

Training Circular No.4 / 2007

No.11-TR(13)/2007

Dated : 14.06.2007

Subject : Proforma 'A' & 'B'

The Directorate vide Training Circular 1 of 2003 dated 06.01.2003 has notified the procedure for submission of returns namely Proforma "A" and Proforma "B". These are the returns used by the workshop and training institutes in respect of the candidates who are to be admitted for undergoing Engineering stream courses with them. The Proforma "A" gives the tentative list of candidates; alongwith the supporting documents so as to verify eligibility of the candidates and requires to be forwarded to the Directorate one month prior to the commencement of course. Proforma "B" is the final list of candidates and is to be forwarded to the Directorate by the training institutes within two weeks of commencement of the course.

2. This Directorate has also issued Training Circular No. 16 of 2005, dated 30.05.2005, which states that it is the prime responsibility of training institutes to ensure that the candidates admitted by them meet the eligibility criteria laid down by the Directorate, including the criteria relating to minimum marks, subjects and age, both before the candidates are given admission and before the passing out certificate and CDC are handed over.
3. This Directorate has also issued Training Circular No. 27 of 2005, dated 27th December 2005, wherein the Proforma 'A' was modified and was to be prepared by the institute/ workshop, on the day of commencement of course. The said Proforma 'A' was also to be signed by the candidates individually and approved by the Head of the institute.

Proforma 'B' was to be forwarded in nine copies by the training institute, so as to reach the Directorate, within one week of the commencement of the course for onward transmission to MMDs and Shipping Master, for further action.

4. The procedure has been reviewed by the Directorate and it is proposed to reduce the delays inherent in the process of verification by placing greater responsibility and accountability on the candidates and the training institutes for the veracity of the information and strict adherence to

eligibility criteria, in the following manner:

1. Training Institute will take steps to publicize the eligibility criteria for the course and urge candidates to familiarize themselves with the eligibility criteria before they seek admission.
2. Training Institutes will verify all certificates in original before finalizing admission and take all reasonable steps to satisfy themselves that only eligible candidates are given admission.
3. Proforma 'A' stands amended as below, requiring the authorized representative / head of the workshop / institute to certify that they have verified that candidates meet all eligibility conditions and checked the original certificates of candidates and are aware that false information or false certificates will result in their candidate being debarred / their of CDC/COC being cancelled apart from criminal action
4. Training Institutes may note that in the event of any ineligible candidate being found to have been given admission and included in Proforma B for issue of CDC/COC, severe penal measures will be visited on the Institute in the event of non compliance including suspension / withdrawal of approval for the course. Training Institutes may also inform candidates that Shipping Masters are authorized to debar candidates in case found ineligible and initiate criminal proceedings against the candidates who have submitted fake and fabricated certificates.
5. Proforma B will be submitted to the Shipping Master not for verification, but for record, such submission may be electronic on E-Samudra. Training Institutes may note that the Indian Contract Act, allows electronic signatures and the electronic submission is equally valid as the manual proformae and carries equal accountability.
6. This issues with the approval of the Director General of Shipping and ex officio Additional Secretary to the Government of India.

Sd/-

[P.H. KRISHNAN]

DY. DIRECTOR GENERAL OF SHIPPING

