

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Mercantile Marine Department Kolkata, Marine House, Hastings Kolkata- 700022
		(ii) Head of the organization	Principal Officer-cum-Joint Director General(Tech)
		(iii) Vision, Mission and Key objectives	Attached as Annex-I
		(iv) Function and duties	
		(v) Organization Chart	Attached as Annex-II
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the	Attached as Annex-I

		committees/ Commissions constituted from time to time have been dealt	
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Attached as Annex-III
		(ii) Power and duties of other employees	Attached as Annex-IV
		(iii) Rules/ orders under which powers and duty are derived and	DOPT/MOF /MS Act/DGS orders
		(iv) Exercised	Yes
		(v) Work allocation	Attached as Annexure-III & Annexure-IV
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Attached as Annexure-V
		(ii) Final decision making authority	D.G.Shipping/Principal Officer-cum-Jt.DG(Tech)
		(iii) Related provisions, acts, rules etc.	Merchant Shipping Act and Rules /Regulations thereunder Rules/Orders issued by DGS, Mumbai
		(iv) Time limit for taking a decisions, if any	As per Standard Operating Procedures and Citizen Charter issued by DGS, Mumbai
		(v) Channel of supervision and accountability	Based on allocation of duties
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Attached as Annex-I & Annexure-V
		(ii) Norms/ standards for functions/ service delivery	Attached as Annexure-VI
		(iii) Process by which these services can be accessed	DGS e-governance, e-office, files etc
		(iv) Time-limit for achieving the targets	As per Standard Operating Procedures and Citizen Charter issued by DGS, Mumbai

		(v) Process of redress of grievances	Online portal under CPGRAM
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Attached as Annexure-VII  DG Shipping Mumbai is the authority for Transfer policy/orders.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Attached as Annexure-VIII
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	D.G.Shipping, Mumbai is the authority to deal with the subject.  The organization forms the boards/councils as, when and if required.  Records of all the correspondence/ certificates/casualty investigation/ minutes of meetings etc are maintained for three years in the form of files, with unique distinctive number.  The records of the above are accessible to public, unless especially instructed by the DGS to
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	

			the contrary.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	Attached as Annexure-IX
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b)(x)]	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	Attached as Annexure-X
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority  i) Address, telephone numbers and email ID of each designated official.	1.Appellate Authority- Shri Killi Mohana Rao, Principal Officer(I/C) 2.CPIO- Shri Nishant Bhaskaran, Ship Surveyor  1. Shri Killi Mohana Rao, PO- Tel No.9930181909 Email- kmrao-dgs@nic.in 2.Shri Nishant Bhaskaran, SS- Tel No. – 9946462772 Email- <a href="mailto:nishant-dgs@gov.in">nishant-dgs@gov.in</a>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	NIL

	(Section 4(2))		
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	D.G.Shipping is the authority for nomination for the training programmes.
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	Nil
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Transfer policy and transfer orders as per D.G.Shipping Mumbai.  For Group C staff the transfer orders are decided by Principal Officer-cum-Jt.DG(tech)

## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	D.G.Shipping is the authority for allocation of Budget and control of expenditure  Budget Allocation for FY 2020-21 is attached as Annexure-XI
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Domestic TA: MMD Kol- Rs.22,00,000/- MMD Port Blair – Rs 4,00,000/- MMD Paradip – Rs 3,00,000/- MMD Haldia – Rs 4,00,000/- Shipping Off, Kol – Rs 1,50,000/-
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	No foreign travel TA is allocated to MMD, Kolkata. The officers undertake tours as and when required and foreign tours are undertaken as and when nominated by DG Shipping.

		<ul style="list-style-type: none"> <li>(iii) Information related to procurements <ul style="list-style-type: none"> <li>a) Notice/tender enquires, and corrigenda if any thereon,</li> <li>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</li> <li>c) The works contracts concluded – in any such combination of the above-and</li> <li>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</li> </ul> </li> </ul>	Stationery items are purchased through Government e-Market portal. Bids are awarded after completing all the due formalities. Since MMD, Kolkata does not have website, these details are not uploaded in the site.
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	No subsidy programmes are being implemented by Mercantile Marine Department Kolkata or its allied offices and hence, there is no information to furnish.
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable for this department
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable for this department
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> <li>a) Eligibility criteria</li> <li>b) Procedure for getting the concession/ grant and/ or permits of authorizations</li> <li>c) Name and address of the recipients given concessions/</li> </ul>	

	(xiii)]	permits or authorisations d) Date of award of concessions /permits of authorizations	
<b>2.6</b>	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not applicable for this department



### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p>The organisation is a regulatory authority. The policies as made at the Head Quarters i.e. the DGS, are implemented by the MMD.</p> <p>Policy decision concerning methods to be adopted for smooth conduct of the various functions are made by the department in house.</p> <p>The public in general can approach the senior officers of the organisation for any suggestions / amendments / redressal of grievances.</p> <p>The public representatives are usually invited for consultation whenever any major policy decision is modified/ arrived at.</p>

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	D.G.Shipping is the authority for formulating policies.  The Department is a regulatory authority. Whenever changes in bringing about the smooth functioning of the Department are required, they are published on the notice board and on the website.
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	MMD, Kolkata does not have website and all relevant information are available in DG Shipping website, which is the headquarters of MMD, Kolkata
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	MMD, Kolkata does not have website and all relevant information are available in DG Shipping website, which is the headquarters of MMD, Kolkata
		(ii) Printed format	NA
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	NA

#### 4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Last update : 30-10-2019.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Forms/Manuals/ certificates etc.
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	DGS website : <a href="https://www.dgshipping.gov.in/">https://www.dgshipping.gov.in/</a> , E-governance
4.4	Particulars of facilities available to citizen for obtaining information	(i) Name & location of the faculty	Mercantile Marine Department Marine House, Hastings, Kolkata-700 022 Tel No: 033-2223

			0236/37/38/0229 Fax No: 033-2223-0853
		(ii) Details of information made available	As requested by the applicants.
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	0930 hours to 1800 hours. Public Information Officer - Shri Nishant Bhaskaran - Phone: 0484-2587012 / (email id: nishant-dgs@gov.in)
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	DG Shipping Website, www.dgshipping.gov.in
		(ii) Details of applications received under RTI and information provided	Placed at Appendix -1
		(iii) List of completed schemes/ projects/ Programmes	Not Applicable
		(iv) List of schemes/ projects/ programme underway	Not Applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	1. Contract for Car Hire- 2. Outsourcing of manpower, 3. House Keeping and Security , 4. Computer maintenance, 5. Telephone maintenance 6. Lift AMC 7. A/c and water cooler maintenance 8. Fax and Xerox Machine
		(vi) Annual Report	-
		(vii) Frequently Asked Question (FAQs)	Available in website and online portals
		(viii) Any other information such as a) Citizen's Charter	Not Applicable

		b) Result Framework Document (RFD)	Not Applicable
		c) Six monthly reports on the	Not Applicable
		d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	03 from 01.04.2019 to 31.03.2020
		(ii) Details of appeals received and orders issued	<b>Nil</b>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	<b>2019-Nil</b> <b>2020( upto July,2020)-Nil</b>

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO- Shri Nishant Bhaskaran, SS Current FAA- Shri Killi Mohana Rao, PO (I/C) Earlier CPIO- 1. Capt R Sagar, Dy NA 2 Shri Satyanarayan Murthy, E&SS  Earlier FAA- 1. Shri A Sukumaran, PO 2. Shri S Barik, PO 3. Shri S.K Sinha, PO 4. Capt. S C Mandal,PO
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not applicable
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	D.G.Shipping is the Authority for appointment of Nodal Officer
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not Applicable

## 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Information made available in website and portals of this office
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	In process

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## **ANNEXURE-I**

### **Section 4 (1) (b) (i) - PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

Mercantile Marine Department, Kolkata, (MMD) situated at Marine House, Hastings, Kolkata-700022, functions under the Ministry of Shipping, New Delhi.

Directorate General of Shipping, Mumbai (DGS) under the Ministry of Shipping, is the Head Quarter of MMD, Kolkata.

MMD Kolkata's jurisdiction encompasses the States of West Bengal, Orissa & U.T. of Andaman and Nicobar Islands. Mercantile Marine Department, Kolkata has three sub-offices which are situated at Port Blair, Paradip and Haldia.

Shipping Office, Kolkata and Director of Seaman's Employment Office, Kolkata are under the administrative control of MMD, Kolkata. Day to day functioning and technical aspects are directly controlled by the DGS.

### **Vision & Mission statement**

#### **Vision Statement**

To be recognized globally as a highly effective, efficient ,responsible and progressive maritime administration

#### **Mission Statement**

Provide an effective supervisory and regulatory regime conducive to;

achieve ,safe, efficient and secure shipping,  
protect the marine environment,  
all round growth of maritime university and

1. Provide support to the Government of India in developing and implementing a holistic and integrated maritime development program that has a positive impact on national economy;
2. Develop and Implement policies that facilitate an environment which is conducive for promoting an investment in the expansion of a modern merchant fleet under the Indian flag and develop globally competitive ship building and repair facilities;
3. Develop and sustain a high quality human resource management catering to the needs of global including national maritime industry for competent seafarers;



4. Ensure good governance by adhering to the highest standards of integrity, quality and efficiency in delivery of shipping services through constant innovation ,technology up gradation and value addition
5. Develop measures to ensure compliance of relevant international instruments relating to safety and security of ships, protection of environment and welfare of seafarers.

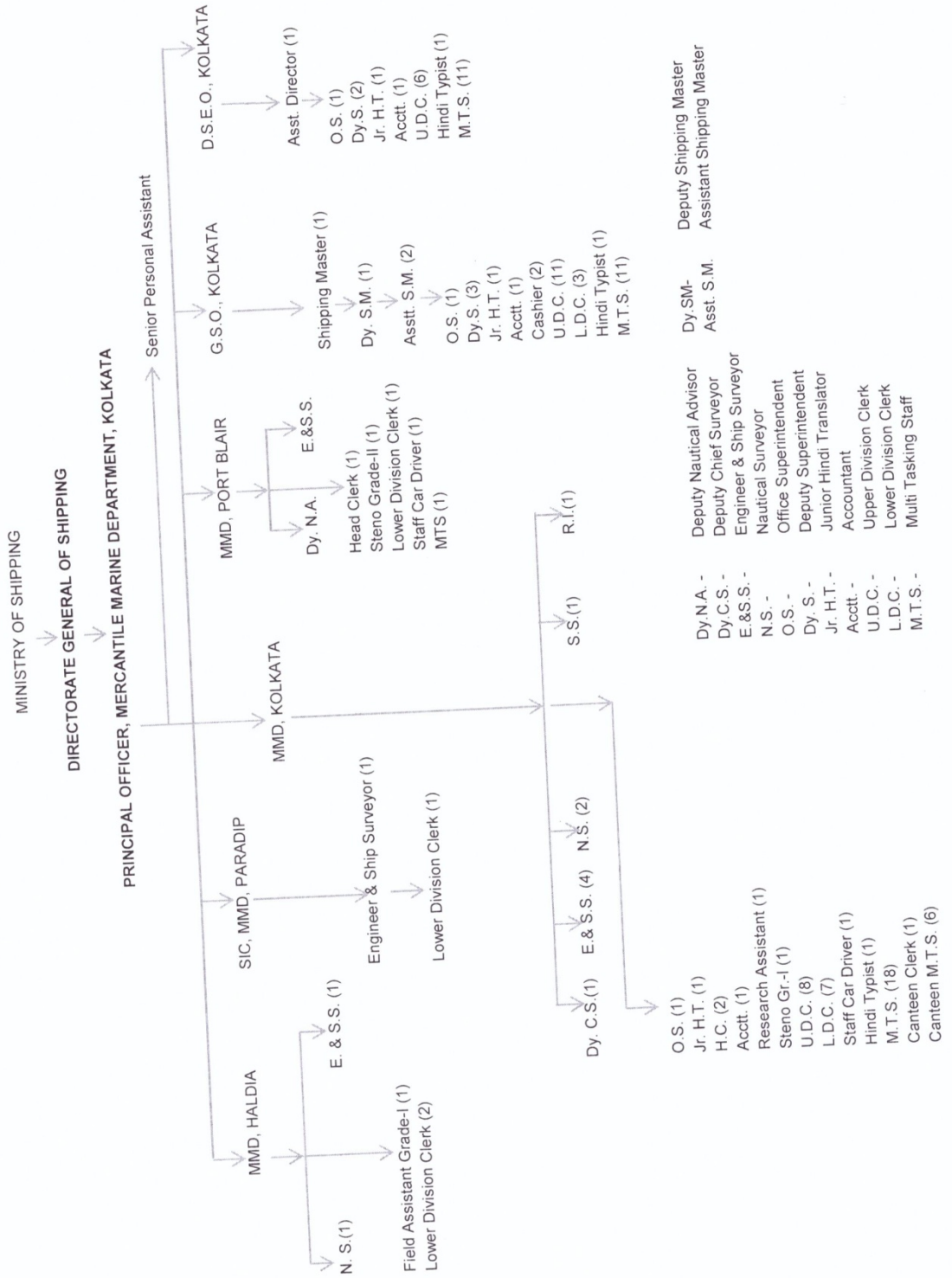
**The main functions and duties of the MMD Kolkata are as follows:**

- Implementation of the MS ACT1958 as amended and Implementation of shipping related International conventions, recommendations and guidelines as adopted by the Government of India (GOI) from time to time.

**The detailed list of functions and duties are as follows: -**

- Registration of sea-going vessels as per the provisions laid down in Part V of the MS Act and the rules made thereunder.
- Conduct examinations as required under Part VI of the MS Act and the rules made thereunder.
- Survey of Passenger ships as per the provisions laid down in Part VIII of the MS Act and the rules made thereunder.
- Ensuring safety of the ships as per the procedures laid down in Part IX of the MS Act and the rules made thereunder.
- Inspect and Approve construction and functioning of safety equipment's including **Life Saving Appliances (LSA), Radio Equipment's and other Navigational aids.**
- Conduct investigations and inquiries into shipping casualties on Indian ships in any part of the world and foreign vessels in India, as a substantially interested state, as required under Part XII of the MS Act.
- Implementation of IMO and ILO conventions, recommendation, obligations as adopted by the Government of India from time to time.
- Conduct audits under the ISM Code and ISPS Code.

ORGANIZATIONAL CHART OF MERCANTILE MARINE DEPARTMENT, KOLKATA DISTRICT



## **ANNEXURE-III**

### **Section 4 (1) (b) (ii)- POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

The officers are appointed under Part III of the MS Act.

The employees i.e. support staff are appointed as per the Central Government norms and procedures.

The powers and duties of the officers are as detailed in various sections of the MS Act and various applicable Govt. notifications.

The responsibilities and authority of the employees are as per the Central Govt. norms.

Details of powers and duties of the officers and employees are decided by the DGS as and when required.

The PO usually delegates authority to one or more officers for discharging the functions of Head of Office & Drawing-cum-Disbursing Officer. The Head of Office is the functional head of the MMD and the appointing and disciplinary authority for Group C & D staff. The Drawing-cum-Disbursing officer discharges the functions of drawing bills, making payments, preparing budgets etc.

Surveyors are the field officers (Group A Technical, appointed under General Central Civil Service Rules) who carry out surveys, inspections, audits and examinations as per the instructions of superior officers and submit the report to the Principal Officer (PO) through the relevant Deputies alongwith their recommendations.

The Deputies forward the report with their comments to the Principal Officer for final decision.

The PO is the final decision making authority in the MMD. Whenever required, the PO forwards his report to the DGS on specific issues over which the DGS, Chief Surveyor with Government of India (GOI) or Nautical Adviser to the GOI has jurisdiction.

Surveyor-in-Charge (SIC) at sub-offices functions under the supervision of the PO.

Support staff carry out the instructions of the officers. Support staff is entrusted only with duties by way of standing instructions contained in the Office Order Book. Instructions of the PO are conveyed by way of the Departmental Orders contained in the Departmental Order Book

Public can approach the PO/Grievance Officer with any grievance and or suggestion with respect to the functioning of the MMD, in case they are not satisfied with the action taken by the Inspector, Surveyor and Deputies, in that ascending order.

## **OFFICERS:**

### **1. PRINCIPAL OFFICER:**

The Principal Officer of Kolkata District in the discharge of his duties is subject to the control of Director General of Shipping. He is concerned with the administration of Merchant Shipping Act and Rules / Regulations thereunder on matters pertaining to the following:

- Registration of Fishing/Sailing Vessels.
- Certification of Fishing/Sailing Vessel with reference to Safety and Sea worthiness as per International Maritime Conventions and Rules.
- Investigation into maritime casualties instancing in the high seas.
- Administering the functioning of the Maritime Training Institutes by way of Inspections for approval as the Chairman, Southern Academic Council.
- Safety Audit of shipping, as per the applicable Maritime Conventions.
- Inspection and Certification of LSA/FRA/Radio/LLSS, Prototype approvals of Safety Equipments.
- Supervision of new construction of Ships, Fishing Vessels, Sailing Vessels.
- Examinations of Engineer & Deck Officers to man, Merchant Ships and Fishing Vessels.
- Administering the functioning of the Mercantile Marine Departments at Vizag and Tuticorin which comes within the jurisdiction of this office.
- Inspection of Foreign-going and Indian-going ships for meeting Port State Control and Flag State Control obligations.
- Rendering maritime technical advice to specific organizations as advised by the Directorate General of Shipping, Mumbai.

### **2. NAUTICAL SURVEYOR:**

- Scrutiny and approval of LS /L&SS/Dangerous Goods/Grains fitting/General Cargo Plans on Passenger Vessels of LS /L&SS/Dangerous Goods/Grains fitting/General Cargo Plans on Passenger Vessels.
- Surveys and Inspection of LSA/L&SS during production and servicing/repairs.
- Surveys and Inspection of Safety Equipment for certification of Ships.
- Survey and Inspection of Grain Loading Ships, Dangerous Goods Loading Ships for certification.
- Safety Audit of sea going ships and its companies for certification.
- Inspection of Maritime Training Institute for various STCW courses approval.
- Investigation and enquires into Shipping Casualties.

- Examiner of Master and Mates, Skipper/Mates of fishing vessel or harbor crafts.
- Inspection of Crew accommodation, Carving notes for registration purpose.
- Port State/Flag State Control Inspections for compliance of Rules.
- Port State/Flag State Control Inspections for compliance of Rules.
- Issuance of B Certificate to the passengers or special trade passenger's ships
- Inspection for grant of Voyage and Towage permission.
- Co-ordinate for SAR procedures with vessels and coast guards.
- Attending official court cases with reference to maritime casualties and continuous liaison with counsels.
- Scrutiny of cases of Dispensations/Exemption e.g. Manning, Family Carrying etc.
- Taking active part in implementation of ISPS code by ships and ports.

### 3. **ENGINEER AND SHIP SURVEYOR :**

- Scrutiny and approval of plans relating to new construction – machinery, auxiliaries, fire fighting appliances, grain loading and dangerous goods loading.
- Survey and inspection of safety equipments, load lines, oil pollution equipments, hull and machinery for certification of ships.
- Survey and inspection of carving/marking for registration of ships, measurement of tonnage and certification.
- Survey and inspection of new constructions with reference to safety construction, installation of machinery, sea trails and certification
- Survey and Inspection of FFA/LLA machineries during new construction and maintenance.
- Inspection of ships for B Certificate/Dangerous Goods Loading, Grain Loading.
- Investigation into Shipping Casualties.
- Inspection of Training Institute – for approval.
- PSC/FSC Inspections – of compliance.
- Safety audit of ships and its company for certification under ISM codes.
- Examiner of engineers to issue Certificate of Competency.
- Survey inspection of FV/SV for issuance of certificate.
- Minimum safe manning for ships computation.
- Examiner of engine driver under I.V. Act.
- Examiner of sea going engine driver, fishing vessels engine driver/engineers.
- Towage and Voyage permission.
- Inspection for issuance of certificate of survey, certificate A/B for safe operation of STP/ passenger vessels.
- Issuance of Petroleum Licence for bulk carriage of oil.
- Dispensation for engineers manning.
- Exemption for safe manning of FFA of ships.

#### **4. SHIP SURVEYOR:**

- Survey and Inspection of LSA / FFA during new construction and maintenance.
- Survey and inspection of FV / SV for registration certificate.
- Inspection of ships for B certificate and A-certificate
- PSC / FSC inspection of ships for – compliance.
- Inspection of training institute – for approval.
- Survey of hulls and equipment of all vessels for issue of Statutory certificates.
- Scrutiny/Approval of plans for Design and Construction of Passenger and Cargo Ships (structural, crew accommodation, passenger accommodation etc.)
- Witness stability test of all vessels and assessment of stability.
- Undertake measurement of tonnage of new vessels and re-measurement of existing vessels (as and when registered)
- Carryout survey for assignment of GOI load lines and preparation of LL papers.
- ISM audits of ships and companies.
- Witnessing periodical servicing of LSA/FFA items.

#### **5. Radio Inspector:**

Radio Inspectors are appointed under Section 10 of the Merchant Shipping Act 1958. They are entrusted with the duty to ensure that the requirements of the Act and Rules and Regulations thereunder relating to Global Maritime Distress and Safety System (distress and safety radio communication rules) are complied with.

- Scrutiny of GMDSS retrofit drawings for DGS approval.
- Surveys and Inspections of Radio and Safety Equipment for certification of ships.
- Inspection of Safety Equipment stations for DGS approval and continuation of approval.
- Safety of sea going ships and its companies for certification.
- Inspection of maritime training institutes for approval and continuation of approval.
- Investigation and enquires into accidents caused due to communication failure.
- Examiner of GMDSS general operator's certificate.

## **ANNEXURE-IV**

### **Group 'C' STAFF:**

#### **j) .DUTIES OF OFFICE SUPERINTENDENT:**

1. Supervision and monitoring of work of Establishment and Accounts Section.
2. Scrutiny and checking of all types of Claims viz.LTC, TA, Advances etc. before submitting it to higher authorities for approval/sanction etc.
3. To check the cashbook and other documents being maintained by the Cashier.
4. To maintain and update vacancy position of the staff.
5. To deal with the Court cases and representations of the officers and employees.
6. Assisting the Principal officer /Head of Office in all administrative/financial matters.
7. Assist in Preparation of budget requirements for stores and building/maintenance etc. Monitoring of allocation of funds in various heads of accounts.
8. General procurement and maintenance of office equipment, stores, spares etc., needed for the office, apart from the assistance to the Head of the Office, in all the aspects, in general and in the establishment matters, in particular, for the smooth functioning of the Office.
9. Assist the Principal Officer and Head of office to supervise and coordinate the Administration work dealing with recruitment, promotion, posting, pay fixation, seniority, leave matters, monitoring roster register and filing of reply statements to the various courts cases etc
10. Holding physical custody of central stores, receipt and issue of store items and disposal of unserviceable store items maintenance of store registers and other records, to assist the officer in charge (Stores) in procurement of stores and related correspondences, maintaining inventory control of all sections, in addition to supervise the files related to purchase of HSD, Fresh Water, Budget preparation etc. Recording and weeding out of files in the section.
11. Any other duties assigned by the superiors as per the requirements of the Office.

#### **j) .DUTIES OF STENOGRAPHER:**

1. Taking down dictation of letters/notes/reports, minutes of meeting, etc. and its transcription.
2. Typing of essential or confidential documents.
3. Opening of files, maintenance of current files.
4. Maintaining inward and outward movement of files/notes, etc. received from officers/sections.
5. Screening the telephone calls and the visitors in a tactful manner;
6. Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up.
7. Collection of information and files, compilation of data.
8. Making travel arrangements for Officer's tour, domestic as well as foreign.
9. Maintaining of files connected with the meetings, agenda items, board meeting, etc.

10. Drafting and noting and Assist in Administrative and Establishment work
11. Attending to the work of sending fax messages, e mails.
12. Maintaining, in proper order, the papers required to be retained by the Officer;
13. Any other duties assigned by the superiors as per the requirements of the Office.

**j) ACCOUNTS SECTION DUTIES:**

1. Supervision of the Accounts Section, which is responsible for the preparation of all kinds of contingent bills and payments, maintenance of GPF accounts etc.
2. Providing assistance to the Head of office, in all the matters, like budget preparation, monitoring of expenditure of the entire office.
3. Carryout the functions of expenditure control Checking of Cash books, salary bills, schedules, CBs, HSA, OTA, TA, LTC, CEA, GPF etc.
4. Matters relating to salary and supplementary bills and calculation of Income Tax and compile information for filling quarterly /annual returns as per the provisions of the IT Act for all the employees and office and
5. Reconciliation of expenditure/receipts with Pay and Accounts Office.
6. Checking of income tax calculation statements and retirement benefits etc and filing of quarterly eTDS returns. Function as drawing and disbursing officer.
7. Matters relating to management of Medical Bills, Motorcycle Advance, House Purchase Advance, House Building Advance and Advance for purchase of Computers.
8. Matters relating to management of contribution towards employees group insurance scheme of  
all the officers/officials.
9. Encashment of cheque of crediting the cash to relevant heads of accounts.
10. Management of bills relating to remuneration of evaluator and examiners.
11. Management of all bills relating to all the purchases made by the Secretariat.
12. Preparation and scrutiny of TA, TTA, LTC and Medical claims bills for officers and staff.
13. Preparation of OTA bills for MTS staff
14. Reconciliation of accounts, Audit of Ag/internal audit
15. Preparation of monthly/quarterly/half yearly/annual Abstract register, Posting of registers and Expenditure control over register.
16. Scrutiny of TA and TTA claims of sub ordinate offices.
17. Preparation of Tuition fees bills for staff
18. Preparation og Income tac statement anf finalizing income tax statement for office/staff.
- 19. Any other duties assigned by the superiors as per the requirements of the office.**



**i) . DUTIES OF CASHIER:**

- Maintenance of Cash Book
- Issuance of receipts for payments received
- Preparation of challans & Depositing of D/D to accredited Bank for Crediting into Govt Account
- Maintenance of Permanent advance Bill
- Maintenance of Revenue Collection Register
- Processing RTI postal order & Depositing in Post Office
- Maintenance of issued receipts of office copy
  
- The deck and engine candidate's examinations fees is paid to MMD/DGS in the form of DD by candidates as well as the training institutes. Manual payment is also done through DD. Also, the Survey fees for vessels and other miscellaneous fees is also collected in the form of Demand drafts.
  
- The cashier collects all the DD's and prepares a statement based on collection and prepares a challan and forward it to the Syndicate bank Kolkata. Syndicate bank Kolkata will forward the statements and challan no to the Syndicate bank Kolkata. Syndicate bank Kolkata handles and forwards it to the Public accounts officer Kolkata.
  
- Any other duties assigned by the superiors as per the requirements of the Office.

**ii) . DUTIES OF STORES & LEGAL SECTION:**

**i) . Court Cases:**

Once the case is filed by any person in local court about MMD, the local ministry of law will appoint a government council and petition copy will be issued. The petition copy will be then taken from local court and is forwarded to DGS for para wise comments. After DGS comments are received these are given back to council for filing counter affidavit. Then council and concerned complaint deals the case.

- Preparation of Para-wise comments and Counter Affidavit after vetting by DGS, Mumbai
- Sending monthly status of Court cases at MMD.
- Watching Progress of the Court cases from time to time vetting by DGS, Mumbai
- Attending the Court during the hearings along with the Government Counsel
- Dealing with nomination and coordination with Government Counsel
- Dealing with preparation of pass order and sanction order for payment of Legal charges.

**ii) . STORE KEEPING:**

- Holding physical custody of central stores, receipt and issue of store items and disposal of unserviceable store items maintenance of store registers and other records,

- ❑ Assisting the Office Superintendent and Stores Officer and purchase committee in the matter of stores purchase. Dealing with the work on stores purchase, receipt and issue of stores, transportation.
- ❑ Assisting the Office Superintendent in all the store matters such as maintaining inventory control of all sections, in addition to supervising the files related to purchase of computer hardware etc.
- ❑ Dealing with the files on tender/quotations and passing of vouchers/party bills.
- ❑ Dealing with matters relating to purchase of stores/goods/equipments/services for various sections/Divisions of the Institute. Attending to the files relating to Store and related sections, attend to annual audit, inspections and physical verifications etc.
- ❑ Dealing with purchase of local purchase of stationary, other electronic items for office use, its delivery and distribution.
- ❑ Dealing with Annual Maintenance Contract for computer, telephones, printers and other equipment's
- ❑ Printing of forms, visiting cards, letter head etc.
- ❑ Dealing with maintenance of Dead Stock register and Stock Register
- ❑ Dealing with electrical, civil and other repair works.
- ❑ Dealing with preparation of Sanction order & Pass order for the various bills received.
- ❑ Purchase of books and publications.
- ❑ Supply of uniform and livery
- ❑ Procuring bilingual rubber stamps, name boards etc
- ❑ Monitoring fresh drinking water supply
- ❑ Dealing with printing of answer booklets for examination sections.
- ❑ Disposal of waste papers/newspapers and articles rendered obsolete.
- ❑ **Any other duties assigned by the superiors as per the requirements of the office.**

#### **y ). EXAMINATION SECTION (NAUTICAL ) :**

##### **DUTIES: Dealing assistant for all deck officer's examinations and endorsement of certificates.**

The certificates of competency, certificates of proficiency and endorsements, with limitations, if any, which will be issued, together with their equivalent titles as per the STCW convention, as enumerated in the M.S. (STCW) Rules, 2014 - Rule 5. Certificates of Competency issued for Near Coastal Voyages (NCV) shall incorporate or be endorsed with the trading limits

##### **1. Foreign going (FG) examination -Nautical.**

- Candidates apply online and submits Form-29 for assessment for all grades duly downloaded from DGS website at all days. Then the Dealing Assistant verifies the original documents calculate the QSS and completes the assessment and forwards the application online to Examining officer within 10-days. If sea time criteria is fulfilled the examining officer clears the assessment within 5 days. Candidates apply for seat booking online and dealing assistant clears the seat booking and generates hall ticket within 3 days.

##### **2. Near Coastal Voyage – Examination – Nautical.**

- Candidates apply online and submits Form-29 for assessment for all grades manually at all days. Then the Dealing Assistant verifies the original documents calculate the QSS and completes the assessment and forwards the application online to Examining officer within 10-days. If sea time criteria is fulfilled the examining officer clears the assessment within 5 days. Candidates issued with eligibility will undergo Orals on daily basis.

### 3. Fishing Vessel – Examination – Nautical.

- Candidates submit application manually for assessment for all grades during the month of February and August at all days. Then the Dealing Assistant verifies the original documents calculate the QSS and completes the assessment and forwards the application online to Examining officer within 10-days. If sea time criteria is fulfilled the examining officer clears the assessment within 5-10 days. Candidates are issued with hall ticker to undergo examination.

### 4. Revalidation issuance of CoC & CoS – Examination – Nautical:

- candidates apply for re-validation through Marine training institute at all days. Dealing assistant verified original documents and completes the assessment and forwards the application to examining officer within 3 days. If sea time criteria is fulfilled the examining officer clears the re-validation within 2 days. The candidates are issued with re-validation on every Wednesday and Friday.

### 5. Issuance of all CoC – Examination – Nautical:

- Dealing assistant receives, verifies and assesses and forwards the application for eligible candidates for preparation of CoC to DGS Mumbai within 3 days. Dealing assistant issues, the CoC to applicant on receipt from DGS Mumbai on every Wednesday and Friday.

### 6. Issuance of GMDSS/DCE endorsement– Examination- Nautical:

Candidates apply for GMDSS/DCE endorsements online at all days. Dealing assistant verifies the scanned documents and forward the eligible applications to examining officer within 2 days. If sea time criteria is fulfilled the examining officer clears the DCE/GMDSS with in one day. Candidates issued with DCE/GMDSS according to his request by port/hand at all days.

### 7. Issuance of UK endorsement – Examination- Nautical:

Candidates apply for UK endorsement manually at all days. Dealing assistant verifies the original documents, completes the assessment and forwards the eligible applications to examining officer within 3 days. If sea time criteria is fulfilled the examining officer clears the UK endorsement application with in 3 days. Candidates issued with temporary UK endorsement at all days.

### 8. Forwarding of examination answer scripts – Nautical to DGS Mumbai with in one day

### 9. Correspondence with DGS/MMD/Training institutes/externals/candidate etc – Examination – Nautical on case to case basis.

### 10. Collecting examination fees on case to case basis by cashier.

### 11. Any other duties assigned by the superiors as per the requirements of the Office.

**iv ). EXAMINATION SECTION (ENGINEERING) :**

**DUTIES: Dealing assistant for all engineer's examinations and endorsement of certificates.**

The certificates of competency, certificates of proficiency and endorsements, with limitations, if any, which will be issued, together with their equivalent titles as per the STCW convention, are as enumerated in the M.S. (STCW) Rules, 2014 - Rule 5.

Certificates of Competency issued for Near Coastal Voyages (NCV) shall incorporate or be endorsed with the trading limits

**1. Foreign Going – Examination (MEO CL I,II,IV & STEAM):**

- Candidates apply online and submits Form-29 for assessment for all grades duly downloaded from DGS website at all days. Then the Dealing Assistant verifies the original documents calculate the QSS and completes the assessment and forwards the application online to Examining officer within 10-days. If sea time criteria is fulfilled the examining officer clears the assessment within 5 days. Candidates apply for seat booking online and dealing assistant clears the seat booking and generates hall ticket within 3 days.

**2. Near Coastal Voyage – Examination – CL III, IV – Booking, Assessment & Oral:**

- Candidates apply online and submits Form-29 for assessment for all grades manually at all days. Then the Dealing Assistant verifies the original documents calculate the QSS and completes the assessment and forwards the application online to Examining officer within 10-days. If sea time criteria is fulfilled the examining officer clears the assessment within 5 days. Candidates issued with eligibility will undergo Orals on daily basis.

**3. Inland Vessel – Examination – I Class/ II class Engine Driver.**

- Candidates submit application manually for assessment for all grades. Then the Dealing Assistant verifies the original documents calculate the QSS and completes the assessment and forwards the application online to Examining officer within 10-days. If sea time criteria is fulfilled the examining officer clears the assessment within 5-10 days. Candidates issued with eligibility will undergo Orals on daily basis.

**4. Revalidation issuance of CoC & CoS – Foreign going and NCV(All grades):**

- Dealing assistant receives, verifies and assesses and forwards the application for eligible candidates for preparation of CoC to DGS Mumbai within 3 days. Dealing assistant issues, the CoC to applicant on receipt from DGS Mumbai on every Wednesday and Friday.

**4. Issuance of DC endorsement:**

Candidates apply for DC endorsements online at all days. Dealing assistant verifies the scanned documents and forward the eligible applications to examining officer within 2 days. If sea time criteria is fulfilled the examining officer clears the DCE with in one day.

**5. Issuance of UK endorsement:**

Candidates apply for UK endorsement manually at all days. Dealing assistant verifies the original documents, completes the assessment and forwards the eligible applications to examining officer within 3 days. If sea time criteria is fulfilled the examining officer clears the

UK endorsement application within 3 days. Candidates issued with temporary UK endorsement at all days.

6. Issuance of Watch keeping certificate and renewal:

Candidates submit application online for assessment. Then the Dealing Assistant verifies the original documents calculate the QSS and completes the assessment and forwards the application online to Examining officer within 3- days. If sea time criteria is fulfilled the examining officer clears the assessment within 3 days. If required orals exam is conducted and Candidates issued with eligibility will undergo Orals on daily basis.

8. Forwarding of examination answer scripts – Engineering class II and class I to DGS Mumbai with in one day

9. Correspondence with DGS/MMD/Training institutes/externals/candidate etc – Examination – Nautical on case to case basis.

10. Collecting examination fees on case to case basis by cashier.

11. Any other duties assigned by the superiors as per the requirements of the Office.

## **1. HINDI SECTION:**

Hindi Translator, Responsible for the implementation of Hindi as Official Language

- Translation of training materials, annual report, calendar and technical terminology used in the various sections of the office.
- Translation and typing work from English to Hindi and Vice-versa of the various letters, orders, help literature etc. Accepting and diarising of all the letters pertaining to Official Language Section.
- Operation of bilingual computer installed in the Official Language Section.
- To conduct various competitions in Hindi under Kendriya Sachivalaya Hindi Parishad as per the directives from Ministry. Preparation of reference and help literature for providing the same to the officials.
- Writing of learn a Hindi word a day, custodian of newspapers and journals pertaining to the Official Language Section.
- Opening and recording of all the files pertaining to the Official Language Section of the office. Preparation and maintenance of schedule pertaining to the Hindi Training of the employees/Officers of the Institute.
- Maintaining translation file for translation of all the official documents to be issued from the MMD office under section 3(3) of the O.L Act 1963 pertaining to the different sections of the office. To extend all sort of secretarial assistance in the Official Language Section.
- Assist the Assistant Director (OL) in organizing Hindi Karyasala and inspections on the implementation of Official Language. Organizing and handling Hindi classes in the Hindi karyasalas. Assist Assistant Director (OL) to achieve the target prescribed in the annual programme on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language.
- Ensuring the proper compliance of the provisions of the Official Language Act and orders pertaining to Hindi Teaching Scheme and the Official Language Policy, in the office.

- Holding Official Language Implementation Committee Meeting at regular intervals and Conducting Hindi Workshops at regular intervals
- Maintaining a proper record of all correspondences and other activities done by the section
- Translation of letters, orders etc., of various sections from English to Hindi & vice-versa.
- Sending periodical reports pertaining to Official Language Implementation to DGS, Mumbai and Regional Implementation office, Cochin
- Encouraging officers and staff members to do maximum possible work in Hindi
- Making entries in registers and headings of file covers and registers in bilingual form
- Attending Town Official Language Implementation Committee meeting regularly
- Conducting various competitions during Hindi Fortnight celebration
- Purchase of Hindi Books and magazines for the Hindi library

**\* .DESPATCH SECTION DUTIES:**

- Recording / Distribution of Tapals
- Despatch of Letters
- Maintenance of Service Stamp Account Register
- Maintenance of Speed post Account Register
- Processing bills received from GPO of speed post
- Post authorities towards arranging payment
- Maintenance of Hindi Correspondence Register
- Any other duties assigned by the superiors as per the requirements of the Office.

**MULTI TASKING STAFF DUTIES:**

1. Physical maintenance of records of section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Sections/Unit.
6. Assisting in routine office work like diary, dispatch etc. including on computer.
7. Delivering of Dak (inside & outside the building)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixture etc.
13. Upkeep of parks, lawns, potted plants etc.
14. Any other duties assigned by the superiors as per the requirements of the Office.

## **ANNEXURE-V**

### **Section 4 (1) (b) (iii) - PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

An application is made to the department by way of a standard format or a letter submitted at inward /mail section which is forwarded to the PO who assigns the surveyor, in consultation with the Deputies, as necessary.

The application is forwarded to the concerned Surveyor through the Section-in-Charge for recording.

Section-in-Charges are posted in the following sections: -

01. Establishment and accounts section
02. Survey Sections
03. Port State Control, Flag State Inspection, Institute inspection and Audits section.
04. Registration Sections
05. Examination section

The concerned surveyor carries out the assigned work and forwards his report through the Section-in-Charge (for recording) to the Deputies for forwarding to the PO.

The over all responsibility and accountability lies with the PO as the Head of the department, provided he is so and to the extent authorized by the GOI.

Administrative Officer is In-Charge of the support staff and is accountable for any undue delay in processing of application, correspondence, report etc. and is required to monitor the file movement in the section, however, primary responsibility lies with the concerned Section-in-Charge.

The concerned Surveyor is responsible and accountable for carrying out the work and recommendation given, including the paper work and any undue delay, once the work has been assigned to him.

The Deputies are responsible and accountable for their recommendations to the extent that the surveyor's inspection report and recommendations are accepted in good faith and he does not have any observations to the contrary. The Deputies are fully accountable if their recommendations are contrary to the surveyor's recommendation and fully justified. Deputies formulate the procedures for running the office, which are approved by the PO prior implementation.

The PO, as head of the department, is responsible and accountable for the functioning of the MMD even though the recommendations of subordinates are accepted in good faith and as long

as there are no observations to the contrary. If the PO's recommendation is contrary to the surveyor or deputy, then the PO is fully accountable on that count.

Flow chart of the decision making, channel of supervision and accountability is given on next page.

### **Flow chart of supervision and accountability**



## **ANNEXURE-VI**

### **Section 4 (1) (b) (iv) - NORMS SET FOR DISCHARGE OF FUNCTIONS**

- Working hours of the department are from 0930hrs to 1800hrs from Monday to Friday.
- List of the MMD holidays is published on the notice board.
- Surveyors are nominated within one working day of the receipt of the application.  
An application is to be made 72hrs prior to the survey work to be carried out.  
Thereafter survey is carried out on mutually agreed date and time between the applicant and the concerned surveyor.
- Statutory Certificate is issued on the next working day of satisfactory completion of the survey.  
Statutory Certificate for the survey carried out by the Recognised Organisation (Classification Societies) is issued within five working days of the submission of the report, subject to the satisfactory scrutiny of the report by the Department.
- An initial inspection for approval of maritime training institute is carried out within one month of the receipt of the instruction from the DGS.  
Scheduled inspection for ensuring compliance with the DGS norms is carried out as per the annual schedule.  
Unscheduled inspections are carried out as per the instructions of the DGS/PO.
- ISM and ISPS audits are carried out as per the instructions of the DGS and in consultation with the ship/company/port concerned. Any change in scheduled is to be intimated to the DGS in advance for concurrence.
- Written Examinations are conducted as per the annual schedule.  
Oral examinations are conducted as per the monthly schedule.  
Certificate of Competency is issued to successful candidates within 30days of the submission of the application.  
Rating watch-keeping certificate is issued to successful candidates on next working day.  
Various endorsements are issued on next working day of the submission of the application.
- Release order to the vessels detained under PSC/FSI is issued immediately on satisfactory rectification of the deficiencies.
- Plans/Booklets submitted for approval are forwarded to the DGS within two months of submission subject to the satisfactory scrutiny for compliance with the requirements of the Administration.

- Casualty investigation is completed within three months of the assigned date.
- Registration of the Indian ships/fishing vessels/sailing vessels and Certificate of Registry is issued within two working days, subject to satisfactory submission and scrutiny of all relevant documents.
- Creation and discharge of mortgage is done within two working days of satisfactory submission and scrutiny of all relevant documents.
- International Tonnage Certificate and Civil Liability Certificate is issued within two working days.
- Grievances are addressed within seven days of the submission of the complaint.
- Fees for various inspections and issue of certificates are available on the DGS website- [www.dgshipping.com](http://www.dgshipping.com)
- Any change in schedule is posted on the MMD Notice .
- Norms for discharge of the MMD functions are available on the MMD Notice Board.

## **ANNEXURE-VII**

### **Section 4 (1) (b) (v) - RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY OR UNDER CONTROL OR USED FOR DISCHARGING FUNCTIONS.**

The following rules, regulations and instruction manuals are maintained by the Mercantile Marine Department to regulate its overall functions:-

#### **Administrative and Financial matters**

1. Fundamental Rules and Supplementary Rules of 1992.
2. General Financial Rules of 1963.
3. Delegation of Financial Powers Rules, 1976.
4. Treasury Rules of the Central Government.
5. Central Civil Service (Conduct) Rules, 1964.
6. Central Civil Service (Classification, Control & Appeal) Rules, 1965.
7. Central Civil Service (Pension) Rules.
8. Merchant Shipping Act, 1958.

#### **TECHNICAL**

1. Merchant Shipping (Registration of Indian Ships) Rules.
2. Merchant Shipping (Life Saving Appliances) Rules.
3. Merchant Shipping (Prevention of Collision at Sea) Rules.
4. Merchant Shipping (Safety of Navigation) Rules.
5. Merchant Shipping. (Distress, Safety & Radio Communication) Rules.
6. Merchant Shipping (Carriage of Cargo) Rules.
7. Merchant Shipping (Wreck & Salvage) Rules.
8. Merchant Shipping (Levy of Oil Pollution Cess) Rules.
9. Merchant Shipping (Medical Examination) Rules.
10. Merchant Shipping (Medicine, Medical Stores & Appliances) Rules.
11. Merchant Shipping (Standard of Training, Certification & Watch keeping) Rules.
12. Merchant Shipping (Dredge Master & Mates Examination) Rules.
13. Merchant Shipping (Examination of Skipper and Mates Fishing Vessel) Rules.
14. Merchant Shipping (Civil Liability for Oil Pollution) Rules. (Draft stage).
15. Merchant Shipping (International Oil Pollution Fund) Rules (Draft stage).
16. Merchant Shipping Act, 1958.
17. Merchant Shipping (Construction and Survey of Passengerships ) Rules, 1981.
18. Merchant Shipping (Carriage of Cargo) Rules, 1995.

19. Merchant Shipping (Certificate of Service) Rules, 1970.
20. Merchant Shipping (Cargo Ship Construction & Survey) Rules, 1991.
21. Merchant Shipping (Fire Appliances) Rules, 1990.
22. Merchant Shipping (Fire Appliances) Amendment Rules, 1994.
23. Merchant Shipping (Examination of Engineer Officers in the Merchant Navy) Rules 1994.
24. Merchant Shipping (Examination of Engine Driver of Seagoing Ships) Rules, 1992.
25. Merchant Shipping (Indian Fishing Boat Inspection) Rules, 1988.
26. Merchant Shipping (Management for Safe Operation of Ships) Rules, 2000.
27. Merchant Shipping (Prevention of Pollution from Ships by Oil) Rules, 2005 (under notification).
28. Merchant Shipping (Registration of Indian Ships) Rules 1997.
29. Merchant Shipping (Sailing Vessel) Rules, 1997.
30. Merchant Shipping (Standards of Training, Certification and Watchkeeping for Seafarers) Rules, 1998.
31. Merchant Shipping (Cancellation or Suspension of Certificate of Competency) Rules, 2003.

## MANUALS

1. Quality Manual on examination of Master & Mate.
2. TEAP Training Examination and Assessment Programme of Masters & Mates.

## Application of various IMO Codes to ships registered under the Merchant Shipping Act, 1958.

1. LSA Code.
2. International Code of Signals.
3. Code for Cargo Stowage and Securing.
4. Code for Safe Carriage of Timber Deck Cargo.
5. Code for Safe Carriage of Grain Cargo.
6. Code for Safe Carriage of Solid Bulk Cargo.
7. Code for Safe Loading and Unloading of Bulk Cargo.
8. IMDG Code.
9. ISPS Code.
10. IBC Code applicable only to the Cargo Carriage.
11. IGC Code applicable only to the Cargo Carriage.

## **ANNEXURE-VIII**

### **Section 4 (1) (b) (vi) - STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY OR UDNER CONTROL**

The organisation maintains following documents:

#### **01. Registers for:-**

- a) Register of Ships.
- b) Register of Paybills
- c) Register of Files
- d) Register of Dead Stock & Consumables.

#### **02. Files:**

A file is created for each application and the file is uniquely identified.

Files consist of applications, comments of the various assistants and officers on note sheets, correspondence to/from applicant/organisation, inspection report and copy of certificate/recommendation.

Files are weeded out, as necessary, as per the Government norms.

## **ANNEXURE-IX**

### **Section 4 (1) (b) (ix) - DIRECTORY OF OFFICERS AND EMPLOYEES OF MMD KOLKATA**

<b>Sr. No.</b>	<b>Group 'A' and Group 'B'</b>	<b>Office</b>	<b>MOB. NO.</b>
1.	SHRI KILLI MOHANA RAO PO cum Jt. DG(Tech) (I/C)	033-22232452	9930181909
2.	SHRI ANIRUDDHA CHAKI, E&SS cum DDG(Tech)	033-22236781	9820384521
3.	SHRI ARBIND KUMAR CHOUDHARY, E&SS cum DDG(Tech)	033-22233667	9840513542
4.	SHRI NISHANT BHASKARAN, SS cum DDG(Tech)	033-22236499	9946462772
5	CAPT. SABYASACHI MUKHOPADHYAY, NS cum DDG(TECH)	033-22232454	8910988313
6	CAPT.NIRMAL KUMAR MANDAL, NS cum DDG (Tech)	033-22230237	8617208730
8	CAPT. MITHILESH KUMAR, NS cum DDG (Tech)	033-22236782	9051450013
	<b>GROUP 'C' STAFF- TEL NO. 033-22230238</b>	<b>EXTN. NUMBER</b>	
1	SHRI PRODIP BAIDYA, OS	113	--
2	SMT. RITU SINGH, JUNIOR HINDI TRANSLATOR.	187	--
3	SHRI AMAL DEY, HEAD CLERK	113	--
4	SHRI DEBASIS ROY, HEAD CLERK	184	--
5	SHRI ASHIM KUMRA GHOSH, UDC	102	--
6	SHRI BORNALI SIL, UDC	178	--
7	SMT. PIYA CHAKRABARTI, LDC	110	--
8	SHRI DEBAJYOTI CHAKI, LDC	112	
9	SHRI MOHAN KUMAR, LDC	113	
10	SHRI SUBINOY DEBNATH, LDC	114	--
11.	SMT. SURUCHI BHARTI, LDC	111	
11	SHRI INDRESH DHANU, MTS	--	--
12	SHRI GANESH LAL MALLIK, MTS	--	--
13	SHRI UTPAL BHANDARI, MTS	--	--
14	SHRI. MOHAN CHANDRA NATH ,MTS	--	--
15	SHRI PRAKASH CHANDRA SAHA, MTS	--	--
16	SHRI SUBHASH CHANDRA	--	--
17	SHRI SUJIT KUMAR SEAL, MTS	--	--
18	SHRI ANIL KUMAR SAH, MTS	--	--

19	SHRI TUSHAR ROY CHOUWDHURY, CANTEEN CLERK	117	--
20	SHRI HIRAPADA SASMAL, MTS	--	--
21	SHRI DHIRENDRA NATH SASMAL, MTS	--	--
22	SHRI JITENDRA NATH SASMAL, MTS	--	--
23	SHRI SAUMITRA DAS PODDAR, MTS	--	--
	<b>Shipping Office, , KOLKATA,</b>		
1	SHRI R.M. ELANGO, SM	033-2230517	9432574405
2	SHRI BIJENDRA CHAUBEY, Dy.SM	033-2230517	9869704076
3	SHRI MADHUMITA HADAR (TIRKEY), UDC	033-22230238- EXTN. NO. 112	
4	MD. S.A. ANSARI, JR. HINDI TRANSLATOR	EXTN. 176	
5	SHRI PRAMOD KUMAR, ACCOUNTANT (I/C)	110	
6.	SHRI RISHI RAJ, LDC	173	
7	MRS. SANDHYA KUMARI, LDC	184	
8	SHRI TAPAN LAL, MTS	--	
9	SHRI JAYDEB NATH	--	--
	<b>Seamen Employment Office, KOLKATA</b>		
1.	SHRI M.A. QUADER, ACCOUNTANT	173	
2.	SHRI VIBHOOTI VERMA, HINDI TYPIST	176	
3	SHRI PINTU GHOSH, MTS	--	--
4	SHRI NIRANJAN CHANDRA DAS, MTS	--	--
5	SMT. PRATIMA SANTRA, MTS	--	--
6	SHRI RAM KRISHNA DUTTA, MTS	--	--
7	SHRI UTPAL DAS, MTS	--	--
8	SHRI SUBRATA PAL, MTS	--	--
9	SHRI SUDIP GHOSH, MTS	..	--
10	SHRI BANESWAR SOREN, MTS	--	--
11	SHRI SUSHIL KUMAR MITRA, MTS	--	--
12	SHRI DILIP KUMAR KANJILAL, MTS	--	--
	<b>MERCANTILE MARINE DEPARTMENT, PARADIP</b>		
1	SHRI SUJIT KUMAR DAS, E&SS-CUM-DDG(TECH)	672220053	9909979219
	<b>MERCANTILE MARINE DEPARTMENT, HALDIA</b>		
1.	SHRI AMEET KUMAR, UDC	--	--
	<b>MERCANTILE MARINE DEPARTMENT, PORT BLAIR</b>		
1.	CAPT. RANJIT KUMAR MUDULI, DY. NA-CUM-DDG (TECH)	03192-232530	93222268340
2	SHRI KIRAN C.S., E&SS-CUM-DDG(TECH)	--	99618916110
3	SHRI. P SRINIWASA RAO, HEAD CLERK	--	--
4	SHRI K.B. SUBHASH, UDC.	--	--

## **ANNEXURE-X**

### **Section 4 (1) (b) (x): MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES**

Monthly remuneration for officers and staff (excluding HRA).

In addition, variable components are payable to those entitled on account of examinations and overtime.

<b>SL.NO.</b>	<b>GROUP 'A'(GAZETTED) AND GROUP 'B'(GAZETTED)</b>	<b>GROSS AMOUNT (Rs.)</b>
1	SHRI KILLI MOHANA RAO, PRINCIPAL OFFICER (I/C)	110097
2	SHRI ANIRUDDHA CHAKI, ENGINEER & SHIP SURVEYOR	118521
3	SHRI ARBIND KUMAR CHAUDHARY, ENGINEER & SHIP SURVEYOR	118521
4	SHRI NISHANT BHASKARAN, SHIP SURVEYOR	121797
5	CAPT. SABYASACHI MUKHOPADHYAY, NAUTICAL SURVEYOR	109161
6	CAPT. NIRMAL KUMAR MONDAL, NAUTICAL SURVEYOR	109161
<b>SL.NO.</b>	<b>GROUP 'B(NON-GAZETTED)' AND GROUP 'C'</b>	<b>GROSS AMOUNT (Rs.)</b>
1	SHRI PRODIP BAIDYA OFFICE SUPERINTENDENT	65052
2	SMT. RITU SINGH, JUNIOR HINDI TRANSLATOR	83772
3	SHRI AMAL DEY, HEAD CLERK	49491
4	SHRI DEBASIS ROY, HEAD CLERK	56745
5	SHRI ASHIM KUMAR GHOSH, UPPER DIVISION CLERK	72774
6	MISS BORNALI SIL, UPPER DIVISION CLERK	37655
7	SHRI PALASH GHOSH, LOWER DIVISION CLERK	26267
8	MISS PIYA CHAKRABORTI, LOWER DIVISION CLERK	26267
9	SHRI MOHAN KUMAR, LOWER DIVISION CLERK	26267
10	SHRI DEBAJYOTI CHAKI, LOWER DIVISION CLERK	26267
11	SHRI SUBINOY DEBNATH, LOWER DIVISION CLERK	26267
12	MISS SURUCHI BHARTI, LOWER DIVISION CLERK	26267
13	SHRI SUBHASH CHANDRA, STAFF CAR DRIVER	52884
14	SHRI INDRESH INDRESH DHANUK, MULTI TASKING STAFF	52182
15	SHRI SOUMITRA DAS PODDAR, MULTI TASKING STAFF	47268
16	SHRI PRAKASH CHANDRA SAHA, MULTI TASKING STAFF	48087
17	SHRI GANESH LAL MALLICK, MULTI TASKING STAFF	49374
18	SHRI SUJIT KUMAR SEAL, MULTI TASKING STAFF	40599
19	SHRI UTPAL BHANDARI, MULTI TASKING STAFF	40599
20	SHRI GAUTAM SANKAR BOSE, MULTI TASKING STAFF	37440
21	SHRI ANIL KUMAR SAH, MULTI TASKING STAFF	26735
22	SHRI MOHAN CHANDRA NATH, MULTI TASKING STAFF	47736
23	SHRI TUSHAR ROY CHOWDHURY, CANTEEN CLERK	65752
24	SHRI HIRAPADA SASMAL, MULTI TASKING STAFF	52182
25	SHRI DHIRANDRA NATH SASMAL, MULTI TASKING STAFF	52182
26	SHRI JITENDRA RAJAK, MULTI TASKING STAFF	52182



<b>GSO,KOLKATA</b>			
Sl. No.	Name of the Staff	Designation	Gross Salary (excluding HRA) In Rupees
01	Shri RM Elango	Shipping Master	115011
02	Shri Bijendra Choubey	Dy Shipping Master	63297
03	Md. Shamim Ahmad Ansari	Junior Hindi Translator	91143
04	Madhumita f	DS I/C	49491
05	Pramod Kumar	Accountant I/C	38844
06	Shri Rishi Raj	L. D. Clerk	26267
07	Miss Sandhya Kumari	L. D. Clerk	26267
08	Shri Tapan Lal	M.T.S.	42822
09	Smt Radha Mallick	M.T.S	41652
10	Shri Jaydeb Nath	M.T.S.	40599
<b>SEO,KOLKATA</b>			
Sl. No.	Name of the Staff	Designation	Gross Salary (excluding HRA) In Rupees
01	Shri Mohiuddin Abdul Quadar	Accountant	66924
02	Shri Vibhooti Verma	Hindi Typist	53586
03	Shri Pintu Ghosh	Multi Tasking Staff	52182
04	Shri Niranjana Chandra Das	Multi Tasking Staff	48087
05	Smt. Pratima Santra	Multi Tasking Staff	42822
06	Shri Ram Krishna Dutta	Multi Tasking Staff	42822
07	Shri Utpal Das	Multi Tasking Staff	41652
08	Shri Baneshwar Saren	Multi Tasking Staff	42822
09	Shri Sudip Ghosh	Multi Tasking Staff	42822
10	Sushil Kumar Mitra	Multi Tasking Staff	52182
11	Dilip Kumar Kanjilal	Multi Tasking Staff	48087
12	Subrata pal	Multi Tasking Staff	42822

## ANNEXURE-XI

### Section 4 (1) (b) (xi)- BUDGET ALLOCATED TO EACH AGENCY, INDICATING THE PARTICULARS OF ALL PLANS AND REPORTS ON DISBURSEMENTS MADE.

CONTROLLER - 088 - SHIPPING				
	CONTROLLER PAO	PAO (S), KOLKATA	PAO CODE	
			88500	
	NAME OF DDO	PRINCIPAL OFFICER, MERCANTILE MARINE DEPARTMENT, KOLKATA (INCLUDING DEPARTMENT CANTEEN)	DDO CODE	
			234709	
(₹. IN THOUSANDS)				
	MAJOR HEAD NO.	MINOR HEAD 80.001	BUDGET ESTIMATE 2020-21	
1	3052	01.01.01	SALARIES	35000
		01.01.02	WAGES	0
		01.01.03	OVERTIME ALLOWANCE	0
		01.01.06	MEDICAL TREATMENT	125
		01.01.11	TRAVEL EXPENSES (D)	2200
		01.01.12	TRAVEL EXPENSES (F)	0
		01.01.13	OFFICE EXPENSES	15000
		01.01.14	RENT, RATES & TAXES	26
		01.01.16	PUBLICATIONS	125
		01.01.26	ADVERTISING AND PUBLICITY	0
		01.01.27	MINOR WORK	0
		01.01.28	PROFESSIONAL SERVICES	29000
TOTAL			81476	

CONTROLLER - 088 - SHIPPING				
SL.NO	CONTROLLER PAO	PAO (S), KOLKATA	PAO CODE	
			88500	
	NAME OF DDO	SURVEYOR IN CHARGE, MERCANTILE MARINE DEPARTMENT, PORTBLAIR	DDO CODE	
			234714	
(₹. IN THOUSANDS)				
	MAJOR HEAD NO.	MINOR HEAD 80.001	BUDGET ESTIMATE 2020-21	
1	3052	01.01.01	SALARIES	7000
		01.01.02	WAGES	0
		01.01.03	OVERTIME ALLOWANCE	0
		01.01.06	MEDICAL TREATMENT	100
		01.01.11	TRAVEL EXPENSES (D)	400
		01.01.12	TRAVEL EXPENSES (F)	0
		01.01.13	OFFICE EXPENSES	4000
		01.01.14	RENT, RATES & TAXES	0
01.01.16	PUBLICATIONS	0		

		01.01.26	ADVERTISING AND PUBLICITY	0
		01.01.27	MINOR WORK	0
		01.01.28	PROFESSIONAL SERVICES	800
		<b>TOTAL</b>		<b>12300</b>

<b>SL.NO</b>	<b>CONTROLLER - 088 - SHIPPING</b>			
	<b>CONTROLLER PAO</b>	<b>PAO (S), KOLKATA</b>	<b>PAO CODE</b>	<b>88500</b>
	<b>NAME OF DDO</b>	<b>ENGINEER &amp; SHIP SURVEYOR, MERCANTILE MARINE DEPARTMENT, HALDIA</b>	<b>DDO CODE</b>	<b>203370</b>
<b>1</b>	(₹. IN THOUSANDS)			
	<b>MAJOR HEAD NO.</b>	<b>MINOR HEAD 80.001</b>	<b>SUB-HEAD</b>	<b>BUDGET ESTIMATE 2020-21</b>
	<b>3052</b>	01.01.01	SALARIES	3400
		01.01.02	WAGES	0
		01.01.03	OVERTIME ALLOWANCE	0
		01.01.06	MEDICAL TREATMENT	50
		01.01.11	TRAVEL EXPENSES (D)	400
		01.01.12	TRAVEL EXPENSES (F)	0
		01.01.13	OFFICE EXPENSES	4000
		01.01.14	RENT, RATES & TAXES	900
		01.01.16	PUBLICATIONS	0
		01.01.26	ADVERTISING AND PUBLICITY	0
		01.01.27	MINOR WORK	0
01.01.28	PROFESSIONAL SERVICES	300		
	<b>TOTAL</b>			<b>9050</b>

<b>SL.NO</b>	<b>CONTROLLER - 088 - SHIPPING</b>			
	<b>CONTROLLER PAO</b>	<b>PAO (S), KOLKATA</b>	<b>PAO CODE</b>	<b>88500</b>
	<b>NAME OF DDO</b>	<b>ENGINEER &amp; SHIP SURVEYOR, MERCANTILE MARINE DEPARTMENT, PARADIP</b>	<b>DDO CODE</b>	<b>203369</b>
<b>1</b>	(₹. IN THOUSANDS)			
	<b>MAJOR HEAD NO.</b>	<b>MINOR HEAD 80.001</b>	<b>SUB-HEAD</b>	<b>BUDGET ESTIMATE 2020-21</b>
	<b>3052</b>	01.01.01	SALARIES	1800
		01.01.02	WAGES	0
		01.01.03	OVERTIME ALLOWANCE	0
		01.01.06	MEDICAL TREATMENT	200
01.01.11		TRAVEL EXPENSES (D)	300	

		<b>01.01.12</b>	<b>TRAVEL EXPENSES (F)</b>	0
		<b>01.01.13</b>	<b>OFFICE EXPENSES</b>	4000
		<b>01.01.14</b>	<b>RENT, RATES &amp; TAXES</b>	0
		<b>01.01.16</b>	<b>PUBLICATIONS</b>	0
		<b>01.01.26</b>	<b>ADVERTISING AND PUBLICITY</b>	0
		<b>01.01.27</b>	<b>MINOR WORK</b>	0
		<b>01.01.28</b>	<b>PROFESSIONAL SERVICES</b>	200
		<b>TOTAL</b>		<b>6500</b>

<b>SL.</b>	<b>CONTROLLER - 088 - SHIPPING</b>			
	<b>CONTROLLER PAO</b>	<b>PAO (S), KOLKATA</b>	<b>PAO CODE</b>	<b>88500</b>
	<b>NAME OF DDO</b>	<b>SHIPPING OFFICER, KOLKATA</b>	<b>DDO CODE</b>	<b>234707</b>
<b>1</b>	<b>(₹. IN THOUSANDS)</b>			
	<b>MAJOR HEAD NO.</b>	<b>MINOR HEAD 80.001</b>	<b>SUB-HEAD</b>	<b>BUDGET ESTIMATE 2020-21</b>
	<b>3052</b>	<b>01.01.01</b>	<b>SALARIES</b>	9000
		<b>01.01.02</b>	<b>WAGES</b>	0
		<b>01.01.03</b>	<b>OVERTIME ALLOWANCE</b>	0
		<b>01.01.06</b>	<b>MEDICAL TREATMENT</b>	100
		<b>01.01.11</b>	<b>TRAVEL EXPENSES (D)</b>	150
		<b>01.01.12</b>	<b>TRAVEL EXPENSES (F)</b>	0
		<b>01.01.13</b>	<b>OFFICE EXPENSES</b>	7500
		<b>01.01.14</b>	<b>RENT, RATES &amp; TAXES</b>	0
		<b>01.01.16</b>	<b>PUBLICATIONS</b>	0
		<b>01.01.26</b>	<b>ADVERTISING AND PUBLICITY</b>	0
		<b>01.01.27</b>	<b>MINOR WORK</b>	0
<b>01.01.28</b>	<b>PROFESSIONAL SERVICES</b>	250		
	<b>TOTAL</b>			<b>17000</b>

<b>CONTROLLER - 088 - SHIPPING</b>			
<b>CONTROLLER PAO</b>	<b>PAO (S), KOLKATA</b>	<b>PAO CODE</b>	<b>88500</b>
<b>NAME OF DDO</b>	<b>DIRECTOR, SEAMEN'S EMPLOYMENT OFFICE, KOLKATA</b>	<b>DDO CODE</b>	<b>234710</b>
<b>(₹. IN THOUSANDS)</b>			
<b>MAJOR HEAD NO.</b>	<b>MINOR HEAD 80.001</b>	<b>SUB-HEAD</b>	<b>BUDGET ESTIMATE 2020-21</b>
<b>3052</b>	<b>01.01.01</b>	<b>SALARIES</b>	10000
	<b>01.01.02</b>	<b>WAGES</b>	0
	<b>01.01.03</b>	<b>OVERTIME ALLOWANCE</b>	0
	<b>01.01.06</b>	<b>MEDICAL TREATMENT</b>	200
	<b>01.01.11</b>	<b>TRAVEL EXPENSES (D)</b>	100
	<b>01.01.12</b>	<b>TRAVEL EXPENSES (F)</b>	0
	<b>01.01.13</b>	<b>OFFICE EXPENSES</b>	1000
	<b>01.01.14</b>	<b>RENT, RATES &amp; TAXES</b>	0
	<b>01.01.16</b>	<b>PUBLICATIONS</b>	0
	<b>01.01.26</b>	<b>ADVERTISING AND PUBLICITY</b>	0
	<b>01.01.27</b>	<b>MINOR WORK</b>	0
	<b>01.01.28</b>	<b>PROFESSIONAL SERVICES</b>	50
<b>TOTAL</b>			<b>11350</b>

**Appendix -1**

<b>Details of RTIs Received at MMD Kolkata and disposed</b>					
Source of RTI application / Name of RTI applicant	Date of appeal	Types of information sought	Registration No. etc.	Received by MMD, Kolkata	Information forwarded to DGS / Applicant
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>2015</b>					
DGS It. No. RTI/01/2015 dated 01.01.2015 with Online RTI application No. DSHIP/R/2014/60179 dated 15.12.2014 from Shri G. Panai, Haridwar.	15.12.2014	Status of Application No. AT/MMD(KO)/2014/10003378.	DSHIP/R/2014/60179	08.01.2015	Required information was forwarded to the applicant on 20.01.2015 with a copy to DGS.
RTI application No. NIL e-mailed on 09.01.2015 from Shri S. Basu, OERC Academy	09.01.2015	Copies of Flag State Control Inspection Report of "M.V. Pallavi" carried out by Shri A. Sukumaran, MMD, Port Blair.	NIL	12.01.2015	Required information with attachments was forwarded to the applicant on 29.01.2015.
DGS It. No. RTI/09/2015 dated 26.02.2015 with Online RTI application No. DSHIP/R/2015/00021 dated 12.01.2015 from Shri I.B. Jawahar, Munambam.	12.01.2015	Total nos. of Deep Sea Fishing Vessels, LOP vessels having permanent registration, LOP vessels having full ownership of Indian till date, LOP vessels continuing under deferred payment- all under MMDs.	DSHIP/R/2015/00021	03.03.2015	Required information was forwarded to the applicant on 13.03.2015 with a copy to DGS.
RTI application No. NIL dated 04.03.2015 from Shri N. Nautiyal, Dehradun.	04.03.2015	Information regarding procedure to re-apply for EXN-45 (Eng) if lost.	NIL	09.03.2015	Required information was forwarded to the applicant on 06.04.2015 with Gazette Notification & (EAC Branch File No. ENG/EXAM-17(9)/99 dated 19.01.2001.

DGS query vide letter No. TR-RTI/10(2)/2014 dated 23.03.2015	23.03.2015	How many MTIs were conducted surprise inspections in last 6 years along with name of the Institute.	RTI/10(2)/2014	24.03.2015	Required information was given to DGS on 27.03.2015.
RTI application No. NIL dated 27.05.2015 from Shri U. Suresh, Port Blair.	27.05.2015	Personal details/documents of 03 seafarers	NIL	01.06.2015	The applicant was informed on 25.06.2015 that personal details of 03 seafarers cannot be submitted due to 'third party interest involved in it'.
DGS lt. no. RTI/43/2015 dated 05.06.2015 along with online Application No. DSHIP/R/2015/60144 dated 02.06.2015 from Shri S. Dixit, Kanpur, UP	02.06.2015	In year 2014-15, how many penalties and on whom have been imposed on various cases under Part XVI Sec 436 of MS Act, 1958 as amended.	DSHIP/R/2015/60144	08.06.2015	Required information was forwarded to the applicant on 07.07.2015 with a copy to DGS.
DGS lt. No. RTI/53/2015 dated 22.06.2015 along with RTI application No. NIL dated 06.06.2015 from Shri R. Kashyap, Dhanbad.	06.06.2015	Details on CPIO/APIO/Appellate Authorities under jurisdiction of MMD, Kolkata.	NIL	26.06.2015	Required information was forwarded to the applicant on 16.07.2015 with a copy to DGS.
RTI application No. Niil dated 04.09.2015 from Shri S. R. Kumar, Bihar.	04.09.2015	Details on hard covers issued to successful candidates of Inland Vessels exam for the period 15.12.2014 to 24.12.2014	NIL	15.06.2019	The applicant was informed on 23.09.2015 that MMD, Kolkata has stopped conducting I.V. Exam since 2012 and requested to approach B.E.S.T.
Ministry of Shipping lt. No. CD-11053/75/2015-Coord dated 08.10.2015 along with RTI application No. DSHIP/R/2015/00223 dated 04.09.2015 from Shri S.K. Paul, Delhi.	04.09.2015	Vacant posts having Pay Scale Rs. 15600-39100 with Grade Pay Rs. 5400/- under MMD, Kolkata	DSHIP/R/2015/00223	12.10.2015	Required information was forwarded to the applicant on 26.10.2015 with a copy to MOS, New Delhi.

DGS It. No. ENG/RTI ACT(1)/2014 dated 12.11.2015 along with an RTI application NIL dated 26.10.2015 from Shri Aman Kumar, Patna.	26.10.2015	Copy of PSC/FSI/GI report inspected by Radio Officer for last 03 years.	NIL	24.11.2015	The applicant was informed on 30.11.2015 that no PSC/FSI/GI inspection has been conducted by Radio Officer for last 3 years.
<b>2016</b>					
A. Shukla, Lucknow, UP	NIL	Date of examination of Bridge Watchkeeping/ Emergencies (NAV-4) Paper-4 examination in June 2011	NIL	15.03.2016	to the Applicant on 04.04.2016 with suggestion to look at DGS website.
DGS It. No. 7-NT(8)/2011 dated 01.06.2016	01.06.2016	Comments on Complaint & enquiry against COC NCV-1254 issued to Shri M. Balaraj - NCV	NIL	09.06.2016	to the DGS on 08.07.2016 along with previous correspondence on the subject.
DGS It. No. CR/RPS/14/2000 dated 01.06.2016 along with Online RTI application of Shri S. Sengupta, West Bengal.	12.05.2016	Whether the complainant seafarer who complained against Shri S. Sengupta, an APJ Employee, for taking bribe is an anonymous person.	DGSHIP//R/2016/50117	09.06.2016	to the Applicant & DGS on 08.07.2016 stating that the source was anonymous.
DGS It. No. ENG/RTI(1)/2014 dated 10.06.2016 along with an RTI application from P. Awasthi, Gujarat	03.06.2016	To check the marks obtained by him in Nav. Architecture & Ship Safety & Environmental Protection	NIL	15.06.2016	Applicant was asked on 14.07.2016 to get the same on any working day under supervision of a MMD, Surveyor (Lt. copy was also sent to DGS.)
DGS It. No. CR/GRI/09/2013 dated 06.06.2016 along with an RTI complaint from Shri S.K. Ghosh, Ex-Chief Engineer, SCI	26.04.2016	Complaint against SCI for not giving retirement dues.	NIL	16.06.2016	to DGS on 14.07.2016 stating that papers obtained from SCI, Mumbai confirms no outstanding dues to Shri S.K. Ghosh.
DGS It. No. 36-NT (1)/2013 dated 07.06.2016 along with RTI application from Shri	25.05.2016	Details on grounding of M.V. Long Island off Campbell Bay, A&N Islands.	NIL	15.06.2016	MMD, Port Blair was instructed on 15.07.2016 to submit the required information to the



T. Hari, Chennai					applicant. Copy was forwarded to DGS & the applicant.
Om Prakash Singh, North 24 Pgs. Kolkata	30.06.2016	LDCs who have been transferred from MMD, Mumbai to Kolkata- 2011 to 2016	NIL	11.07.2016	Details forwarded to the applicant on 02.08.2016.
Dipak Das, South 24 pgs. Kolkata	10.08.2016	Details on issuance of his 2nd Class Master COC.	NIL	11.08.2016	The applicant was intimated on 26.08.2016 that his COC No. 3695 is still pending with the Office of Secretary, Transport Department, Govt. of West Bengal.
DGS lt. No. ENG/RTI-1)/2014 dated 11.08.2016 along with an RTI application from H. K. Gautam, New Delhi	03.08.2016	Details on examinations conducted by DGS for issuance of COC, number of candidates, Surveyors fees etc.	NIL	26.08.2016	Information pertaining to MMD, Kolkata was forwarded to the applicant on 02.09.2016 with a copy to DGS.
Ajesh Ram, A & N Island	06.09.2016	Sea service requirements for revalidation of NWKO (NCV) COC	NIL	08.09.2016	A copy of DGS Rule 14 under MS (STCW) Rules, 2014 was forwarded to the applicant on 21.09.2016 for information.
Ragini Singh, Port Blair	16.10.2016	Details on checklist/requirements for eligibility of Electro Technical Officer	NIL	26.10.2016	Information was given to the applicant dated 08.11.2016 with documents.
<b>2017</b>					
DGS e-mail dated 03.04.2017 - Amit Kumar, Mumbai	09.03.2017	Total number of Internal & External Examiners including DGS for conducting orals & written.	DGSHIP/R/2017/50094 (Online Receipt)	03.04.2017	Information related to MMD, Kolkata sent to DGS on 06.04.2017

Shri S.C. Gupta, Bari Brahmana	24.03.2017	Copy of the letter to DGS pertaining to issuance of around 250 CDCs on fake certificates.	NIL	29.03.2017	The Shipping Master, Kolkata was asked on 07.04.2017 to give the required information to the applicant which was given by him on 28.04.2017.
DGS It. No. 36-NT (2)/2017 dated 12.04.2017 along with RTI application from Shri Amit Kumar, Mumbai	09.03.2017	Total number of Internal & External Examiners including DGS for conducting orals & written.	DGSHIP/R/2017/50094 (Online Receipt)	17.04.2017	Information related to MMD, Kolkata with documentary evidence sent to the applicant along with DGS on 28.04.2017
DGS It. No. SD-12/Misc(2)/13 along with an RTI application from Shri B. Singh, Maharashtra.	18.10.2017	Details of number of vessels above 25 years old registered/owners from 01.04.2010 to 31.03.2017	DGOSP/R/2017/50182/1	22.11.2017	Information w.r.t MMD, Kolkata forwarded to DGS on 22.11.2017 with documentary evidence.
DGS It. No. RTI-17(1)/2017 dated 22.11.2017 along with RTI Application from Shri P. R. Sharma, Rajasthan	17.11.2017	Special plans and programmes regarding welfare, public interest from June 2014 under PM, Modi's tenure	DGSHIP/R/2017/00166	29.11.2017	Information was given to the applicant dated 12.12.2017 in tabular form w.r.t MMD, Kolkata
<b>2018</b>					
A.K. Gupta, Kolkata	09.01.2018	Present address of Mrs. K. Kaur, w/o Mr. J.S. Bhatti, Ship Surveyor.	NIL	12.01.2018	Information from Pay & A/cs Officer on the issue given to the applicant on 06.02.2018.
Online RTI application from Shri A. Jain, Jharkhand	01.02.2018	Details on procedure including online for transferring file from Kolkata to MMD, Mumbai for MEO CI- 2	DGSHIP/R/2018/50017	08.02.2018	As instructed by DGS, Information forwarded to DGS on 09.02.2018
DGS It. No. CS/SV/RTI Act/01/2014 dated 09.04.2018 along with an online RTI application from Shri V. Pillai,	20.03.2018	List of Sailing Vessels registered after 2016 till date.	DGSHIP/R/2018/50018	18.04.2018	As instructed by DGS, Information forwarded to DGS on 23.04.2018

Karnataka.					
DGS It. No. PB-41/RTI(7)/2018 dated 07.09.2018 along with an on RTI application from Mrs. R. Singh, Delhi	23.08.2018	Details of ST Category posted in Gr. A, B, C, D posts.	DGSHIP/R/2018/00227	11.09.2018	As instructed by DGS, required information w.r.t MMD, Kolkata was forwarded to the Applicant on 17.09.2018 with a copy to DGS & MOS.
Ashish Biswas, Karnataka	19.11.2018	Queries on ships which are indefinite and not explicit.	NIL	26.11.2018	The applicant was intimated on 28.11.2018 about unclear contents of his queries.
<b>2019</b>					
P. K. Nayak, Odisha	08.01.2019	Details on COC No.IF00-10111 w.r.t Mr. Sanjam Das.	NIL	14.01.2019	The applicant was intimated on 23.01.2019 to approach DGS, Mumbai for the information.
DGS It. No. PB-42(2)/2015-RTI dated 01.04.2019 along with RTI application No. DSHIP/R/2019/80003/2 dated 22.02.2019 from Shri Kanhaiya, Delhi	22.02.2019	Details on sanctioned posts/vacancies of Gr. A. B. C. D officials for the last 05 years.	DSHIP/R/2019/80003/2	09.04.2019	The applicant was given the required information on 23.04.2019 with a copy to DGS.
DGS It. No. PB-41/RTI(1)/2019 dated 10.05.2019 along with RTI application No. DSHIP/R/2019/50066 dated 23.04.2019 from Jasveer Singh, New Delhi.	23.04.2019	Vacancy position of Steno Grade D	DSHIP/R/2019/50066	15.05.2019	The applicant was given the required information on 17.05.2019 with a copy to DGS.
Shri S.C. Upadhyay, Ad-hoc, E&SS, Kolkata	27.09.2019	Copy of inquiry report submitted to DGS on malpractices in MEO CI-IV Exam in Kolkata	NIL	27.09.2019	Copy of report forwarded to the applicant on 01.10.2019 by post & email.

## 2020

Online RTI application No. DGOSP/R/E/20/00134 dated 17.03.2020 from Shri L. Thankachan, Port Blair.	17.03.2020	Details along with contact nos. of Shipping Master, Port Blair/ in-charge of MLC Auditor, Port Blair & Seafarers' Grievance Officer, Port Blair	DGOSP/R/E/20/00134	18.06.2020	Required information was forwarded to the applicant on 23.06.2020 & 25.06.2020.
RTI application No. Nil dated 06.07.2020 from S.R. Sharma, Port Blair	06.07.2020	Information required w.r.t MV Bella Bay, a pleasure craft plying around A & N waters.	NIL	21.07.2020	The RTI application was e-mailed to Surveyor-in-Charge, MMD, Port Blair on 22.07.2020 with instruction to provide the required information.