

**No. 11-TR(79)/2005**

**Date : December 20, 2005**

**Subject: Correspondence with Directorate and MMDs by Training Institutes**

At present more than 120 Maritime Training Institutes are imparting training for Pre Sea and Post-Sea Courses. These institutes are located across the country and are attached for inspection etc. to four regional academic councils viz. Western Academic Council, Mumbai; Southern Academic Council, Chennai; Eastern Academic Council, Kolkata; Northern Academic Council at LBS CMSAR, Mumbai. Normally, the correspondence by training institutes is done as per requirement either with Directorate or MMDs/ Academic Councils.

2. It has been observed recently that few training institutes are sending copies of correspondence with MMDs to Directorate and similarly, correspondence meant for Directorate are also forwarded to MMDs. In certain cases MMDs are again forwarding to Directorate the copies, which have been already received in this Directorate.

3. The Directorate and MMDs have adequate workload and such duplication of correspondence only adds to the heavy existing workload. The double processing of same correspondence further adds to delays.

4. In view of above, all training institutes are advised to send only relevant correspondence to the relevant offices i.e. concerned branches of the Directorate or the MMDs, as the case may be, without endorsing copies of other offices

**Sd/-**

**( A. Shukla )**

**Asstt. Director General of Shipping**