

<b>DIRECTOR GENERAL OF SHIPPING</b>		
<b>Authorised by</b>	<b>EAC Branch File No: ENG/EXAM-17(9)/99</b>	<b>EACQMP Chap VI</b>
<b>DYCS</b>	<b>Instructions to Examiners</b>	<b>Circular 017</b>
	<b>Issue No. 00</b>	<b>Dated: 25May 2000</b>

### **Instructions For Letter of Authority**

**Point No. 1 - Serial number of the EXN 45 booklet.**

**Point No. 2 - INDOS Number as issued by the LBS College**

**Point No. 3 - Port of issue**

**Point No. 4 - Date of issue of letter giving DGS reference. In general the DGS letter number refers to the DGS file number where the approval of Proforma B of the candidate for a particular workshop is mentioned. Under no circumstances this should be written as 'Nil'.**

**Point No. 5 - As mentioned in Point No. 4 above and in addition give reference number when the candidate has been allowed to appear for an examination under specific conditions such as Court Case, Authority of Chief Examiner of Engineers, Exemption, etc.**

**Point No. 6 - Date, the candidate has completely passed the examination.**

**Point No. 7 - Name of district from where the Letter of Authority is issued.**

**Point No. 8 - Candidate's name in full.**

**Point No. 9 - Grade of examination for which the candidate has been declared successful in the examination.**

**Point No. 10 - Date on which the candidate declared successful in the examination.**

**Point No. 11 - Signature of Examiner of Engineers.**

**Point No. 12 - If the candidate holds any certificate concurrently like certificate of service, DTI certificate etc., then the number and issue must be stated here. If the candidate has passed examination in the normal manner without holding any other**

**concurrently valid Certificate of Competency then it must be marked as 'Nil'.**

**Point No. 13 - If the candidate has sought revalidation having served in the industry ashore, then entry must read Supdt./Maintenance Engineer etc.**

**Point No. 14 - If the candidate has sought revalidation utilizing services of an inspection service such as administration, classification societies, the same must be entered here.**

**Point No. 15 - If there is any other category under which revalidation has been sought, then it must be entered in brief. Item No. 13, 14 and 15 to be used for cases where candidate has sought revalidation and upgradation. If the candidate has passed the examination in the normal manner this column must be marked as 'Nil'.**

**Point No. 16 - Rotation number of candidates who have passed in examination otherwise it is to be marked as 'Nil'.**

**Point No. 17 - Colour of pupil.**

**Point No. 18 - Mention the colour in one word such as Black, Brown, Grey or White.**

**Point No. 19 - Personal mark in brief. Abbreviations can be used such as LA for Left Arm, RL for Right Leg etc.**

**Point No. 20 & 21- As prescribed in Meta Manual I and II for the specific grade.**

**Point No. 22 - Signature of candidate in full in black ball point pen.**

**Point No. 23 - Write in centimeters only.**

**Point No. 24 - The official seal of the Principal Officer of the District must be affixed here.**

**Point No. 25 - The date of birth in numbers (00/00/0000).**

**Point No. 26 - A stamp sized colour photo is to be affixed here and validated by a small round rubber stamp stating "Verified", which would be mostly imprinted partly on the document and partly on the photo in a corner. The stamping should be neat, without disfiguring the photo. A small initial of the 'authority' verifying the photo must be affixed by the side of the photograph.**

**Point No. 27 - As prescribed in the Meta Manual I and II. If there are no limitations**

**then it should be appropriately stated as 'Nil'.**

**Point No. 28 - Date of issue of this document to the candidate**

**Point No. 29 - Should preferably give CDC number and place of issue as Number/Issue. In the event there is no CDC then Passport number and date of issue may be given.**