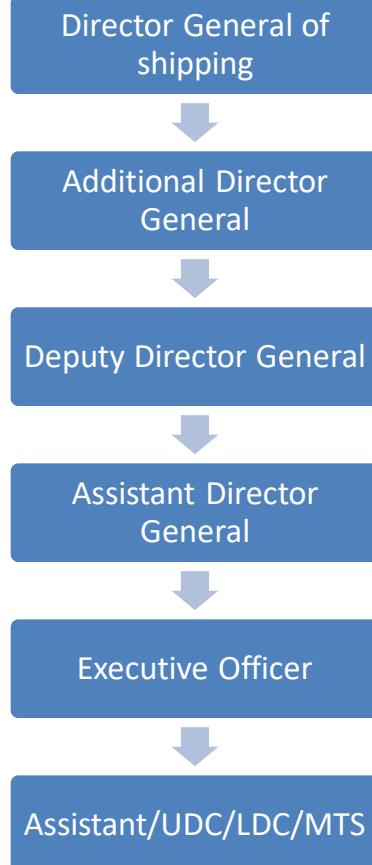


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Organisation and Functions

Date last updated (20.05.2025)

1.3	<p>Procedure followed in decision making process [section 4(1)(b)(iii)]</p> <p>Process of decision making; Identify key decision making points & Final decision making authority</p> <p>The channel of decision making process initiates at the Dealing Assistant/Executive officer level and moves upward through the officers in the hierarchical structure as depicted in the following flow chart:-</p> <p>PROCESS-- ADMINISTRATIVE WINGS ORGANOGARM</p>  <pre>graph TD; A[Director General of shipping] --> B[Additional Director General]; B --> C[Deputy Director General]; C --> D[Assistant Director General]; D --> E[Executive Officer]; E --> F[Assistant/UDC/LDC/MTS]</pre>
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	<p>Mode of processing and disposal of work:</p> <p>Receipts from Central Diary are sent directly to the Branch Heads (Jt. DDG/ DDG). Branch Heads send the receipts to Branch Officers (ADGs, EO_s.) with remarks, if any. Branch Officers send the receipts to the concerned Branches with remarks, if any. Upper division Clerk in the Branch diaries the receipts and distributes to the concerned Dealing Assistants. Lower Division Clerk in the Branch diaries the receipts and distributes to the concerned Dealing Assistants. Dealing Assistants examine process and put up the receipts in relevant files to the Office Superintendent. Executive officer after scrutiny and examination put up the cases to the Branch Officer with recommendations. Branch Heads may either dispose of the cases directly or refer to DGS for orders/approval wherever necessary. The files then travel down to the Branch where the decision is communicated to the concerned.</p> <p>Addl. DG- Additional Director General of Shipping DDG - Deputy Director General of Shipping ADG - Assistant Director General of Shipping AD (OL)- Assistant Director (Official Language) EO - Executive Officer</p>
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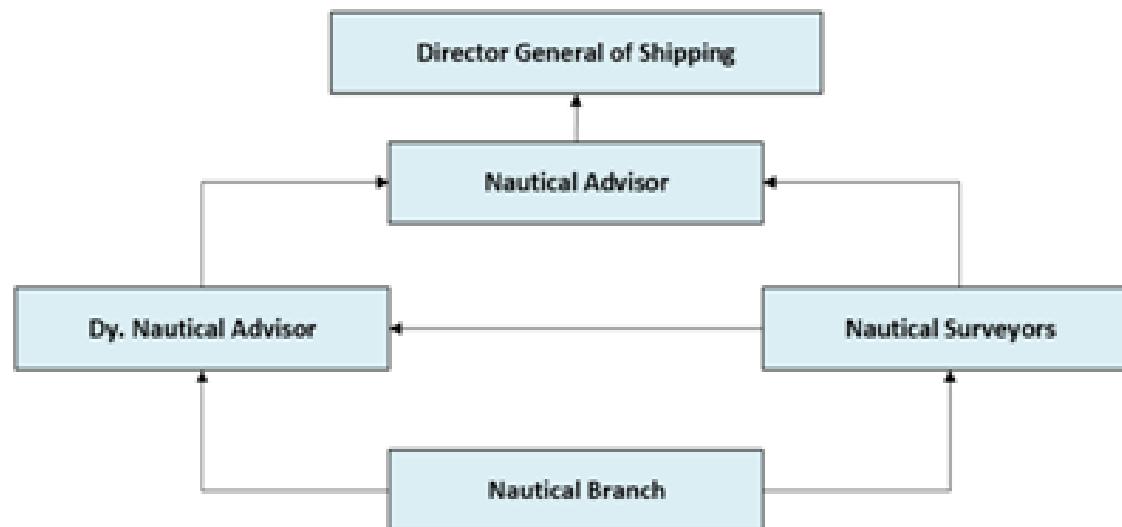
Date last updated (20.05.2025)

The officers initiate policy decisions keeping in view the policy of the Government, the supporting Rules and regulations, norms, guidelines, etc. to implement the developmental programmes of the Government in a manner beneficial to the public.

The officers at various levels are responsible and accountable for their contribution in the decision making process.

DECISION MAKING PROCESS - NAUTICAL WING

ORGANOGARM



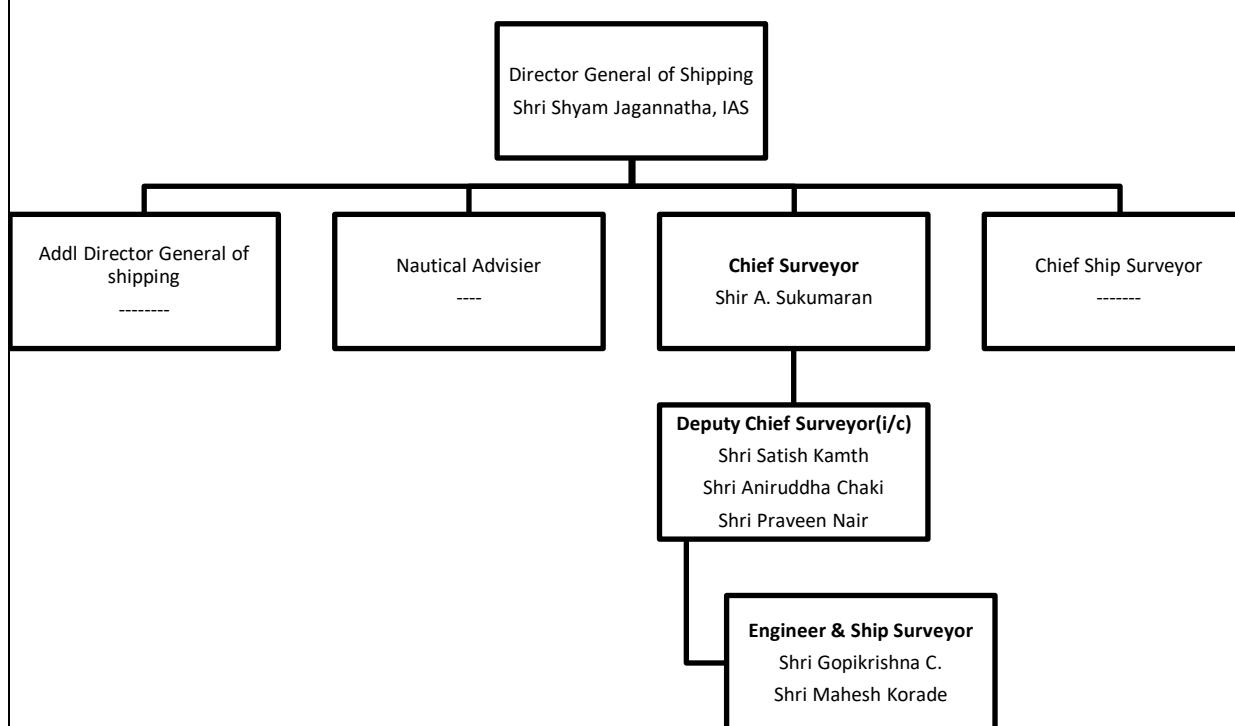
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	<p>Mode of processing and disposal of work:</p> <p>Receipts from Central Diary are sent directly to the Branch Head (Nautical Adviser). Branch Head sends the receipts to Branch Officers (Dy. NAs) with remarks, if any. Branch Officers send the receipts to the Branch with remarks, if any. Lower Division Clerk in the Branch diarises the receipts and distributes to the concerned Dealing Assistants. Dealing Assistants examine, process and put up the receipts in relevant files to the Office Superintendent. Office Superintendent after scrutiny and examination put up the cases to the Branch Officers with recommendations. Branch Officers put up the cases to Branch Head with recommendations. Branch Head may either dispose of the cases directly or refer to DGS for orders/ approval wherever necessary. The files then travel down to the Branch where the decision is communicated to the concerned.</p> <p>Dy. NA - Deputy Nautical Adviser to the Govt. of India NS - Nautical Surveyor</p> <p>The officers initiate policy decisions keeping in view the policy of the Government, the supporting Rules and regulations, norms, guidelines, etc. to implement the developmental programmes of the Government in a manner beneficial to the public.</p> <p>The officers at various levels are responsible and accountable for their contribution in the decision making process</p>
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Mode of processing and disposal of work:

Receipts from Central Diary are sent directly to the Branch Head (Chief Surveyor).

Branch Head sends the receipts to Branch Officers (Dy. CSs) with remarks, if any.

Branch Officers send the receipts to the Branch with remarks, if any.

Lower Division Clerk in the Branch diarises the receipts and distributes to the concerned Dealing Assistants.

Dealing Assistants examine process and put up the receipts in relevant files to the Office Superintendent.

Office Superintendent after scrutiny and examination put up the cases to the Branch Officers with recommendations.

Branch Officers put up the cases to Branch Head with recommendations.

Branch Head may either dispose of the cases directly or refer to DGS for orders/ approval wherever

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	<p>necessary.</p> <p>The files then travel down to the Branch where the decision is communicated to the concerned.</p> <p>Dy. CS - Deputy Chief Surveyor with the Govt. of India E&SS - Engineer and Ship Surveyor</p>
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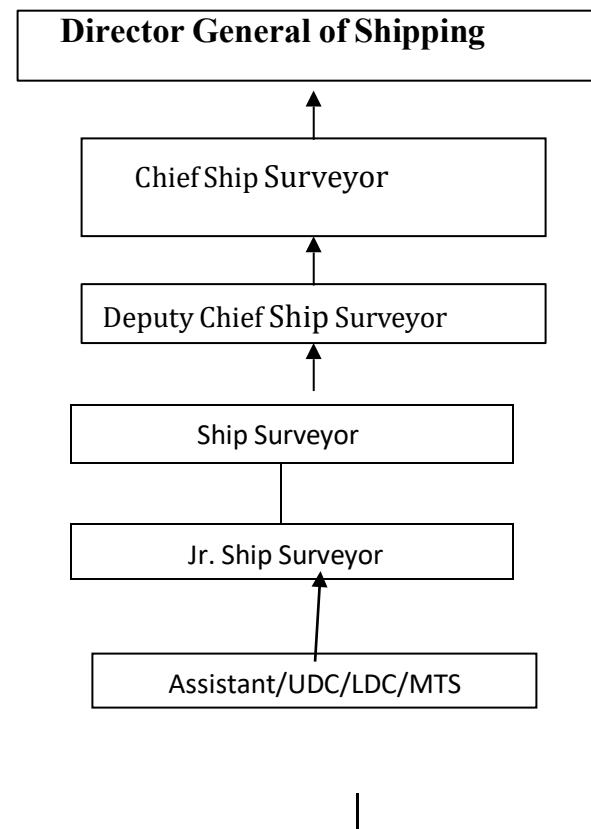
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The officers initiate policy decisions keeping in view the policy of the Government, the supporting Rules and regulations, norms, guidelines, etc. to implement the developmental programmes of the Government in a manner beneficial to the public.

The officers at various levels are responsible and accountable for their contribution in the decision making process.

**DECISION MAKING PROCESS - NAVAL ARCHITECTURE WING
ORGANOGARM**



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DIRECTORATE GENERAL OF SHIPPING
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Organisation and Functions

Date last updated (20.05.2025)

	<p>Mode of processing and disposal of work:</p> <p>Receipts from Central Diary are sent directly to the Branch Head (Chief Ship Surveyor). Branch Head sends the receipts to Branch Officer (Dy. CSS) with remarks, if any. Branch Officer send the receipts to the Branch with remarks, if any. Lower Division Clerk in the Branch diarises the receipts and distributes to the concerned Dealing Assistant. Dealing Assistant examine, process and put up the receipts in relevant files to the Branch Officer. Branch Officer put up the cases to Branch Head with recommendations. Branch Head may either dispose of the cases directly or refer to DGS for orders/ approval wherever necessary. The files then travel down to the Branch where the decision is communicated to the concerned.</p> <p>Dy. CSS - Deputy Chief Ship Surveyor SS - Ship Surveyor Jr. SS - Junior Ship Surveyor</p> <p>The officers initiate policy decisions keeping in view the policy of the Government, the supporting Rules and regulations, norms, guidelines, etc. to implement the developmental programmes of the Government in a manner beneficial to the public.</p>
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	<p>The officers at various levels are responsible and accountable for their contribution in the decision making process</p> <p><u>Related provisions acts, rules etc.</u></p> <p>The Director-General of Shipping and other non-technical and administrative officers derive statutory, financial and administrative powers from the Fundamental Rules and Supplementary Rules, General Financial Rules, Delegation of Financial Power Rules, Merchant Shipping Act, 1958 and the Rules framed there under.</p> <p>https://dgshipping.gov.in/#</p> <p>Time Limit for taking a decision if any</p> <p>Please refer Para 1.4 (iv) for time limit taking a decision on various decisions by this directorate</p> <p>(V) <u>Channel of supervision and accountability</u></p> <p>Please refer the Para 1.2 and 1.3 above which gives all the details of channel of supervision and Accountability</p>
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