

Crew Branch Circular No. 2 of 2011

F. No. CR/CDC (4)/2011

Date: 12th April, 2011

Application for the Continuous Discharge Certificate –Cum- Seafarers Identity Document (CDC) for the candidates undergoing approved pre sea training programmes are being routed through the DG Shipping approved training institutes concerned by applying to the Shipping Master, Mumbai in “training institute category”.

2. As per the existing procedures, a non-refundable application fee for such CDCs are remitted by the Pre Sea training Institute batch-wise, i.e. twice or thrice a year depending on the frequency of the course. However, many of the Institutes, in spite of repeated advices, are remitting the fee by way of individual Demand Drafts for each candidate. This increases the volume of work but also delays the issuance of CDC to these categories due to the increased work involved in handling individual Demand drafts for small amounts.

3. The Training Institutes are therefore directed once again to remit the CDC fee batch-wise in advance at the beginning of the concerned course based on the number of candidates admit at the Institute for that particular course. The exact amount shall be debited to that institute on the basis of the number of CDCs issued including postal charges to/through that particular institute.

4. This issues with the approval of the Director General of Shipping and ex-officio Additional Secretary to the Govt. of India.

Yours faithfully,

Sd/-
(C. Rethinadhas)
Dy. Director General of Shipping