



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

Dated 05.03.2025

STANDARD OPERATING PROCEDURE (SoP)

Subject: Suspension Procedure for Malpractice in Examination of Seafarers by DGS-Approved Doctors

1. Introduction

The Directorate General of Shipping (DGS), through MS Notices 01 of 2015, 08 of 2023, and 10 of 2024, has established guidelines for the approval of medical examiners for seafarers in accordance with Rule 4 of the MS Medical Examination Rules, 2000. These guidelines aim to ensure the highest standards of medical examination for seafarers.

However, instances of misconduct by approved medical examiners have been observed, including non-compliance with prescribed guidelines. This Standard Operating Procedure (SoP) outlines the criteria, process, and consequences for the suspension and debarment of medical examiners found guilty of malpractice.

2. Scope

This SoP applies to all DGS-approved medical examiners responsible for conducting medical examinations of seafarers.

3. Criteria for Suspension and Debarment

The following table summarizes the identified misconducts and the corresponding suspension periods:

Sr. No.	Misconduct in Examination of Seafarers	Suspension Period
1	Furnishing fabricated documents for DGS approval	Lifetime
2	Fraud in submission or non-compliance with required infrastructure	One year
3	Non-compliance with laboratory requirements (NABL/NABH)	Three months

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4	Conducting examinations at unauthorized locations	Six months
5	Failure to upload medical examination reports	Three months
6	Issuing fabricated medical fitness certificates	Lifetime
7	Submitting fabricated medical fitness certificates of seafarers	One year
8	Non Availability of Medical record	One year
9	Major discrepancy observed in clinic	One year

4. Procedure for Suspension

4.1 Reporting and Investigation

- Any misconduct by a DGS-approved medical examiner must be reported to the Directorate.
- The Directorate will initiate an inquiry and may form a committee to investigate the allegations.

4.2 Communication of Allegations

- The medical examiner will be notified in writing of the allegations and will be given an opportunity to respond.
- The response must be submitted within 7 working days from the receipt of the notice.

4.3 Decision on Suspension

- Based on the investigation findings, the Directorate will determine the appropriate penalty in accordance with the criteria outlined in Section 3.
- The decision will be communicated to the medical examiner in writing.

4.4 Implementation of Suspension

- The suspension period will begin from the date specified in the suspension order.

5. Appeal Process

- A medical examiner may appeal the suspension order within 30 days of receiving the order.
 - Appeals must be submitted to the Directorate in writing, along with supporting documents.
 - The Directorate will review the appeal and issue a final decision within 60 days.
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6. Responsibilities

6.1 Directorate General of Shipping

- Monitor compliance with guidelines.
- Investigate allegations of misconduct.
- Enforce penalties in accordance with this SoP.

6.2 Medical Examiners

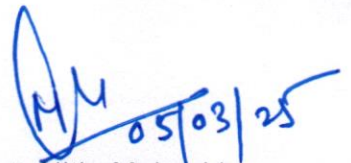
- Adhere to DGS guidelines and regulations.
- Maintain transparency and integrity in conducting medical examinations.

7. Revision and Review

This SoP will be reviewed periodically and updated as necessary to address emerging issues and improve transparency in the suspension process.

8. Effective Date

This SoP is effective from the date of issuance of the circular.



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