

DIRECTOR GENERAL OF SHIPPING

Authorised by	EAC Branch File No: ENG/EXAM-17(9)/99	EACQMP Chap VI
DYCS	Instructions to Examiners	Circular 014
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The Training and Record Book (TAR) and the Officer incharge Engineering watch (OICEW) books at present are issued by the Institute of Marine Engineers (India) on application either to the candidate himself or the training institutions where the candidate is undergoing apprenticeship. The training institutions in turn fill up the TAR book and send it to the Directorate for necessary endorsement prior to issue to the candidate. The company who intends to employ the candidate makes an application to the Directorate alongwith the fee enclosing the candidate's OICEW book and a copy of entries of Second Class Part A(old) / Class IV Part A (new) in EXN-45 as proof. It has now been decided that the issue of TAR book and OICEW book shall be decentralized and will be issued from the following 3 centers :

(1) Mumbai (2) Calcutta (3) Chennai

Each of these centers shall maintain the following record/Serial number as was in practice in the Directorate.

(1) For OICEW book it shall be OICEW - Center of issue - Year - Continuous serial number starting from 1.

(2) For Engineer Apprentices it shall be Category of apprentice i.e. 10 + 2 GME, DME, ATS etc - Center of issue - Workshop of training - Year - Continuous serial number starting from 1.

Each of these TAR books must be stamped in a specified manner. A sample copy of the stamping on the TAR book being issued at Directorate is enclosed. The following guidelines are also given for information:

(1) Specimen signature of all companies / manning agents employing the candidates and applying for issue of OICEW TAR books must be kept at the centers. Only those who are authorized can sign on this introductory / appointing letters. The letter must clearly specify that they are employing the candidate in their ships or in the ships of their principles.

(2) A copy of the relevant pages of EXN - 45 must be enclosed with the introductory / appointment letter along with a DD of Rs. 100/- payable to the local MMD.

(3) The serial number given to each document will continue irrespective of the year.

(4) The OICEW book will be issued only after the candidate has been declared eligible for Second Class Part A (old) / Class IV Part A (new) exemption or passed by examination.

(5) The yellow sheets of the TAR book are to be returned being after duly filled up by the candidate, to the center where the TAR book is issued.

(6) The code used for various types of training are 10+2 - HSC, Diploma in Mechanical Engineering - DME, Graduate Mechanical Engineer - GME, Alternative Training Scheme - ATS, Officer-in-Charge Engineering Watch - OICEW. The categories of TAR book under print and issue are as follows

1 TAR Book for GME One year ashore course (Scheme 'A') (One Book)

2 TAR Book for GME 6 months ashore + 6 months on ship course (Scheme 'B') (Two Books)

3 TAR Book for 10 + 2 Entry Course 4 years course ashore (One Book)

4 TAR Book for 10 + 2 A.T.S. course 1 year ashore + 9 months at sea + 9 months ashore (Three Books)

5 TAR Book for Diploma Holder in Mechanical/Shipbuilding Engineering .. 2 years course (One Book)

6 TRAINING MANUALS for all the above courses as a compendium to TAR Books. (One Book)

7 O.I.C.E.W. TAR Book for Foreign Going Vessels (Class IV Part 'A' holders) (One Book)

8 O.I.C.E.W. TAR Book for Near Coastal Voyages Vessels (Class IV - One Book, Class III - SEO & Class III - CEO - One Book Each)

The annual return of the TAR book issued with name, TAR Book number and date of issue must be enclosed to the Directorate by 1st week of January of the forthcoming year. This comes into force from 1st of July 2000. Encl: Sample copy of stamping

