

A FRAMEWORK OF TRANSPARENCY AUDIT
DIRECTOR GENERAL OF SHIPPING
<https://dgshipping.gov.in/>
Organisation and Functions

Date last updated (01/08/2020)

1.2	Power and duties of its officers and employees[section 4(1)(b)(ii)]	<p><u>(i) Powers of duties of Officers (administrative, financial and judicial)</u></p> <p><u>ADMINISTRATIVE WING – FUNCTIONS AND DUTIES</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 thereunder, etc. and also discharge functions in accordance with the administrative instructions and guidelines issued by the Government of India from time to time. The powers and duties of each category of officers are as shown below:-</p> <p style="text-align: center;">DIRECTOR GENERAL OF SHIPPING</p> <ul style="list-style-type: none">• As Head of the Maritime Administration, he executes the administrative, financial and statutory functions of the Directorate General of Shipping and controls the activities of its allied offices.• Administration of the Merchant Shipping Act, 1958 on all matters relating to shipping.• Formulation of shipping policy and legislation for development of shipping and augmentation of shipping tonnage.• Formulation of policy on promotion of maritime education and training.• Supervision and control of the examination and certification of the merchant navy officers in various grades.• Regulation of employment of seamen and their welfare.• Formulation of policy on development of coastal shipping and sailing vessel industry.• Supervision and control of implementation of various International Conventions relating to safety of ships, prevention of pollution and other mandatory regulations of the International Maritime Organization.• Representing India in international forums relating to shipping, maritime training and allied matters.
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	<ul style="list-style-type: none">• Supervision and control of quality assurance in all areas of shipping, merchant navy training, etc. <p>ADDITIONAL DIRECTOR GENERAL OF SHIPPING</p> <ul style="list-style-type: none">• Administration of the Merchant Shipping Act, 1958 and the Rules framed there under to the extent powers of Central Govt. and Directorate General of Shipping are delegated to Joint Director General.• Measures to ensure safety of life and ships at sea, coordination with various agencies.• Evolution of policies for development of Indian Shipping.• Servicing International Conventions relating to Merchant Shipping.• Provision of facilities for training of officers and ratings of the Merchant navy.• Regulation of Employment of Seamen and Welfare of Seamen.• Regulation of Ocean freight rates in overseas trade/coastal trades.• Administration of Director General (Shipping) Headquarters and Allied offices. <p>DEPUTY DIRECTOR GENERAL OF SHIPPING</p> <ul style="list-style-type: none">• Administration of the Merchant Shipping Act, 1958 and Rules framed there under to the extent of powers of Central Government and the Directorate General of Shipping delegated.• Measures to ensure safety of life and ships at sea.• Coordination with the ship-owners, maritime unions and other stakeholders of similar interests.• Evaluation of policies for development of Indian shipping including coastal shipping and sailing vessel industry.• Participation in International Conventions relating to merchant shipping and implementation of its regulations.• Execution of policies on training of officers and ratings of the merchant navy.• Regulation of employment of seamen and their welfare.• Administration of Directorate General of Shipping and supervision of the general administrative matters of its allied offices.
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	<ul style="list-style-type: none">• Implementation of the policies of the Government on shipping related matters.• Supervision and control of the financial administration of the Directorate General of Shipping and its allied offices and any other duties assigned by the Director General of shipping from time to time. <p>ASSISTANT DIRECTOR GENERAL OF SHIPPING / EXECUTIVE OFFICER</p> <ul style="list-style-type: none">• Functions as Head of various Branches of the Directorate as per allocation of duties.• Executes the orders of the superior officers in accordance with the Rules, regulations, guidelines and norms stipulated by the Government of India.• Supervision and control of the respective Branches and the staff working under them.• Assists the Joint Director General of Shipping / Deputy Director General of Shipping in formulation of the policy matters relating to shipping, maritime education and training, etc.• Functions as Head of Office/Drawing and Disbursing Officer as and when assigned.• Initiates action on implementation of various policies relating to development of shipping, promotion of training, etc.• Initiates action on disposal of various representations received from the members of public.• Initiates action for framing of recruitment rules, recruitment of officers and staff and processing of their personal matters.• Initiates action on settlement of pension cases in accordance with the Rules in force.• Carry out any other work as and when assigned by the superior officers. <p>JOINT DIRECTOR / ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)</p> <ul style="list-style-type: none">• Translation of materials from Hindi to English and vice versa and vetting of translated materials.• Acquainting the officers/staff of the Directorate with provision of the Official Language Act, Rules and orders, etc. relating to the use of OL.• Hindi training to the officers and staff.• Preparation of Hindi training roster for the officers/staff and its updating.
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	<ul style="list-style-type: none">• Implementation of the decision taken in the official language meeting.• Preparation of reports for the Hindi Salahkar Samiti meeting and action on the decision taken in the Samiti.• Preparation of annual assessment reports.• Compilation, consolidation and preparation of quarterly progress reports regarding progressive use of official language.• Inspection of the allied/subordinate offices regarding use of Hindi.• Inspection regarding use of Hindi by the Committee of Parliament of official language of the Directorate and its allied/subordinate offices.• Participation in the Inspection programme of the Committee of Parliament of official language.• Follow up action on the resolution of the report of the Committee of Parliament on official language.• Conducting inspection of the sections and allied/ subordinate offices of the Directorate to ensure proper implementation of the policy.• Preparation of report on Chal Shield to be sent to the Department of Shipping.• Introduction of the Chalshield scheme for DG Shipping and allied/subordinate offices.• Inspection of the DG by Regional Implementation office, Department of Official Language, Ministry of Home Affairs and Department of Shipping from time to time.• Publication of Nauvahan Bharati Magazine.• Organization of Hindi workshop/special workshop/ official language seminar.• Organization of Hindi Pakhawara/Hindi competitions.• Work relating to Town Official Language Implementation Committee and participation in the said meeting.• Introducing incentive schemes for promoting official language.• Various correspondences with the voluntary organization for progressive use of Hindi.• Administrative work of the Hindi Section.• Notification of allied/subordinate offices of the Directorate under the OL Rules 10(4).
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	<ul style="list-style-type: none">• Work relating to specification of work by the officers/staff proficient in Hindi under the OL Rules 8(4).• Any other work relating to implementation of official language policy. <p>SENIOR PRIVATE SECRETARY</p> <ul style="list-style-type: none">• Taking down dictation of letters/notes/reports, minutes of meeting, etc. and its transcription.• Receiving mails such as letters/faxes/e-mails, etc., its diarising and distribution to the concerned Officers/Branches.• Maintaining inward and outward movement of files/notes, etc. received from officers/sections.• Fixing up of appointment of Officer and altering/canceling, if any.• Maintenance of Officer's engagement diary.• Making travel arrangements for Officer's tour, domestic as well as foreign.• Attending and screening of telephone calls.• Maintaining of files connected with the meetings, agenda items, board meetings, etc.• Monitoring/chasing replies to VIP references and Parliament Questions.• Drafting and noting. <p>NAUTICAL WING - FUNCTIONS AND DUTIES</p> <p>The following functions and duties are being performed by the Nautical wing: -</p> <ul style="list-style-type: none">• Examination (Nautical) - Conduct and issuance of certificates for all grades including foreign going, near coastal vessel, fishing and dredging grades.• Casualty Investigation - Merchant vessels, fishing vessels, sailing vessels registered under Merchant Shipping Act and other seagoing vessels in Indian ports and plying near Indian coast.• ISPS Code – Approval of port facility, security assessment, port and ship security plans, verification of port and ship security plan implementation and issuance of statement of compliance for ports and ships security certificates to ships.
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	<ul style="list-style-type: none">• Piracy - Data compilation, legislation and policy decision for Indian ports, Indian coast and ships. Deliberations with other national and international agencies dealing with piracy.• Life Saving Appliances – Plan approval for ships, proto type approval and type approval for use on board Indian ships.• Training - Navigation, cargo, operation of ship and care of persons, communication ISPS for seafarers and port personnel - preparation of guidelines and technical advice.• Plan approvals - Life Saving Appliances, Light & Sound Signals, Shipboard Oil Pollution Emergency Plan (SOPEP), Shipboard Marine Pollution Emergency Plan (SMPEP), Procedure and Arrangement Manual (P&A Manual), Global Maritime Distress & Safety System (GMDSS), Automatic Identification System (AIS) and Wheelhouse arrangement.• Registration – Allocation of name, call sign, signal letters & MMSI number, maintenance of central registry and mortgages.• Navigational Safety in Ports - Co-ordination with Chief Hydrographer and DGLL to ensure navigational safety in private ports. Issuance of guidelines and Navigational Safety in Ports Committee (NSPC) clearance to private ports.• VTMS (Vessel Traffic Management Systems) - Co-ordinate with DGLL and Chief Hydrographer for planning, manning, maintenance and training related to various VTMS schemes on Indian coast.• Lighthouses and Lightships (DGLL) – Interact with DGLL and advice on installation, maintenance, modification and modernization of Light House, Light Ships and Light buoys.• Safe Manning – Issue safe manning guidelines for nautical and communication discipline.• Dispensation (Manning) - Safe manning, age, family and supernumerary's dispensation.• Dispensation (Equipment) – Life saving, Lights and Sound signals, radio equipment, navigational equipments and cargo equipment dispensation.• Inland waters - Declaration of inland water limits, granting of voyage permissions, formulation of policy and guidelines for plying I.V. vessels beyond I.V. limits.• Pollution – Representation in Civil Liability Convention (CLC), Fund Convention, Cess collection, Co-ordination with Coast Guard and chemical pollution, formulation of policy and guidelines for
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	<p>related areas of SOPEP, SMPEP, P&A & oil pollution compensation.</p> <ul style="list-style-type: none">• Search & Rescue – Formulation of policy, guidelines and co-ordination with Coast Guard, ships and shipping companies.• Quality – Implementation of quality requirements as prescribed under Standards of Training Certification and Watch keeping (STCW) Convention. Periodical internal and external audits and maintenance of ISO 9001 certificate.• Parliamentary questions – Advise Director General of Shipping on questions dealing with functions of nautical wing.• International Maritime Organization (IMO) – Preparation of brief, attending meetings, implementing Conventions, Codes, Circulars and Guidelines relevant to nautical wing.• Maritime State Development Council (MSDC) – Preparation of brief, attending meetings and implementation of directives relevant to nautical wing.• Naval documents – Formulation of policy, guidelines and interaction with Navy for carriage of naval documents on Indian Merchant Vessels.• Crisis / Disaster Management – Preparation of crisis/disaster management plans, policy, guidelines and coordination with different agencies for various types of maritime disasters such as cyclone, tsunami, earthquake, fire, pollution, hijacking and other security related incidents.• Long Range Identification and Tracking (LRIT) – LRIT's main purpose is for National & International: Search & Rescue, Security and Environmental protection. LRIT tracks vessels globally and is also useful for tracking and monitoring ships in coastal areas. <p>NAUTICAL ADVISER TO THE GOVERNMENT OF INDIA - POWERS AND DUTIES</p> <p>The Nautical Adviser to the Government of India exercises statutory powers under Merchant Shipping Act 1958, Rules made there under and other directives of Ministry of Shipping and Director General of Shipping to execute the following functions:-</p>
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	<ul style="list-style-type: none">• Examination (Nautical) - As Chief Examiner of Master & Mates supervise overall conduct of examination grades and issue Certificate of Competency for all grades of Master & Mates including Foreign Going, Near Coastal Voyages, Fishing and Dredging Grades.• Casualty Investigation - As In-charge casualty investigation, have the casualty investigations conducted in all marine casualties on Indian merchant ships, fishing vessels, sailing vessels registered under Merchant Shipping Act and other seagoing vessels in Indian ports and on Indian coast involved in marine casualty.• ISPS Code – As In-charge implementation of ISPS Code, monitor the approval of port facility security assessments, port facility and ship security plans, verification of port facility and ship security plan implementation and issue statement of compliance for ports and ship security certificates.• Piracy – As In-charge of piracy cell compiles data received from the ports and other sources on piracy and advises the Central Government in policy and legislation matters.• Plan approvals – As In-charge of nautical wing have all relevant plans for use on board approved such as Life Saving Appliances, Lights and Sound Signals, Shipboard Oil Pollution Emergency Plan (SOPEP), Shipboard Marine Pollution Emergency Plan (SMPEP), Procedure and Arrangement Manual (P&A Manual), Global Maritime Distress & Safety System (GMDSS) Retrofit Plans, Automatic Identification System (AIS), Wheelhouse Arrangement, Cargo Securing Manual and Bilge Alarm for the hold as per the provision of various International Conventions and Merchant Shipping Act.• Rules framing and implementation under the M.S. Act – As In-charge of nautical wing frame, amend, review and implement rules, issue notifications, circulars, clarifications on all matters dealt by nautical wing such as Registration of Indian Ships, Carriage of Cargo including International Maritime Dangerous Goods (IMDG), Containers, Solid Bulk Cargo, Timber, Grain, Cargoes of IBC and IGC Codes, etc., Safety of Navigation including Collision Regulations, Life Saving Appliances and arrangements, Global Maritime Distress and Safety Systems, Search & Rescue, Wreck & Salvage, ISPS Code, Examination & Certification of Deck Officers and Ratings,
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		<p>Pollution (SOPEP, SMEPP, P&A, Compensation) salvage, towage, insurance, P&I Clubs, stowaways, arrest of ships and other maritime conventions relevant to nautical wing.</p> <ul style="list-style-type: none">• Registrations of ships – As In-charge, maintain and updates Central Registry of Indian Ships. Advise Central Government on all matters related to promoting augmentation of Indian fleet.• Training – As In-charge advise Director General of Shipping on formulation of guidelines for courses pertaining to Navigation, Cargo, Operation of ships, care of persons and communication function under the STCW Convention, ISPS Code, casualty investigations and other courses relevant to nautical wing.• Navigational Safety in ports – As Chairman of Navigational Safety in Port Committee (NSPC) advise the Central Government on safe entry, berthing, operations and exit from ports. Coordinate with Chief Hydrographer and Director General of Lighthouses & Lightships (DGLL) for enhancement of safety of private ports.• VTMS (Vessel Traffic Management Systems) - Co-ordinate with DGLL and Chief Hydrographer for planning, manning, maintenance and training related to various VTMS schemes on Indian coast.• Lighthouses and Lightships (DGLL) – As a Member of Central Advisory Committee appointed under the Lighthouse Amendment Act, 1985 on behalf of D.G. Shipping advise the Central Government on installation, maintenance, modification and modernization of Light House, Light Ships and Light buoys on the coast of India• Safe Manning – Advise DG Shipping on minimum safe manning of crew on Indian ships for nautical discipline.• Dispensation – Prescribe guidelines and issue dispensation for Safe Manning, age of crew, family members of crew and for sailing of other supernumeraries on board Indian ships.• Towage & Voyage Permissions – Formulate policies and guidelines on towing of ships and Single / Seasonal Voyage Permissions to Indian ships.• Inland waters – Advise the Central Government on matters relating to declaration of limits for Inland waters and formulate policies and guidelines for Voyage Permissions to vessels plying beyond I.V. Limits.
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	<ul style="list-style-type: none">• International Maritime Organization (IMO) – Prepare brief for D.G. Shipping and Secretary (Shipping), attend meetings on behalf of DG Shipping as delegate, participate in other meetings and brief other officers as directed by D.G. Shipping on matters pertaining to Nautical Wing.• Pollution – Attend meetings on International Fund for Oil Pollution Compensation on behalf of D.G. Shipping, Coordinate with Coast Guard and other agencies on matters relating to cess collection, Oil and chemical pollution and compensation under Civil Liability and Fund Conventions. Monitor approval of SOPEP, SMPEP and P&A manuals.• Search & Rescue – Coordinate with Search and Rescue (SAR) Board and in particular Indian Coast Guard, ships, shipping companies, next of kin of the seafarers and ports.• Crisis/Disaster Management – As a nodal officer in-charge of crisis/disaster management for ships in the Directorate General of Shipping, prepare policy guidelines and coordinate with different agencies for various types of maritime disasters such as cyclone, tsunami, earthquake, fire, pollution, hijacking and other security related incidents.• Miscellaneous – Advise Ministry of Shipping, Director General of Shipping, various wings of the Directorate, State Governments, Shipping Industry, Navy, Coast Guard, Chief Hydrographer, DGLL, ports, shipping company, training institutes, subordinate offices and other stakeholders on all matters dealt by nautical wing. <p>DEPUTY NAUTICAL ADVISER TO THE GOVT. OF INDIA-POWERS AND DUTIES</p> <ul style="list-style-type: none">• Conducting casualty investigations and coordinate with investigating agencies and Central Government.• Approval of ISPS related plans for ships and port facilities.• Coordination with the Principal Officers/ Surveyor-in-Charges, Mercantile Marine Departments and Indian Register of Shipping on the verification of security systems for ships and port facilities.• Issuance of security certificates and CSR to ships as well as certificates to the port facilities
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		<ul style="list-style-type: none">meeting the ISPS Code requirements.• Granting approval/exemption to Radio Equipments.• Approval to shore based maintenance agreement.• Looking into the matters pertaining to oil / chemical pollution.• Participation in Coast Guard meetings relating to SAR.• Functioning as management representative of Quality System for STCW examinations for seafarers.• Supervision of general administration of Nautical Wing.• Redressal of staff grievance matters of Nautical Wing.• Matters pertaining to Parliament Questions.• Conducting written and oral examinations for Master & Mates.• Preparation of and issuance of Certificates under STCW Conventions.• Reviewing of META Manual and advice amendments in line with STCW Code.• Issuance of MS Notices or Circulars relating to examination and manning.• Dealing with the cases pertaining to certification of Master & Mates and Certificate of Service.• Granting approval / exemption to navigational equipments.• Granting approval /exemptions to LSA, L&SS Plans for ships.• Granting approval to LSA Serving Stations.• Reviewing guidelines pertaining to training of Deck Department personnel.• Coordination with Training Branch, Shipping Industry and Training Institutes to monitor the effectiveness of training activities.• Reviewing cases of approval of training conducted by other countries.• Approval of name, call sign and Official No. to Indian ships.• Issuance of MMSI No. to EPIRB.• Issuance of DSC No. to ships.• Interaction with shipping companies and registrars of ships on registration related matters.• Issuance of MS Notices or circulars to the industry on registration matters.
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	<ul style="list-style-type: none">• Processing application for NSPC Certification or clearance.• Allocation of Surveyors for inspection of minor ports.• Matters relating to DGLL.• Framing of rules relating to carriage of cargoes.• Issuance of guidelines on safe manning, grant of dispensation to crew and family.• Issuance of guidelines pertaining to towage and voyage permission for Inland Water Vessels. <p>NAUTICAL SURVEYOR - POWERS AND DUTIES</p> <ul style="list-style-type: none">• Conduct of written and oral examinations in all Examination Centres.• Preparation of results and declare results after the approval of Nautical Adviser.• Evaluate of examination papers of Master & Mates.• Attending court related matters pertaining to examination.• Dealing with the cases relating to certification of Master & Mates and Naval Officers.• Issuance of MS Notices and Circulars pertaining to examination.• Examination of LSA Plans and approve them as per the relevant rules and matters pertaining to Chapter III of SOLAS and M.S. (LSA) Rules.• Matters pertaining to COLREG 72 and M.S. Prevention of Collision Regulation Rules including approval of L&SS Plans.• Matters pertaining to registration of Ships Convention and Rules including approval of name, call sign and official No. , MMSI No., etc. and to look into matters pertaining to registration / mortgages of ships.• Matters pertaining to Chapter IV of SOLAS including M.S. (Distress, Safety & Radio Communication) Rules.• Matters pertaining to Chapter VI, Chapter VII and Chapter XII of SOLAS and the Carriage of Cargo Rules, IMDG Code, etc. including grant approval to Cargo Securing Manual, Bilge Alarms for cargo holds, etc. and to frame rules in this regard.• Matters pertaining to Chapter V of SOLAS and Safety of Navigation Rules navigational warning,
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		<p>etc. including approval of Towage, Voyage permissions.</p> <ul style="list-style-type: none">• Matters pertaining to Dredging.• Matters pertaining to Navigational Safety in Ports and relevant areas of Indian Ports Act including grant of NSPC clearance to ports after satisfactory verification as well as coordinate with Government agencies, State Government, Maritime Boards on NSPC matters.• Matters pertaining to Inland Vessels Act and operation of Inland Vessels.• Matters relating to DGLL on navigational aids.• Issuance of guidelines on safe manning, age dispensation and Family dispensation.• Approval/exemption of navigational equipment.• Matters pertaining to STCW, fishing vessel and alternative certification.• Matters relating to IGNOU, STCW(F).• Conduct of casualty investigation of ships.• Analysing Preliminary Inquiry Reports and prescribed preventive and corrective measures.• Issuance of casualty circular and send reports to Flag State, if necessary and reports to IMO.• Interaction with SAR Agencies and shipping companies during the occurrences of casualties.• Formulation of training courses for investigating Officers.• Examination and review of ships and port facilities Security Plan for approval.• Verification of Audit Reports of Codes and ships for issuance of certificates.• Interaction with security agencies, shipping companies and ports on security related matters.• Preparation of data base on piracy / arm robbery incidents and analyse them for preventive and corrective measures.• Review and approval of SOPEP / SMPEP Plans for ships.• Approval of procedure and arrangement Manual.• Approval of GMDSS Retrofit Plans and AIS Plans for ships.• Approval of Medical Examiners under Medical Examination Rules.• Dealing with court cases relating to Medical Examination of seafarers.• Collection of data of permanent unfit seafarers and analyze for cause and effects on ship
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		<p>operations.</p> <ul style="list-style-type: none">• Review of Medical Examination Rules and data on Appellate Authorities.• Approval /exemption of Radio Equipment.• Allotment of MMSI No. to EPIRB.• Approval of shore base maintenance contract.• Dealing with the cases relating to shore wireless station and WIG Messages.• Dealing with the matters relating to oil / chemical pollution such as rules for Civil Liability, IOPC, Oil Cess and investigation into pollution incidents.• Attending meetings relating to NOS DCP / SAR and Security Council and disaster management as directed.• Assisting management representative under Quality System on implementation of Quality provision for Examination, Assessment and Examination.• Maintaining IMO Documents and establish Technical Library for Nautical Wing.• Framing Rules for Sailing Vessels operations and deal with matter relating to Sailing Vessel industry.• Handling issues relating to Naval Documents and Hindi implementation. <p>SR. RADIO SURVEYOR - POWERS AND DUTIES</p> <ul style="list-style-type: none">• Radio Communication matters, with International Maritime Organisation, Ministry of Shipping, Ministry of Communication, India Registrar of Shipping, various shipping companies.• Promulgation of various MS Notices and NT Branch Circulars for Radio, Navigation equipments and LRIT.• Amendments to M S Distress & Safety Radio Communications Rules 1995.• Global Maritime Distress & Safety System (GMDSS):<ol style="list-style-type: none">i. GMDSS radio equipments scrutiny, queries from MMD and various companies.ii. Conducting GMDSS General Operators Certificate (GOC) examinations with Ministry of
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		<p style="text-align: center;">Communication (MOC).</p> <p>iii. Liaison with MOSRT&H, MOC & DGLL for NAVTEX stations on the coast of India.</p> <ul style="list-style-type: none">• Long Range Identification & Tracking (LRIT):<ul style="list-style-type: none">i. Implementation of LRIT as per IMO international requirements.ii. Establishment & functioning of LRIT National Data Centre (NDC) at D.G. Shipping.iii. Attend various Ad-hoc group meetings at IMO for LRIT.• Scrutiny and endorsing the GMDSS Shore Base Maintenance Contract (SBMC).• Assist in maintenance & functioning of DGS Communication Center.• Issuance/approval of Name, Official Number, Call sign and MMSI to MS Class vessels.• Development of E-governance module for issuance/approval of Name, Official Number, Call sign and MMSI to MS Class vessels.• Member of various Technical Advisory Committees as representative of DG Shipping for Communication & Navigating matters. <p style="text-align: center;">RADIO INSPECTOR - POWERS AND DUTIES</p> <p>Inspection of Radio Installation and other requirements under IMS Radio Rules, 1956, Section 10 of the M.S. Act, 1958 and Rules made there under which interalia include inspection and survey of entire wireless equipment on board the Merchant Ships irrespective of the Nationality of the ships with a view to ensuring.</p> <ul style="list-style-type: none">i. That the equipment carried is in compliance with national law and International convention in this behalf.ii. That the equipment is properly manned, maintained where it is necessary to make recommendation in respect of deficiencies, maintenance, rule requirements, andiii. That the standard of maintenance is as to give sufficient service atleast for a period of next 12 months.
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	<p>ENGINEERING WING – POWERS AND DUTIES</p> <p>The following functions and duties are being performed by the Engineering wing:-</p> <ul style="list-style-type: none">• Examination (Engineering) - Conduct and issuance of certificates of Competency for Engineers for all grades including foreign going, near coastal vessel, fishing and dredging vessels.• Casualty Investigation - Merchant vessels, fishing vessels, sailing vessels registered under Merchant Shipping Act and other vessels on Indian coast.• ISM Code – ISM Audits of shipping companies and ships and issuance of certificates to ships and office.• Fire Fighting Appliances – Inspection and approval for use on Indian ships.• Training - Engineering, preparation of guidelines and technical advice and approval as per STCW Convention and DG Shipping guidelines.• Plan approvals – Fire Fighting Appliances and Control Plans, Oil Discharge Monitoring Control, International Oil Pollution Prevention equipment under MARPOL, Fuel Oil Control Plans, P & A Manuals, etc.• Registration – Shiprepairing Unit, Bunker Suppliers• Workshop Approval – Workshops involved in manufacturing and servicing of fire fighting appliances and equipment, Life Saving Appliances• Safe Manning – Engine discipline for ships• Dispensation - Safe manning, age, family and other supernumeraries.• Pollution – Technical Investigation into Oil Pollution incidents, enforcement of MARPOL 73/78.• Scrutiny – Technical scrutiny of proposal for ships acquisition, Price reasonableness for ships built by Indian Yards claiming subsidy from Government• Flag State Implementation - application and enforcement of SOLAS Regulations for Cargo and Passenger Ships• Quality – Implementation of Standards of Training Certification and Watch keeping (STCW).• Parliamentary questions – Dealing with the questions relevant to engineering wing.
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	<ul style="list-style-type: none">• International Maritime Organization (IMO) – Preparation of brief, Attending meetings, implementing Conventions, Codes, Circulars and Guidelines relevant to Engineering wing• Ballast Water – Control, management and enforcement of Ballast Water discharge from ships as per the Convention <p>CHIEF SURVEYOR WITH THE GOVERNMENT OF INDIA - POWERS AND DUTIES</p> <p>The officers of the Engineering Wing perform the following powers and duties:-</p> <p>The Chief Surveyor with the Government of India exercises statutory powers under Merchant Shipping Act, 1958 and Rules made there under to execute the following functions:-</p> <ul style="list-style-type: none">• Approval of plans of hull, machinery, equipments of fire fighting and oil pollution for vessels built in India and abroad.• Approval of operating manuals and documents for loading and operation of Indian vessels.• Monitoring of various statutory certificates issued by Classification Societies such as Cargo Ship Safety Construction, International Oil Pollution Prevention Certificate and Certificate of Fitness on behalf of Indian Maritime Administration.• Formulation of Rules and regulations under Merchant Shipping Act, 1958 pertaining to survey, safety, pollution prevention and examination.• Technical scrutiny of proposals for acquisition of ships by Indian ship-owners.• Investigation into pollution incidents.• Scrutiny of casualty reports and initiation of follow up and corrective action.• Examination and certification of Marine Engineers.• Matters relating to training and standards of merchant navy personnel on engineering side.• Approval and monitoring of various workshops and institutions imparting training to Marine
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	<p>Engineers.</p> <ul style="list-style-type: none">• Control of statutory surveys of Indian vessels abroad.• Matters relating to shipbuilding, ship repairing and ancillary industry and for development of indigenous production of machinery and equipments.• Enforcement of various international instructions relating to safety and pollution prevention.• Coordination in matters relating to approval of Classification Societies.• Implementation of International Conventions on ISM/STCW Codes.• Development of examination system for Marine Engineers and their approval.• Technical examination of particulars of ships from engineering angle proposed to be acquired by Indian owners.• Registration of bunker suppliers.• Guidance and advice to Mercantile Marine Departments on technical matters.• Formulation of Rules and regulations under Merchant Shipping Act, 1958 pertaining to survey, safety, pollution prevention and examination.• Dispensation regarding requirements of Engineers and other statutory requirements.• Advisory functions to the Directorate General of Shipping and the Ministry of Shipping on policy formulation relating to Indian shipping, merchant navy training and allied matters.• Attending IMO meetings.• Coordinating port reception facilities, ship recycling guidelines. <p>DEPUTY CHIEF SURVEYOR WITH THE GOVT. OF INDIA - POWERS AND DUTIES</p> <ul style="list-style-type: none">• Flag State Implementation under SOLAS 1974.• Monitoring of Survey and Certification of Cargo and Passenger Ships.• Approval of plans relating to Safety of Ships.• Carrying out audits and certification of ships and Shipping companies under International Safety Management (ISM) Code.• Issue of Document of Compliance.
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	<ul style="list-style-type: none">• Issue of Safety Management Certificate.• Detection of violations and enforcement of the Convention – investigations under MARPOL 73/78.• Investigation into shipping casualties.• Approval of procedures and arrangements on discharge of noxious liquid substances.• Monitoring of reception facilities.• Approval to oil discharge monitoring and control system and oil filtering equipment• Implementation of Annex II, III, IV, V & VI of MARPOL 73/78.• Training, Assessment and Examination of Marine Engineers under STCW 95.• Issue of Certificates of Competency to Marine Engineers.• Preparation of Circulars, M.S. Notice, etc. pertaining to examination & certification.• Implementation of Quality Standards.• Scrutiny and approval of Ship Repairing Units.• Approval of Fire Fighting Appliances and Workshops.• Representing DG Shipping at various meetings.• Representing DG Shipping on Technical Committee of Indian Register of Shipping and other Classification Societies.• Attending International Maritime Organization (IMO) Sub Committee meetings with respect to MEPC.• Representing DG Shipping in advisory capacity in Government bodies and Institutions.• Scrutiny of applications for conducting STCW Modular Courses and Preparatory Courses.• Setting of question papers for all grades of Marine Engineer Officer Examinations.• Scrutiny of IMO documents received in the Engineering branch.• Preparation of comments on International Maritime Organization (IMO)/MoS matters. <p>ENGINEER AND SHIP SURVEYOR - POWERS AND DUTIES</p>
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	<ul style="list-style-type: none">• Carrying out ISM audits as and when nominated.• Scrutiny and analysis of the ISM audit report of ships/shipping companies.• Preparation of DOC/SMC certificate.• Implementation of International Safety Management (ISM) Code.• Assessment and conduct of oral examination for Marine Engineers.• Setting of question papers for all grades of Marine Engineer Officer Examination.• Grant of dispensation for Safe Manning of Ships.• Any other work as and when entrusted by Deputy Chief Surveyor with the Government of India.• Scrutiny of proposals for Trainee Marine Engineers Courses.• Scrutiny of proposal for approval of faculty for training institutes.• Monitoring of Port Reception facilities.• Scrutiny for contravention of MARPOL regulation by Indian vessel abroad.• Technical investigation into Ships Casualties and Oil Pollution incidents.• Supervision of construction and repairs of vessels carried out by MMD Surveyors and recovery and apportionment of fees.• Preparation of reports with respect to MARPOL 73/78 for IMO.• Any other work as and when entrusted by Deputy Chief Surveyor with the Government of India.• Scrutiny of EXN 37 BC received from Mercantile Marine Departments.• Preparation of hard cover Certificates of Competency for Marine Engineer Officers.• Assessment of sea service particulars of Naval Officers and issuance of Certificate of Service and attending related Court case matters.• Assisting Deputy Chief Surveyor with the Government of India in implementation of STCW 1995 Rules and quality system procedures.• Scrutiny of machinery, equipment and plans of ships and that of lifeboat davits and winches.• Preparation for Flag State Model Audit.• Attending meetings on behalf of D.G. Shipping as and when required.• Matter connected with Indian Standard Institutions (Bureau of Indian Standards).
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	<ul style="list-style-type: none">• Scrutiny for casualty/analysis (mainly fire & explosion).• Implementation of Ballast Water Management programme.• Scrutiny of Fire Control Plans of Ships.• Scrutiny of applications for registration of Ship Repairing firms as Ship Repairing Units.• Scrutiny of fire fighting appliances/workshop.• Scrutiny of Oil Discharge Monitor and P&A Manuals. <p>NAVAL ARCHITECTURE WING – POWERS AND DUTIES</p> <p>The officers of the Naval Architecture Wing perform the following powers and duties:-</p> <ul style="list-style-type: none">• Port State Control and Flag State Control – Monitoring of inspections and activities, upkeep of database, investigation of PSC/FSI detention cases, report to IMO/IOMOU.• Plan approval – Structural Fire Protection, Crew Accommodation, Design and structural plans.• Approvals - Trim and Stability, Damage Stability, Grain Stability, Sub-division Calculations, Tonnage Computations.• Manual Approval – Loading operations and cargo securing manuals.• Load line assignment – Assignment of Govt. of India Load Line.• Certificates – Issuance of Load line Certificates.• Technical Clearance – Scrutiny of proposals for ships acquisition.• Parliamentary questions – Dealing with the questions relevant to Naval Arch Wing.• International Maritime Organization (IMO) – Preparation of brief, attending meetings, implementing Conventions, Codes, Circulars and Guidelines relevant to Naval Arch Wing.• Monitoring – Review of Condition Assessment Scheme Survey reports, issue of Statement of Compliance.• Survey - Survey matters pertaining to Hull and Load Line.• RO's work - Monitoring of survey work delegated to ROs.
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	<ul style="list-style-type: none">• Design approval - Approval of designs for Life Boats, Rescue Boats and Life Rafts.• Material approval – Approval of Structural Fire Protection materials such as Fire Class Doors, Bulkhead and Ceiling Panels, Flooring, Insulation, Curtains, etc. <p style="text-align: center;">CHIEF SHIP SURVEYOR WITH THE GOVT. OF INDIA - POWERS AND DUTIES</p> <p>The Deputy Chief Ship Surveyor with the Government of India derives powers from the Merchant Shipping Act, 1958 and Rules made thereunder and executes the following functions in accordance with the provision of MARPOL, SOLAS Conventions:-</p> <ul style="list-style-type: none">• (a) Approval of General Trim and Stability, Grain Stability and Damage Stability Booklets.• (b) Approval of Cargo Securing Manuals/Bulk Cargo loading/unloading sequence manuals.• Approval of sub-division calculations of passenger ships.• Approval of ship's design and structural plans.• Approval of Crew Accommodation lay out plans, Ventilation plans, Piping, lighting and Insulation plans.• Approval of insulation, flooring and other furnishing materials as per IMO Requirements.• Technical clearances from Hull, Load line and accommodation point of view for ships acquisitions/advice on price reasonableness etc.• Examination of Marine Casualty reports related to capsizing, sinking due to defective hulls etc. and subsequent follow up actions.• Issuance of Executive Orders and Framing and updating of rules under various IMO Conventions/M.S. Act provisions relating to structural strength, sub-division, general stability, grain stability, damage stability, Load Line, structural fire protection, passenger spaces and passenger amenities, special purpose ships, crew accommodation, tonnage, special requirements for gas and chemical carriers, survey requirements etc.
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	<ul style="list-style-type: none">• Tonnage computations approval.• Examination of Load Line Surveys/assignment reports from Classification Societies/Mercantile Marine Departments.• Assignment of Government of India Load Line and issue of International/India Load Line Certificates.• Miscellaneous cases pertaining to temporary operating permissions beyond I.V. Limits.• Miscellaneous matters pertaining to various queries received from Industry/Ministry on Ship's Design/Hull Surveys matters etc.• Processing of various exemptions required from the rules requirements.• Study of various IMO documents relating to design, construction, fire protection; stability, subdivision and equipment approval matters etc. of ships for further necessary follow up action.• Exemption of Port State Control/Flag State Inspection reports and necessary follow up action with owners/IMO/Classification Societies.• Examination of Class reports/Safety Construction Survey reports concerning hull and Load Line matters and necessary follow up action.• Miscellaneous matters concerning extension of surveys/certificates etc.• Conducting quarterly Port State Control Meetings with I.N.S.A./Classification Societies.• Handling of all Maritime Safety Committee related matters/including submission of documents to IMO, besides deciding on India's initiative on various matters proposed to be discussed at MSC. And thereafter all the necessary follow-up actions.• All the matters relating to IOMOU Secretariat on Port State Control matters.• Implementation of Condition Assessment Scheme for single hull tankers.• Implementation of Enhanced Survey Programme for Bulk carriers and tankers.• Implementation of ISM matters relating to hull and load line issues.• Sailing vessels surveys and certification matters.• Fishing Boats hull survey and certification matters.• Decision with regards to rules applicable to special types of vessels or vessels with novel design.
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		<p style="text-align: center;">DEPUTY CHIEF SHIP SURVEYOR WITH THE GOVT. OF INDIA - POWERS AND DUTIES</p> <p>The Deputy Chief Ship Surveyor with the Government of India derives powers from the Merchant Shipping Act, 1958 and Rules made thereunder and executes the following functions in accordance with the provision of MARPOL, SOLAS Conventions:-</p> <ul style="list-style-type: none">• Scrutiny and approval of crew accommodation plans, structural, passenger spaces, lifeboats, inflatable liferafts, rescue boats, structural fire protection etc.• Scrutiny and approval of general trim and stability, grain stability and damage stability booklets.• Scrutiny and approval of cargo securing manuals/bulk cargo loading/unloading sequence manuals.• Scrutiny and approval of sub-division calculations of passenger ships.• Approval of insulation, flooring and other furnishing materials as per IMO Requirements.• Technical clearances from hull point of view for ships acquisitions/advice on price reasonableness etc.• Examination of marine casualty reports related to capsizing, sinking due to defective hulls etc.• Issuance of Executive Orders and framing and updating of rules under various IMO Conventions/Merchant Shipping Act.• Approval of tonnage computations.• Examination of load line Surveys/assignment reports from Classification Societies/Mercantile Marine Departments.• Assignment of Government of India load line and issue of International/India Load Line Certificates.• Miscellaneous cases pertaining to temporary operating permissions beyond I. V. Limits.• Miscellaneous matters pertaining to various queries received from Industry/ Ministry on ship's design/hull surveys matters etc.• Processing of various exemptions required from the rules requirements.
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	<ul style="list-style-type: none">• Examination of Port State Control/Flag State Inspection reports and necessary follow up action with owners/IMO/Classification Societies.• Examination of class reports/safety construction survey reports concerning hull and load line matters and necessary follow up action.• Miscellaneous matters concerning extension of surveys/certificates etc.• Conducting quarterly Port State Control meetings with shipping industry/ Classification Societies.• Handling of all Maritime Safety Committee related matters.• All the matters relating to IOMOU Secretariat on Port State Control matters.• Implementation of Condition Assessment Scheme for single hull tankers. <p>SHIP SURVEYOR - POWERS AND DUTIES</p> <ul style="list-style-type: none">• Scrutiny of Trim & Stability booklets of Cargo ships, Passenger ships, dumb barges and Fishing vessels for approval.• Scrutiny of Damage Stability booklets of passenger ships and cargo ships for approval.• Scrutiny of construction plans, subdivision and damage stability calculations of passenger ships built in India and abroad.• Scrutiny of Grain Stability booklets for approval.• Scrutiny of Tonnage computation & Tonnage plans for approval.• Scrutiny of Suez Canal Tonnage computations and Panama Canal Tonnage computations for approval.• Scrutiny of Crew Accommodation Plans of ships built abroad and in India.• Scrutiny of Loading Operations and Cargo Securing Manual.• Scrutiny of Structural Fire Protection Plans, Ventilation Plans and Piping Plans of ships built abroad and in India.
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	<ul style="list-style-type: none">• Scrutiny of Load Line documents, freeboard computations, strength and stability calculations for the purpose of assignment of Government of India Load Line.• Scrutiny of Life Boat, Rescue Boat and Life Raft designs/plans for the purpose of prototype approval.• ISM Audit of Indian Ships and Shipping Companies.• Examination of files pertaining to SAFCON, Load Line and CAS Surveys.• Monitoring and review of CAS surveys and final report.• Inspection, tests and trials of Life Boat / Rescue Boat prototypes.• Examination of cases for approval of Insulation, Paneling and Flooring materials, Fire Class Doors.• Monitoring PSC / FSI activities performed by MMDs and analyzing the Port State Control and Flag State Implementation Inspection reports forwarded by MMDs.• Monitoring and analyzing the PSC inspection reports in respect of Indian ships inspected abroad.• Up keep of PSC /FSI Inspection database in the computer.• Investigation of cases of Indian ships detained under PSC/FSI and initiate follow up actions with shipping companies & PSC authorities.• FSI inspection of ships detained under Port State Control. <p>JUNIOR SHIP SURVEYOR - POWERS AND DUTIES</p> <ul style="list-style-type: none">• Survey and inspection of sailing vessel.• Inspection of Hull including details relating to Form, Design, Stability Strength and sub-division etc.• Measurement of Passenger accommodation.• Survey of Load Lines.• Partial Survey of LSA during constructions and other duties arising under M.S. Act, 1958 and Rules framed there under.
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		<p>DUTIES OF OFFICE SUPERINTENDENT</p> <ul style="list-style-type: none">• Oversees the overall supervision and control of the activities of the respective Branch.• Supervision and control of the staff working under him/her.• Examination of cases put up by the Assistants with reference to the rules and regulations in force and recommend further action.• Maintenance of discipline amongst the staff members of the respective Branch.• Assist the Branch Officer in discharge of his functions with regard to the respective Branch.• Carry out any other duties as and when assigned by the superior officers. <p>DUTIES OF CARETAKER</p> <ul style="list-style-type: none">• Undertakes the supervision of the upkeep and maintenance of the office building and fixtures.• Supervision of the watch and ward of the office.• Oversees the cleanliness of the office premises and safety of the building.• Coordination with the CPWD and Municipality authorities for maintenance of the office building and its amenities.• Assist the Administration on all matters connected with the safety and security of the office premises. <p>DUTIES OF ASSISTANTS AND OTHER SUPPORTING STAFF</p> <ul style="list-style-type: none">• Responsible for receipt, distribution and accountability of all the references received in the Branch from the central diary.• Maintenance of section diary and processing of the receipts on respective files.• Examination of receipts with reference to Rules and regulations and putting up in the files with necessary notings.
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	<ul style="list-style-type: none"> • Preparation of draft replies, comments, circulars, affidavits, orders, etc. • Processing of the recruitment cases, pension and other service matters of officers and staff. • Assisting the Office Superintendent and Branch Officer in disposal of references received from members of public, officers and staff members. • Maintenance of service records and Annual Confidential Reports of officers and staff members. • Preparation of budget proposals and returns on revenue and expenditure. • Preparation of periodical reports on various matters. • Carry out any other duties as and when assigned by the Office Superintendent and superior officers. <p style="text-align: center;">DUTIES OF STENOGRAPHER</p> <ul style="list-style-type: none"> • Taking down dictation of letters/notes/reports, minutes of meeting, etc. and its transcription. • Maintaining inward and outward movement of files/notes, etc. received from officers/sections. • Fixing up of appointment of Officer and altering/cancelling, if any. • Maintenance of Officer's engagement diary. • Making travel arrangements for Officer's tour, domestic as well as foreign. • Attending and screening of telephone calls. • Maintaining of files connected with the meetings, agenda items, board meeting, etc. • Drafting and noting.
	(ii) Power and duties of other employees: As above
	(iii) & (iv) <u>Rules/orders under which powers and duties are derived and Exercised</u> Under section 7 of the Merchant Shipping Act, 1958
	(v) <u>Work allocation</u> Work allocation has been done to different wings and branches depending their field.