

General letter

No. 3-TR(16)/2003 Date : June 2, 2003

Subject: Etiquette and policy for marketing of Indian Seafarers

**To,
All Training Institutes**

Sir,

As per clause 1.25 of DGS Order No. 1 of 2003 it is mandatory that not less than one hour per day, adequate training must be given in general behaviour, code of conduct, punctuality, feedback on instructions carried out, dress code, speaking on telephone and VHF, table manners, etc.

You may kindly indicate as how it has been incorporated in your schedule for pre-sea training. The information may kindly be submitted within 15 days from the issue of this letter.

Yours faithfully,

**(Naresh Salecha)
Sr.Dy.Director General of Shipping.**