

GUIDELINES FOR THE MERCANTILE MARINE AWARDS (MMA)

1.1. Backdrop :

1.1.1. Mercantile Marine Awards (NMAs) 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 24th 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, seeking nominations for the various Mercantile Marine 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 NMAs 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, telephone no(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 9th December 2019, Chairperson, NMDC(Central)Committee constitute a 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 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 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 15th 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 21st of March of the relevant year.

1.5. **Types of Mercantile Marine Awards:**

1.5.1. **Mercantile Marine 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. **Mercantile Marine 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. **Mercantile Marine 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. **Mercantile Marine Award for Best Maritime Training Institute:**

1.5.4.1. This award is recognition of the exceptional contributions made by an entity for advancing the cause of human resource development and skill Up-gradation.

1.5.4.2. This award will comprise a Trophy and a Citation.

1.5.5. **Mercantile Marine Award for Best Indian Ship-owning Company:**

1.5.5.1. This award is recognition of the all-round and consistent contributions made by an Indian ship-owning company 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 award will comprise a Trophy and a Citation.

1.5.6. **Mercantile Marine Award for Best Indian Employer of Seafarers:**

1.5.6.1. This award is recognition of the consistently outstanding contributions made by an Indian employer for advancing the overall welfare of seafarers including creation of sustainable employment opportunities.

1.5.6.2. This award will comprise a Trophy and a Citation.

1.5.7. **Mercantile Marine Award for Best Foreign Employer of Indian Seafarers:**

1.5.7.1. This award is recognition of the consistently outstanding contributions made by a foreign employer for advancing the overall welfare of seafarers including creation of sustainable employment opportunities.

1.5.7.2. This award will comprise a Trophy and a Citation.

1.5.8. **Mercantile Marine Award for Best Indian Port:**

1.5.8.1. This award is a recognition of the consistently outstanding and all-round contributions made by an Indian port through its best-in-class and globally oriented infrastructure, operational efficiencies, benchmarks and practices.

1.5.8.2. This award will comprise a Trophy and a Citation.

CRITERIA FOR THE “MERCANTILE MARINE VARUNA AWARD”

In the pantheon of the Mercantile Marine 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 stake-holders 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 Mercantile Marine 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 Mercantile Marine 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 Mercantile Marine 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 Mercantile Marine 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 atleast 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.

MERCANTILE MARINE Varuna Award**Application Format**

1	Details of the Nominated Person	
	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	Details of Outstanding Contributions/ Achievements / Performances. (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 “MERCANTILE MARINE 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 a reasonable 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.

“MERCANTILE MARINE 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"> 1. Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; 2. Level of improved integration across business areas 3. Improved understand ability, accessibility, or reusability of business rules or decisions 	
	<p>D. Customer focussed results :</p> <ol style="list-style-type: none"> 1. Enhanced consistency of customer experience 2. Improved customer service, customer retention, or quality improvements 3. Successful implementation of advanced business rules or decision concepts 4. Improvement in customization or personalization. 	
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:

()
Name, dated signature and designation of the nominee

Place:

3. CRITERIA FOR THE PRESENTATION OF “MERCANTILE MARINE 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.

Mercantile Marine Award for GallantryApplication 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:

4. CRITERIA FOR THE PRESENTATION OF “MERCANTILE MARINE AWARD FOR BEST MARITIME TRAINING INSTITUTE”

1. The National Maritime Day Celebrations (Central) Committee has decided to institute an award to recognize and highlight the significant contribution of training institute(s) for their sustained contribution towards Maritime Education and Training. The principal idea of this award 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 award 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

The Award may be given to the best institute(s) in the above categories “by rotation” every year, commencing with Category (a) for the NMDC Awards 2019, followed in sequence by category (b) & (c) in the years 2020 & 2021, respectively and so on and so forth in the same sequence in the subsequent years.

This has been decided taking into account that the Comprehensive Inspection Programme (CIP) follows a 3-year cycle and all above three categories of the institute(s) should be given a fair chance to compete on a level playing field with other institutes in their respective categories in the given years.

2.2. Criteria for Assessment:

The criteria for assessment of these awards is on the basis of their overall score in the respective category of “Comprehensive Inspection Programme” initiated by the Directorate General of Shipping and conducted independently by the Recognised Organisations / Classification Societies.

3. The proceedings of the Evaluation Committee shall be governed by the guidelines of mercantile marine awards.

Best Maritime Training Institute

Application Format

	Details of the Institute	
1	Name	
2	Address & Contact details	
3	Category of award applied for	
4	Date of receipt of first approval from the DGS	
5	List of Maritime 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 COURSES**

TOTAL 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. MERCANTILE MARINE AWARD FOR THE 'BEST INDIAN SHIP-OWNING COMPANY'

This award will be presented to the Indian Ship owner (owning Indian flag ships) which has consistently endeavoured to have an exceptional level of performance during the year. It recognises the achievements of a shipping company that has been through significant process of change and improvement and whose activities had a significant effect on the Indian maritime sector.

Indian Companies owning 5 or more ships shall qualify for nomination. The parameters for assessing the successful awardee shall be as per criterion enclosed.

The company achieving the overall highest aggregate score shall be adjudged as the winner for the award.

**CRITERIA FOR SELECTING “MERCANTILE MARINE AWARD FOR THE BEST INDIAN
SHIP OWNING COMPANY”**

Application 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:

Name, Signature and Designation of the Authorized Signatory of the
Association / two other Entities, with their address & Email ID, recommending
the application to the NMDC.

Date:

Place:

Note: Applicants should refer to the general guidelines at page –to-which detail the Nomination and Evaluation guidelines for the Mercantile Marine Awards.

CRITERIA FOR SELECTING “MERCANTILE MARINE AWARD FOR THE BEST INDIAN SHIP OWNING COMPANY”

Sr 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)		20		
2.	Gross Tonnage (GT) as on December of the previous year. (To be verified from the records of the SD branch of the DGS)		15		
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)		10		
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)		10		
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)		10		
6.	Safe and environment friendly operations of the ships. (This will be further subject to verification from the records of the DGS)		15		
7.	PSC records / MLC 2006 compliance of every ship.		10		
8.	Gender diversity on board ships (Number of Women Seafarers employed)		5		
9.	Promotion of innovative and sustainable development technology/ processes / business practices		5		
	TOTAL		100		

6. MERCANTILE MARINE AWARD FOR THE ‘BEST INDIAN EMPLOYER OF SEAFARERS’

This award is to recognise the outstanding contribution of an organisation towards the employment of Seafarers. The objective of the award is to acknowledge the contribution of the Indian Employer in training, in providing apprenticeship and in subsequently supporting through employment.

To ascertain if an organisation is working to empower and grow the fleet of seafarers and support them in their continuous professional deployment, the employer contributing the most towards Gender Diversity at Sea, training and skill enhancement along with the initiatives taken for supporting underprivileged and developing their employment opportunities, taking care of safety and advancing the overall welfare of seafarers shall be assessed on the parameters in the enclosed format.

The award will be presented to the Company/ Organization that scores maximum on the parameters as per the enclosed format.

**CRITERIA FOR SELECTING “MERCANTILE MARINE AWARD FOR THE BEST
INDIAN EMPLOYER OF SEAFARERS”**

Application Format

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

Note: *The nominations to be signed by two persons with full names & address.
Applicants should refer to the general guidelines at page-to-which detail the Nomination and
Evaluation guidelines for the Mercantile Marine Awards.*

CRITERIA FOR SELECTING “MERCANTILE MARINE AWARD FOR THE BEST INDIAN EMPLOYER OF SEAFARERS”

S.No.	Criteria of evaluation	Data to be filled in by an applicant	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	

Name, Signature and Designation of
Authorized Signatory of the employer / owner
Forwarding the application to Association

Date:

Place:

Name, Signature and Designation of
Authorized Signatory of the Association
forwarding the application to the NMDCC

Date:

Place:

7. CRITERIA FOR SELECTING THE 'BEST FOREIGN EMPLOYER OF INDIAN SEAFARERS'

Manning Agency/ Foreign Principals, who employ Indian Seafarers.

Application Format

Name of the Shipping Company	
Name of the Contact Person	
Address of the Company	
Telephone No.	
Fax	
Email	
Year for NMDC Consideration	2019

CRITERIA FOR SELECTING THE 'BEST FOREIGN EMPLOYER OF INDIAN SEAFARERS'

S.No.	Criteria of evaluation	Calendar Years		Average	Weightage (Marks)	Company Score
		2018	2019	2018 & 2019		
1	Average No. of slots on board ships for Indian Seafarers (excluding trainees) in the year				Max 10 (= No. of Slots / 500)	
2	Retention rate of seafarers (excluding trainees). No. of Seafarers slots who continue employment at the year end No. of Seafarers slot in the beginning of the same year (Expressed in Percentage)				Max 10 = 0.6 X (Actual Retention rate % minus 75)	
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 slot x 100)	
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 of number of slots for Indian Sea-farers onboard.				Max 10 = 10 x Increase in slot / 500	
8	Number of injuries resulting in death or permanent disability, as percentage of Indian seafarers on board.				Max 05 = 05 x (1 minus no. of death or Perm Disability /no of on board slot x 100)	

9	Deficiencies noted during PSC inspections				08	
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 15 = 1.5 x (no of trainee / no of slot on board slot x 100)	
12	Number of slots on board for employment of Indian women seafarers.				05	

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

Date:

Forwarding the application to the NMDCC

Place:

Note: *The nominations shall be signed with full name & address.*

8. CRITERIA FOR THE PRESENTATION OF MERCANTILE MARINE AWARD TO “THE BEST INDIAN PORT”

1. Purpose :

- a) The National Maritime Day Celebrations (Central) Committee has instituted an award to recognize and honour Indian Ports on the basis of their “overall performance”. The key determinants, inter-alia, for this award shall be quantity of cargo handled, connectivity, turn-around time, technological innovations, safety, security and pollution prevention measures & seafarer welfare facilities provided.

2. Eligibility :

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

3. Nomination :

Nomination for this category can be by “self-nomination” or by any other Indian Port meeting the eligibility criteria for nomination.

4. Evaluation Criteria:

- a. *Cargo handled in a calendar year.***
1. Total quantity of cargo handled in a calendar year.
 2. Percentage increase in quantity handled from the previous year.
- b. *Ships handled in a calendar year.***
1. Total number of ships handled in a calendar year.
 2. Percentage increase in number of ships handled from previous year
- c. *Port community system / Cargo community system*** (major component of ease of doing business for cargo interests) – online registration, documentation, payment of fee, tracking of missing consignment etc.
- d. *Average turn-around time for ships.***
- e. *Connectivity.***
1. Connectivity through Coastal / Inland water ways.
 2. Connectivity to railways.
 3. Connectivity to national / state highways.
- f. *Waste management facilities, encompassing ships and port overall***
1. Slop reception facility.
 2. Slop treatment facility.
 3. Garbage reception facility.
 4. Garbage treatment facility.
 5. General waste management/treatment facilities, including cargo residues and other matters covered under various Annexes of the MARPOL, in force.
- g. *Energy and sustainable development initiatives***
1. Shore power supply to vessels.
 2. Use of renewable energy sources.
 3. Steps taken for promoting a sustainable development eco-system.
- h. *Measures adopted to promote technological innovations for business process re-engineering and automation.***
- i. *ISPS compliance, where applicable and maritime security framework.***

- j. *Seafarers welfare facilities.***
 - 1. Seafarers' sign on/off
 - 2. Shore leave / transport facility for an ease of movement of seafarers.
 - 3. Recreation / medical facility for seafarers.
 - k. *Overall risk management framework, policies, procedures and response mechanisms.***
 - l. *Capacity building and human resource development parameters.***
- 4. Procedure :**
The Application form shall be signed by the CEO/Top management of the port or the entity nominating the Port. The application shall be accompanied by verifiable supporting documents.

**Application and Assessment form for the Mercantile Marine Award for the
'Best Indian Port'**

Application Format

Application for the calendar Year	
Name, location of the Port & the state	
Nominated by	
Address and contact details of the nominator.	
Signature/Stamp of the nominator	

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

Date:

Place:

Note: *The nominations shall be signed with full name & address.*

CRITERIA FOR SELECTING THE 'BEST INDIAN PORT'

SN	Evaluation Criteria	To be filled by the applicant	Max. Marks	Guideline/ Weightage	Company Score (by the evaluation committee)
1.	Cargo Handled				
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.	Ships handled				
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	Port Community System 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	What is the average turn-around time for ships in terms of hours?		5	Vis-à-vis comparable international / national bench marks and best practices	
5.	Connectivity		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	Waste management facility		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	Energy and sustainable development initiatives		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.	Measures adopted to promote technological innovations for business process re-engineering and automation (provide details)		5	.	
9.	ISPS compliance where applicable and maritime security framework	Yes/No	3		
10.	Welfare facilities for seafarers		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	Overall risk management framework		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	Capacity building and human resource development parameters.		5	Adoption of best practices	