

## **GUIDELINES FOR THE SAGAR SAMMAN AWARDS (SSA)**

### **1.1. Backdrop:**

1.1.1. Sagar Samman Awards (SSA) stand instituted, since several years now, to recognize excellence and outstanding contributions made in identified maritime sectors by entities / organizations. These are conferred annually under the aegis of the National Maritime Day Celebrations (Central) Committee [NMDC (C) C]. These awards find their genesis in clause (iii) (a) of the objects of the National Maritime Day Celebrations Committee which was registered as an association not for profit and also as a society on 24<sup>th</sup> February, 1989. This clause states that the objects of the said society include, among other things, “to recognize the services of seafarers and service of any other person connected in promotion of development of national shipping and other allied matters”.

1.1.2. Pursuant to the said object, guidelines have been formulated, from time to time, to determine eligibility criteria, process of selection and other matters related thereto. It is gathered, reliably, and then at the last occasion when these guidelines were reviewed was around 15 years ago. Hence, an imperative need was felt by the NMDC(C)C in 2018 to have a fresh relook at the extant guidelines, in perspective, with a view to updating the same. In this light the NMDC(C)C requested the Evaluation Committee to go into the existing guidelines and come up with considered suggestions in the above direction. Accordingly, the Evaluation Committee has, through extensive deliberations, over a period of time, framed the following guidelines for this purpose in supersession of the extant guidelines.

### **1.2. General :**

1.2.1. The Member-Secretary of the NMDC(C) C shall issue, latest by the last week of January of a given calendar year, a communication to the maritime sector stake-holders concerned, electronically and on the website of the Directorate General of Shipping, Govt. of India, Mumbai and through associated mode (as may be decided time to time by NMDC (Central) Committee), seeking nominations for the various Sagar Samman Awards.

1.2.2. Such nominations, in response, are required to be submitted electronically to the email ID (s) of the National Maritime Day Celebrations (Central) Committee in the office of the Director General of Shipping, Govt. of India Mumbai as indicated in the said communication, latest by the 28th February of the same calendar year.

### **1.3. Nomination:**

1.3.1. Nominations for various SSAs may be submitted by any entity (i.e., individuals, companies, firms, associations, organizations etc.) in the prescribed format enclosed with these guidelines. Where self nominations are made by individuals (natural persons), these should be accompanied by at least two recommendations made to that effect, in the prescribed format, by separate/distinct entities (viz., Eminent persons/organizations from the maritime sector), with their address, telephonenumber(s) and e-mail ID(s).

1.3.2. The entity making a nomination/recommendation shall provide a declaration-cum-undertaking that he/she/it has read the guidelines for the relevant award(s) and fully abides by the same as well as the decision(s) of the Evaluation Committee for these awards which shall be final and binding.

1.3.3. To enable a proper assessment and selection of an eligible nominee(s) for an award, nomination(s) shall be accompanied by complete and cogent details of the outstanding contributions, achievements and performances of the nominee(s) relating to the maritime sector and shall include the bio-data and other relevant details of the nominee(s) as specified in the application proforma for each category of award. The data/information provided for the purpose is with reference to the immediately preceding calendar year. Besides, the applicant(s) shall submit a formal self-declaration and undertaking that all the particulars and documents furnished by the nominee(s) with the respective application(s) are complete and correct in all respects. In the event of any award having been found to have been conferred on the basis of any false or fraudulent declaration or mis-statement, such award shall be liable to be revoked/ withdrawn, summarily, with the further liability that such an applicant/nominee shall stand permanently debarred from consideration for any such award in the future.

1.3.4. In case a nomination of an individual (natural/legal person) has been proposed by an entity, a letter shall also be submitted with the application to the effect that the consent of such an individual for consideration for nomination for the award concerned has already been obtained on record.

1.3.5. Incomplete, incorrect, unclear and illegible applications shall not be considered and are liable for rejection, summarily.

1.3.6. Nominations shall only be submitted electronically in the form of duly signed and scanned copies of the applications and accompanying documents.

1.3.7. However, in a given year, if no nomination is received for any specific category of award, the Evaluation Committee, for reasons to be substantiated and recorded in writing, may consider a suitable nomination(s), suo-moto.

1.4. **Evaluation:**

1.4.1 The National Maritime Day Celebrations (Central) Committee will send such nominations for evaluation to an Evaluation Committee. As decided in the NMDC(Central) Committee meeting held on 9<sup>th</sup> December 2019, Chairperson, NMDC(Central) Committee constitute an Evaluation Committee with 3 to 5 experts mostly of the rank of Additional Secretary and above every year to scrutinize the nominations received for NMD Awards. They will submit their final result along with detail reasons to the Chairperson, NMDC (Central) Committee. Final list of awardees will be declared by the Director General of Shipping.

1.4.2 The Member-Secretary, NMDC(C)C shall assist the Evaluation Committee in its deliberations.

1.4.3 No currently serving officer of the Government (Central/State/Union Territory) shall be considered for any award. Similarly, no such officer shall be considered for nomination as Chairperson of the Evaluation Committee.

1.4.4 The cooling-off period inter-se for any awardee to qualify again for either the 'Sagar Samman Varuna Award' and /or 'Sagar Samman Award for Excellence' will be five (5) years. Any nominee not awarded in a particular year would be eligible to be considered again during the subsequent year(s) if an application is submitted as per applicable procedures.

1.4.5 There would be no bar on an award being granted posthumously, subject to a maximum of five years from the demise of that entity (natural person). This is to ensure the element of relative contemporaneousness of the award.

1.4.6 If in any year if no nominee is found suitable for an award, the award shall not be given in that year.

1.4.7 The proceedings of the Evaluation Committee shall be governed by the aforesaid guidelines. Such proceedings shall be recorded in the form of formal minutes. These minutes, also comprising the recommendations for various categories of awards made by the Evaluation Committee, shall be furnished for consideration for their acceptance to the Chairperson, NMDC(C)C latest by the 15<sup>th</sup> of March of the given year.

1.4.8 The names of the award winners will be announced by the Chairperson, NMDC(C)C by the 21<sup>st</sup> of March of the relevant year.

1.5. **Types of Sagar Samman Awards:**

1.5.1. **Sagar Samman Varuna Award:**

1.5.1.1. This is the highest category of such awards, granted for consistently exceptional and outstandingly all-round and leadership contributions made by an individual in the maritime sector, over time.

1.5.1.2. This award will comprise a statue of Lord Varuna and a Citation.

1.5.2. **Sagar Samman Award for Excellence:**

1.5.2.1. This is the second highest category of such awards, granted for meritoriously excellent contributions, of a very high order, made all-round and consistently by an individual in the maritime sector, over time.

1.5.2.2. This award will comprise a Ship Model and a Citation.

1.5.3. **Sagar Samman Award for Gallantry:**

1.5.3.1. This award is recognition of an exceptional act of outstanding bravery demonstrated in extraordinarily adverse circumstances in a maritime situation, including at risk to one's life.

1.5.3.2. This award will comprise a Trophy and a Citation to the Master/ Person(s) concerned involved in the maritime gallantry concerned. In the case of an involvement of more than one seafarer in such gallantry, the names and ranks of all those involved therein will be cited prominently and individual medals shall be presented to all the seafarers involved.

1.5.4. **Recognition of outstanding Maritime Training Institutes:**

1.5.4.1. This will be by way of formal recognition of the exceptional contributions made by three such entities, in each of the three identified categories, for advancing the cause of human resource development and skill up-gradation.

1.5.4.2. This recognition will be in the form of inter-se rankings to determine and declare three such entities on the occasion of the National Maritime Day.

1.5.5. **Recognition of outstanding Indian Ship-owning Companies:**

1.5.5.1. This will be by way of formal recognition of the all-round and consistent contributions made by three of the best Indian ship-owning companies for progressing the cause of the Indian merchant shipping flag, including tonnage and maritime safety & security and marine environmental pollution control.

1.5.5.2. This recognition will be in the form of inter-se rankings to determine and declare three such entities on the occasion of the National Maritime Day.

1.5.6. **Recognition of outstanding Indian Employers of Seafarers:**

1.5.6.1. This will be by way of formal recognition of the consistently outstanding contributions made by three of the best Indian employers for advancing the overall welfare of seafarers, including creation of sustainable employment opportunities.

1.5.6.2. This recognition will be in the form of inter-se rankings to determine and declare three such entities on the occasion of the National Maritime Day.

1.5.7. **Recognition of outstanding Foreign Employers of Indian Seafarers:**

1.5.7.1. This will be by way of formal recognition of the consistently outstanding contributions made by three of the best foreign employers of Indian seafarers, in each of the three identified categories, for advancing the overall welfare of seafarers, including creation of sustainable employment opportunities.

1.5.7.2. This recognition will be in the form of inter-se rankings to determine and declare three such entities on the occasion of the National Maritime Day.

1.5.8. **Recognition of outstanding Indian Ports:**

1.5.8.1. This will be by way of formal recognition of the consistently outstanding contributions made by three of the best Indian Ports through their best-in-class and globally oriented infrastructure, operational efficiencies, benchmarks, innovations and best practices.

1.5.8.2. This recognition will be in the form of inter-se rankings to determine and declare three such entities on the occasion of the National Maritime Day.

1.5.9. **Recognition of outstanding Indian Terminals:**

1.5.9.1. This will be by way of formal recognition of the consistently outstanding contributions made by three of the best Indian Terminals through their best-in-class and globally oriented infrastructure, operational efficiencies, benchmarks, innovations and best practices.

1.5.9.2. This recognition will be in the form of inter-se rankings to determine and declare three such entities on the occasion of the National Maritime Day.

### **CRITERIA FOR THE “SAGAR SAMMAN VARUNA AWARD”**

In the pantheon of the Sagar Samman Awards, the Varuna Award is at the very hierarchical apex. This elevated status for this award has always been and will continue to be accorded in the fitness of things and also in the scheme of these decorations. This has found universal acceptance across a wide spectrum of the maritime stakeholders in India, representatively, over the years. This is, in the maritime sector, in a manner of speaking, equivalent to the Bharat Ratna in the phalanx of the national level civilian Padma Awards of the Government of India.

2. Varuna, in terms of the ancient Indian scriptures, is associated with the seas and is widely reckoned as the ‘God of Oceans, Water and Aquatic Animals’.

3. The Sagar Samman Varuna Award stands instituted as the highest singular and signal honor and recognition in the India maritime arena. It is an acknowledgement of the absolutely outstanding contributions of a stellar order of an Indian national rendered on a sustained basis, over time, primarily to and in the Indian maritime sector. These illuminating professional contributions, demonstrably of the highest order, must be so perceptible and of an enduring nature. These extraordinary services, in the form of an aggregate body of superb work, of such an eminent individual done over a period of reasonable time, must be such that they are universally and unanimously peer acclaimed by the community of stake-holders in the maritime industry.

4. In a given year, finally only one candidate / nominee will be considered for being bestowed this award. Besides, if in the considered view and discretion of the Sagar Samman Awards Evaluation Committee as well as the National Maritime Day Celebrations (Central) Committee, duly recorded cogently, no nominee is deemed fit and suitable for this decoration in a given year, in such an event this award will not be conferred in that year. These are intended to ensure the preservation of the absolute and undiluted quality and sanctity of this award, at all times.

5. The broad eligibility criteria for consideration for conferment of the Sagar Samman Varuna Award are;

5.1 Nomination should be proposed by at least two or more other persons or by a representative maritime association / body / entity or may even be self-nominated. In the last case scenario, such a proposal must be seconded / recommended by at least two other peers from the maritime sector.

5.2 All nominations shall be in written form, in the prescribed proforma (attached herewith), duly accompanied by supporting documents to clearly, fully and unambiguously justify / validate the nominations. Every such nomination must be signed by all the persons concerned as mentioned herein-before. However, the Sagar Samman Awards Evaluation Committee and the National Maritime Day Celebrations (Central) Committee retain their intrinsic right to go beyond such nominations received and may, in their discretion, recommend and decide to confer this award on an outstanding individual who they view to be meritoriously deserving of the same, for reasons which they shall clearly and cogently record in writing, duly documented.

5.3 Nominee shall be an Indian national, in the form of an Indian citizen or a Person of Indian Origin (PIO) or an Overseas Citizen of India (OCI) duly accredited as such by the Government of India.

5.4 Apart from a natural person, even an entity / body in the form of a legal person, is eligible for consideration for being awarded this decoration.

5.5 His /her contributions, illustrious and unmatched, shall be to and in the Indian maritime industry. These shall be visibly so in at least two or more salient and high impact areas thereof.

5.6 The threshold time span of these contributions shall be five (5) or more years.

5.7 Nominee shall be of an impeccable integrity and unquestioned honor, universally recognized as such. Any perceptible reputational taint, professional or personal, that may come to notice shall disqualify a nominee.

5.8 Nominee must be a towering persona with a body of work that stands out for its length, breadth, scale and unmatched quality and resonates positively and recurringly across the maritime industry.

5.9 Such work shall be of such an enduring nature that the nominee bears an unrivalled and robust legacy and lasting imprimatur.

5.10 Nominee must have a demonstrable reputation of a durable institution builder. This must be manifested in the form of outstanding and impactful systemic / business processing changes.

5.11 The nominee must demonstrably possess inspirational leadership attributes and should have tangibly motivated large swathes of functionaries and stake-holders in the maritime domain. He /she should have, through his / her incredible leadership drive pioneered substantive change contributions to his / her credit. These works should be demonstrably game changing, generational and paradigm shift in characteristics.

5.12 The nominee should be imbued with a zeal for significant ideation / innovation, must have embraced vitally emerging changes and technologies with a sense of missionary purpose, responsibly and responsively and driven next-generation reforms in the policy / procedure / process space in his / her work areas, with empathy, human and humane touch as well as ethics.

5.13 The impact of a nominee's contributions must, while being with reference to the Indian maritime sector, be such that they have also transcended across a wide canvas to national / regional / international spheres, as the case may be.

**SAGAR SAMMAN VARUNA AWARD****Application Format**

1	<b>Details of the Nominated Person</b>	
	Name	
	Organization	
	Designation	
	Qualification	
	Date of Birth	
	Field of Specialization	
2	Name of the Nominating Organization/Individuals.	
3	Address of the Organization/Individuals with Tel No. /Email	
4	Recommendation with signed endorsement from Two others with Address and Tel No. (In the case of nomination by Individual)  (1)  (2)	
5	<b>Details of Outstanding Contributions/ Achievements / Performances.</b>  (In not more than 100 words. Please enclose annexure for details and evidences)	

Name, Signature and Designation of the Individual/  
Authorized Signatory of the Association  
Forwarding the application to the NMDCC

Date:

Place :

## **2. CRITERIA FOR THE 'SAGAR SAMMAN AWARD FOR EXCELLENCE'**

2.1. This is the second highest category of such awards, instituted and granted in recognition of meritoriously excellent contributions, of a very high order, made all-round and consistently by an individual in the maritime sector, over time.

### **2.2. Eligibility:**

2.2.1. The award is open to Indian nationals and persons of Indian origin for their exceptional, distinguished and lastingly impactful achievements and performances at a senior level, consistently over an able period of time, in the Indian maritime sector.

2.2.2. These contributions, to be eligible for consideration, shall be in the areas of management, leadership, overall impact on the growth & development of the sector including on the promotion of innovation, adoption of best practices, business process re-engineering, human resource & skill building, transparency & accountability fronts, enduring & visible legacy etc.

2.2.3. To properly assess an eligible person for the award, nominations shall be accompanied by the bio-data/curriculum vitae, background material, full details (qualitative/descriptive information and quantitative/data) of exceptional and distinguished achievements and performances and any other relevant particulars, including supporting documentation, of the person nominated.

**'SAGAR SAMMAN AWARD FOR EXCELLENCE'**

## Application format

1	Details of the nominated person	
	Name	
	Organization	
	Designation	
	Qualification(s)	
	Date of birth	
	Field(s) of specialization	
2	Name(s) of the recommending organizations/individuals	
3	Addresses of the recommending organizations/individuals, with their telephone number(s)&e-mail id(s).	
4	Recommendation(s) of two other organizations/individuals, with their dated signatures.  A.  B.	
	A. Measurable outcomes :  1. Outstanding dedication, competence, exceptional performance, innovation, 2. Enhanced consistency of performance outcomes or decisions 3. Establishment or improvement of compliance capabilities or traceability	
	B. Impact on Environment and Society  1. Proven importance to the organization's mission, vision, or goals. 2. Substantial size, scope or quality of governance process or rule / decision management. 3. Better data quality or metrics	

	<p>C. Stakeholders satisfaction :</p> <ol style="list-style-type: none"> <li>1. Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others;</li> <li>2. Level of improved integration across business areas</li> <li>3. Improved understand ability, accessibility, or reusability of business rules or decisions</li> </ol>	
	<p>D. Customer focussed results :</p> <ol style="list-style-type: none"> <li>1. Enhanced consistency of customer experience</li> <li>2. Improved customer service, customer retention, or quality improvements</li> <li>3. Successful implementation of advanced business rules or decision concepts</li> <li>4. Improvement in customization or personalization.</li> </ol>	
5	Bio-data/curriculum vitae, background material, full details (qualitative/descriptive information and quantitative/data) of exceptional and distinguished achievements and performances and any other relevant particulars, including supporting documentation, of the person nominated.	

Date:

( )

Place:

Name, dated signature and designation of the nominee

### **3. CRITERIA FOR THE PRESENTATION OF 'SAGAR SAMMAN AWARD FOR GALLANTRY'**

#### 1. Purpose -

- a) To recognize acts of Gallantry performed by Indian seafarers employed in the Merchant Navy in India or elsewhere;
- b) To introduce general emulation of their exemplary conduct;
- c) And thus develop the best traditions amongst Indian seafarers.

#### 2. For the purpose of these guidelines, the term Indian seafarers shall mean seafarers serving at the time of the incident on board ships / vessels, including fishing vessels, inland vessels, port and harbour craft, sailing vessels or any other vessels as defined under the Indian maritime regulations, in force.

#### 3. Act of Gallantry :The characteristic of an act Gallantry will include:

- (a) Outstanding courage demonstrated in saving lives/ marine environment/ properties, in adverse situations.
- (b) Demonstrated act which is beyond any personal or selfish motive.
- (c) Demonstrated act which is in extraordinarily adverse circumstances in a maritime situation, including at risk to one's risk.
- (d) The Act must be unique or unusual. Something done in the normal course during the discharge of one's duties or responsibilities cannot claim the Award.

#### 4. Full details –

- a. The name and date of birth of the person(s) concerned;
- b. Rank(s) on that particular ship;
- c. The details and accounts of eye witness, if any, of the specific act calling for recognition, should be furnished to the extent possible.
- d. If the award is to be made posthumously, the name, relationship and address of the legal heirs/representatives of the deceased will also be needed.

Note: The nominations shall be signed by at least two entities (In the case of nomination by Individuals) with full name & address.

**SAGAR SAMMAN AWARD FOR GALLANTRY**Application Format

1	Details of the Seafarer(s) for Gallantry Award	
	Name of Ship	
	Name(s) / Rank(s)	
	CDC No.	
	Passport No.	
	In case nominated person is deceased, Next of Kin Name, relationship, address, email, telephone number	
2	Nominated by	
3	Address of Nominator with telephone no. & Email ID	
4	Details of Outstanding Act of Gallantry  Please enclose as annexure for details along with photograph(s) and evidences	(Acts to be broadly detailed)

Name, Signature and Designation of the Individual/  
Authorized Signatory of the nominator  
Forwarding the application to the NMDCC

Date:

Place:

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#### **4. CRITERIA FOR THE RECOGNITION OF OUTSTANDING MARITIME TRAINING INSTITUTES**

1. The National Maritime Day Celebrations (Central) Committee has decided to recognize and highlight the significant and sustained contributions of maritime training institute(s) towards maritime education and training. The principal idea is to recognize extraordinary institute(s) who engage their students in innovative and path-breaking ways to ignite and enhance their latent competence (and potential), as well as provide them with gainfully employable skill-sets.

##### **2. Eligibility:**

2.1. The recognition is open only to DGS approved maritime training institutes in the following categories:

- (a) Pre-sea training institutes conducting courses for Officer Cadets (Nautical & Engineering).
- (b) Pre-sea training institutes conducting courses for Rating Trainees.
- (c) Post-sea training institutes conducting Competency Courses.

##### **2.2. Criteria for assessment:**

The criteria for assessment of the recognition is on the basis of their overall score in the respective category of 'Comprehensive Inspection Programme'(CIP) initiated by the Directorate General of Shipping and conducted independently by the Recognised Organisations / Classification Societies.

**RECOGNITION OF OUTSTANDING MARITIME TRAINING INSTITUTES**

## Application Format

	<u>Details of the Institute</u>	
1	Name	
2	Address & contact details	
3	Category of maritime training institute	
4	Date of receipt of first approval from the DGS	
5	List of maritime training courses offered	
6	CIP score sheets of the last three years (self-attested) attached-to be verified from DGS records	
7	Self - certification that nothing adverse on record has been established against the institute during the last three years- to be verified from DGS records.	

Name, Signature and Designation of the  
Authorized Signatory.

Date:  
Place:

## (a) COMPREHENSIVE INSPECTION PROGRAMME SCORE SHEET (SAMPLE) PRE-SEA COURSES FOR OFFICER CADETS

ACCRUED CREDIT POINTS & OVERALL GRADATION					
EVALUATION	Max. CREDIT POINTS	MAX. CREDIT %	ACCRUED CREDIT POINTS	PERCENTAGE CREDIT	GRADE
1. Infrastructure Facility, Maintenance and Ambience	1500	15%			
2. Student Intake Quality	500	5%			
3. Overall Performance and Management	500	5%			
TOTAL GROUP A: Infrastructure and Management	2500	25%			
4. Faculty and Human Resource Development	1500	15%			
5. Student Development Programmes (Personality and Academics)	1000	10%			
TOTAL GROUP B: Quality of Education and Training	2500	25%			
TOTAL GROUP C: Placement for Shipboard Training	5000	50%			
GRAND TOTAL	10000	100%			

Note: Pre-sea courses for Officer Cadets:

- a) 3-year B.Sc. Nautical Science
- b) 1-year Diploma in Nautical Science
- c) 4-year B.E. Marine Engineering
- d) 1-year Marine Engineering for GMEs
- e) 2-year Marine Engineering for DMEs
- f) 4-month Electro Technical Officer's course

(b) COMPREHENSIVE INSPECTION PROGRAMME SCORE SHEET (SAMPLE) PRE-SEA  
COURSES FOR RATING TRAINEES

ACCRUED CREDIT POINTS & OVERALL GRADATION					
EVALUATION	Max. CREDIT POINTS	MAX. CREDIT %	ACCRUED CREDIT POINTS	PERCENTAGE CREDIT	GRADE
1. Infrastructure Facility, Maintenance and Ambience	1500	15%			
2. Student Intake Quality	500	5%			
3. Overall Performance and Management	500	5%			
TOTAL GROUP A: Infrastructure and Management	2500	25%			
4. Faculty and Human Resource Development	1500	15%			
5. Student Development Programmes (Personality and Academics)	1000	10%			
TOTAL GROUP B: Quality of Education and Training	2500	25%			
TOTAL GROUP C: Placement for Shipboard Training	5000	50%			
GRAND TOTAL	10000	100%			

Note: Pre-sea courses for Rating Trainees:

- a) 6-month General Purpose Ratings Training Course
- b) 6-month Certificate Course in Maritime Catering

(c) COMPREHENSIVE INSPECTION PROGRAMME SCORE SHEET (SAMPLE) POST-SEA  
COMPETENCY COURSESTOTAL CREDIT POINTS & OVERALL GRADATION

Sr No.	Details of Category	Credit Points	Percentage %	Accrued Credit Points	Percentage Credit	GRADE
I	Infrastructure Set-Up & Maintenance	500	20%			
II	Faculty & Human Resource Development	1000	40%			
III	Students Performance and Sustainability of Institute	500	20%			
IV	Overall Performance & Management	500	20%			
V	Total	2500	100%			

**5. RECOGNITION OF OUTSTANDING INDIAN SHIP-OWNING COMPANIES**

This recognition will be in respect of three of the best Indian ship-owning companies (owning Indian flag ships) which have consistently endeavoured to record and maintain an exceptional level of performance during the year. It recognises the achievements of such shipping companies that have been through significant processes of change and improvements and whose activities have had a significant effect on the Indian maritime sector.

Indian companies owning 5 or more ships shall qualify for application. The parameters for assessing the recognition shall be as per criteria enclosed.

CRITERIA FOR RECOGNITION OF OUTSTANDING INDIAN SHIP OWNING COMPANYApplication Format

Name of the Shipping Company	
Name of the Authorized Signatory	
Address of the Company	
Telephone No.	
Email	

Name, Signature and Designation of  
Authorized Signatory of the company making  
the application.

Date:

Place:

CRITERIA FOR RECOGNITION OF OUTSTANDING INDIAN SHIP-OWNING COMPANY

S. No	Criteria	Data to be filled in by an applicant	Weightage (marks)	Evaluation/ Parameters	Company Score
1.	No. of ships as on December of the previous year. (To be verified from the records of the SD branch of the DGS)		10		.
2.	Gross Tonnage (GT) as on December of the previous year. (To be verified from the records of the SD branch of the DGS)		10		
3.	Typology (Category) of ships owned as on December of the previous year (To be verified from the records of the SD branch of the DGS)		05		
4.	Addition in number of ships during the year from Jan to Dec of the previous year. (To be verified from the records of the SD branch of the DGS)		15		
5.	Addition in GT during the year from Jan to Dec of the previous year.  (To be verified from the records of the SD branch of the DGS)		15		
6.	Safe and environment friendly operations of the ships. (This will be further subject to verification from the records of the DGS)		10		
7.	PSC records / MLC 2006 compliance of every ship.		10		
8.	Gender diversity on board ships (Number of Women Seafarers employed)		10		
9.	Promotion of innovative and sustainable development technology/ processes / business practices		10		
10.	Average age of fleet		05	Age < 10 years...5 Age < 15 years...3 Age < 20 years...1 Age > 20 years...0	
	TOTAL		100		

**6. RECOGNITION OF OUTSTANDING INDIAN EMPLOYERS OF SEAFARERS**

This is recognition of the outstanding contributions of three such companies towards the employment of Indian seafarers. The objective of the recognition is to acknowledge the contributions of such Indian employers in matters of training, providing apprenticeship and supporting employment.

To ascertain if such a company is working to empower and grow the fleet of Indian seafarers and support them in their continuous professional deployment, such employers contributing the most towards gender diversity at sea, training and skill enhancement along with initiatives taken for supporting underprivileged and developing their employment opportunities, taking care of safety and advancing the overall welfare of Indian seafarers shall be assessed on the parameters in the enclosed format.

**CRITERIA FOR RECOGNITION OF OUTSTANDING INDIAN EMPLOYERS OF SEAFARERS**Application Format

Name of the Shipping Company	
Name of the Contact Person	
Address of the Company	
Telephone No.	
Fax	
Email	

Name, Signature and Designation of

Date:

Authorized Signatory of the employer

Place:

CRITERIA FOR RECOGNITION OF OUTSTANDING INDIAN EMPLOYERS OF SEAFARERS

S. No.	Criteria of evaluation	Data to be filled in by the applicant for the preceding year	Weightage (Marks)	Evaluation/ Parameters	Company Score
1	Number of shipboard positions (slots)		30	25 < 250      6 251 < 500      12 501 < 750      18 751 < 1000     24 1000 and above 30	
2	Increase in number of shipboard positions over the previous calendar year due to increase in number of ships.		10	0 < 25          3 26 < 50          6 51 and above    10	
3	Number of seafarers engaged over and above the minimum requirement of Safe Manning Document.		10	Percentage over and above minimum safe manning 5% < 10%        3 10% < 15%       6 15% and above    10	
4	Number of Trainees employed over and above requirements under Tonnage tax rules.		10	Percentage over and above minimum requirement under Tonnage tax 5% < 10%        3 10% < 15%       6 15% and above    10	
5	Gender diversity on board ships (Number of women seafarers employed)		10	1 to 5            2 6 to 10           4 11 to 20          6 21 and above    10	
6	Timely payment of wages.  (To be verified from DGS data)		10	(on the basis of percentage of shipboard positions (slots))  No complaints    10 Upto 5%           5 More than 5%    0	
7	Number of deaths or permanent disability due to accidents as a percentage of Shipboard positions.  ((To be verified from DGS data)		10	on the basis of percentage of shipboard positions (slots) No cases           10 Upto 0.05%       5 Above 0.05%      0	
8	Settlement of sickness, injury, death and disability compensation.  (To be verified from DGS data)		10	< 3 months       10 >3 &< 6 months   5 > 6 months       0	

## **7. RECOGNITION OF OUTSTANDING FOREIGN EMPLOYERS OF SEAFARERS**

This is a recognition of the outstanding contributions of three such companies (in each category), towards the employment of Indian seafarers. The objective of the recognition is to acknowledge the contributions of such foreign employers in matters of training, providing apprenticeship and supporting employment.

To ascertain if such a company is working to empower and increase the employment prospects of Indian seafarers and support them in their continuous professional deployment, such employers contributing the most towards gender diversity at sea, training and skill enhancement along with initiatives taken for supporting underprivileged and developing their employment opportunities, taking care of safety and advancing the overall welfare of Indian seafarers shall be assessed on the parameters in the enclosed format.

Considering that there is a large variance in the size of such companies, 3 categories have been identified based on the average monthly shipboard berths utilised for Indian seafarers:

- a) Shipboard berth between 1 to 500
- b) Shipboard berths between 501 to 1000
- c) Shipboard berths above 1000

**RECOGNITION OF OUTSTANDING FOREIGN EMPLOYERS OF INDIAN SEAFARERS**Application Format

Name of the Shipping Company	
Name of the Contact Person	
Address of the Company	
Telephone No.	
Fax	
Email	
No. of shipboard berths on a monthly basis	a)Shipboard berth between 1 to 500 b)Shipboard berths between 501 to 1000 c)Shipboard berths above 1000

Name, Signature and Designation of the Individual/  
Authorized Signatory of the applicant

Date:

Place:

**CRITERIA FOR RECOGNITION OF OUTSTANDING FOREIGN EMPLOYERS OF INDIAN SEAFARERS**

S. No.	Criteria of evaluation	Data to be filled in by the applicant for the preceding year	Weightage (Marks)	Company Score
1	Average No. of slots on board ships for Indian Seafarers (excluding trainees) in the year		Max 10 (= 10 x No. of Slots/500or 1000or2000, as the case may be)	3 categories of companies- below 500, below 1000 and above 1000. Hence 3 denominators
2	Retention rate of seafarers (excluding trainees). No. of Seafarers who were on the rolls of the company at the beginning of the year and who continue to remain engaged on the rolls at the end of the same year  _____ No. of Seafarers on the rolls of the company at the beginning of the year		Max 10 (= 10 x Retention rate )	If a company has 500 persons at beginning of year and only 450 out of those at end of year, then ans. will be $10 \times 450 / 500 = 9$
3	RPS related complaints regarding the company as received by the Government as percentage of staff on board.		Max 10 = 5 x ( 2 minus no. of complaint / no. of on-board slots )	If 100 complaints received and 500 slots are there, then= $5 \times (2 - 100 / 500)$ $= 5 \times (2 - 0.2)$ $= 5 \times 1.8 = 9$
4	Pre-joining / Signing - off related “welfare measures ashore” for seafarers, including responses in maritime contingencies such as piracy, criminalization of seafarers, etc. (i.e. privileges/ facilities outlined in ILO documents)		15	
5	Seminars, Courses conducted for seafarers’ continuous professional development etc.		05	
6	Online systems, e-governance & Digitalization		05	
7	Growth or fall in number of slots for Indian seafarers on-board.		Max 10	If beginning of year 500 slots and end

			= 10 x Increase or decrease in slots / 500 or 1000 or 2000, as the case may be)	of year 550 slots, then = $10 \times 50/500 = 1$
8	Number of injuries resulting in death or permanent disability, as a percentage of Indian seafarers on-board.		Max 05 = 05 x ( 1 minus no. of death or permanent disability /no. of on - board slots x 100)	There can be negative marking. Positive marks limited to 5, Negative marks- no limit.
9	Detainable deficiencies noted during PSC inspections		08 = 08 x ( 1 minus no. of detainable deficiencies noted during PSC inspections / no. of on-board slots x 100)	Max 8 marks. Negative marks, no limit.
10	Research activities by the company		02	
11	Number of Indian Trainees (Without COP / CoC) on board as percentage of Indian seafarers on board.		Max 10 = 1.5 x (no. of trainees / no. of slots on-board x 100)	
12	Number of slots on board for employment of Indian women seafarers.		Max 10 = 1.5 x ( no. of Indian women seafarers/ no. of slots on-board x 100)	

**8. RECOGNITION OF OUTSTANDING INDIAN PORTS**

8.1. This recognition is of three best Indian Ports on the basis of their overall performance. The key determinants, inter-alia, for this recognition shall be quantity of cargo handled, connectivity, turn-around time, innovations, safety, security and pollution prevention measures & seafarer welfare facilities provided.

8.2 All Indian ports, major as well as non-major, shall be eligible for such recognition, subject to minimum quantity of cargo handled (EXIM &/ Domestic) by such port in a calendar year shall be a minimum of 10 million metric tonnes (MMT).

**RECOGNITION OF OUTSTANDING INDIAN PORTS****Application Format**

Application for the calendar Year	
Name, location of the Port & the state	
Address and contact details of the applicant	
Signature/Stamp of the applicant	

Name, Signature and Designation of the

Date:

Authorized Signatory of the applicant

Place:

CRITERIA FOR RECOGNITION OF OUTSTANDING INDIAN PORTS

SN	Evaluation Criteria	To be filled by the applicant	Max. Marks	Guideline/ Weightage	Company Score (by the evaluation committee)
1.	<b>Cargo Handled</b>				
a.	Total quantity of cargo handled in the given calendar year (minimum eligibility 10 MMT)		12	a) for 10 mmts. 3 marks b) 3 marks for every additional 10 mmts.	
b.	Percentage increase in the quantity of cargo handled from the previous year.		6	a) for increase by 5%: 2 marks b) for every additional 5% increase: 2 marks	
2.	<b>Ships handled</b>				
a.	Total number of ships handled during the calendar year		12	a) up to 100 ships: 3 marks b) for every additional 100 ships: 3 marks	
b.	Percentage increase in the number of ships handled from the previous year.		6	a) for increase by 10%: 2 marks b) for every additional 10% increase: 2 marks	
3	<b>Port Community System</b> Does the port have on line system for:		9		
a	Registration and documentation	Yes/No		3 marks	
b	Payment of dues and charges	Yes/No		3 marks	
c	Tracking of missing consignment	Yes/No		3 marks	
4	<b>What is the average turn-around time for ships in terms of hours?</b>		5	Vis-à-vis comparable international / national bench marks and best practices	
5.	<b>Connectivity</b>		6		
a	Is the port effectively connected to navigable coastal/inland waterways	Yes/No		2 marks	
b.	Is the port connected to railways	Yes/No		2 marks	
c.	Is the port directly connected to National / State highways ?	Yes/No		2 marks	
6	<b>Waste management facility</b>		6		
a	Slop reception facility	Yes/No		1 mark	

b	Slop treatment facility	Yes/No		1 mark	
c	Garbage reception facility	Yes/No		1 mark	
d	Garbage treatment facility	Yes/No		1 mark	
e	Management and treatment facility for general waste including cargo residue and other matters covered under various Annexes of the MARPOL, in force	Yes/No		2 marks	
7	<b>Energy and sustainable development initiatives</b>		6		
a	Is port equipped to supply shore power to the vessels as required by the Indian Maritime Administration	Yes/No		2 marks	
b	Is part of the power requirement of the port met through solar or other renewable energy sources? (provide details)	Yes/No		2 marks	
c	Initiatives / steps taken for promoting a sustainable development eco-system.	Yes/No		2 marks	
8.	<b>Measures adopted to promote technological innovations for business process re-engineering and automation (provide details)</b>		5	.	
9.	<b>ISPS compliance where applicable and maritime security framework</b>	Yes/No	3		
10.	<b>Welfare facilities for seafarers</b>		9		
a.	Does the port permit shore leave and have transport facilities for an ease of movement of seafarers?	Yes/No		3 marks	
b.	Does the port have facilities to sign on / sign off seafarers?	Yes/No		3 marks	
c.	Does the port have recreational and medical facilities for the seafarers?	Yes/No		3 marks	
11	<b>Overall risk management frame work</b>		10		
	Contingency policy, procedures, resources, preparedness and response			5 marks	
	Number of safety / security / pollution related incidents that have taken place in the calendar year?			None: 5 marks Up to 2 minor incidents: 3 marks Major incident: no marks	
12	<b>Capacity building and human resource development parameters.</b>		5	Adoption of best practices	

**9. RECOGNITION OF OUTSTANDING INDIAN TERMINALS**

9.1. This recognition is of three best Indian Terminals on the basis of their overall performance. The key determinants, inter-alia, for this recognition shall be quantity of cargo handled, connectivity, turn-around time, innovations, safety, security and pollution prevention measures & seafarer welfare facilities provided.

9.2 All Indian Terminals shall be eligible for such recognition.

**RECOGNITION OF OUTSTANDING INDIAN TERMINALS****Application Format**

Application for the calendar Year	
Name, location of the Terminal& the state	
Address and contact details of the applicant	
Signature/Stamp of the applicant	

Name, Signature and Designation of the

Date:

Authorized Signatory of the applicant

Place:

CRITERIA FOR RECOGNITION OF OUTSTANDING INDIAN TERMINALS

SN	Evaluation Criteria	To be filled by the applicant	Max. Marks	Guideline/ Weightage	Company Score (by the evaluation committee)
<b>1.</b>	<b>Cargo Handled</b>				
a.	Total quantity of cargo handled in the given calendar year		12	a) for 1 mmts. 3 marks b) 3 marks for every additional 1Mmts.	
b.	Percentage increase in the quantity of cargo handled from the previous year.		6	a) for increase by 5%: 2marks b) for every additional 5% increase: 2 marks	
<b>2.</b>	<b>Ships handled</b>				
a.	Total number of ships handled during the calendar year		12	a) up to 100 ships: 3 marks b) for every additional 100 ships: 3 marks	
b.	Percentage increase in the number of ships handled from the previous year.		6	a) for increase by 10%: 2 marks b) for every additional 10% increase: 2 marks	
<b>3</b>	<b>Port Community System</b> Does the Terminal have on line system for:		9		
a	Registration and documentation	Yes/No		3 marks	
b	Payment of dues and charges	Yes/No		3 marks	
c	Tracking of missing consignment	Yes/No		3 marks	
<b>4</b>	<b>What is the average turn-around time for ships in terms of hours?</b>		5	Vis-à-vis comparable international / national bench marks and best practices.	
<b>5.</b>	<b>Connectivity</b>		6		
a	Is the Terminal effectively connected to navigable coastal/inland waterways	Yes/No		2 marks	
b.	Is the Terminal connected to railways	Yes/No		2 marks	
c.	Is the Terminal directly connected to National / State highways?	Yes/No		2 marks	
<b>6</b>	<b>Waste management facility</b>		6		
a	Slop reception facility	Yes/No		1 mark	

b	Slop treatment facility	Yes/No		1 mark	
c	Garbage reception facility	Yes/No		1 mark	
d	Garbage treatment facility	Yes/No		1 mark	
e	Management and treatment facility for general waste including cargo residue and other matters covered under various Annexes of the MARPOL, in force	Yes/No		2 marks	
7	<b>Energy and sustainable development initiatives</b>		6		
a	Is Terminal equipped to supply shore power to the vessels as required by the Indian Maritime Administration	Yes/No		2 marks	
b	Is part of the power requirement of the Terminal met through solar or other renewable energy sources? (provide details)	Yes/No		2 marks	
c	Initiatives / steps taken for promoting a sustainable development eco-system.	Yes/No		2 marks	
8.	<b>Measures adopted to promote technological innovations for business process re-engineering and automation (provide details)</b>		5	.	
9.	<b>ISPS compliance where applicable and maritime security framework</b>	Yes/No	3		
10.	<b>Welfare facilities for seafarers</b>		9		
a.	Does the Terminal permit shore leave and have transport facilities for ease of movement of seafarers?	Yes/No		3 marks	
b.	Does the Terminal have facilities to sign on / sign off seafarers?	Yes/No		3 marks	
c.	Does the Terminal have recreational and medical facilities for the seafarers?	Yes/No		3 marks	
11	<b>Overall risk management frame work</b>		10		
	Contingency policy, procedures, resources, preparedness and response			5 marks	
	Number of safety / security / pollution related incidents that have taken place in the calendar year?			None: 5 marks Up to 2 minor incidents: 3 marks Major incident: no marks	
12	<b>Capacity building and human resource development parameters.</b>		5	Adoption of best practices	