

DIRECTOR GENERAL OF SHIPPING		
Authorized by	EAC BRANCH	EACQM : 0751
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Subject: Issuance of Certificate of Competency by Speed Post / Courier Service-reg

1. As of now, the Certificate of Competency (COC) of the candidate after its preparation at the Directorate is being delivered to the concerned Mercantile Marine Department (MMD) where the candidate has submitted her/his application. Though this practice is found to be working for several years, yet it is seen that the candidate has to make several visits to the examination centre, just to receive her /his COC, which may be avoidable.
2. For speedy disposal of COC to the candidate and to do away with the visit of candidates to the examination centre again for the purpose of receiving COC, the COC will now be delivered by **SPEED POST / COURIER SERVICE** with immediate effect, unless specifically requested by the candidate.
3. In case, the candidate desires the COC to be delivered at respective MMD, s/he should clearly mention in the application and COC will be delivered as per the prevailing practice. This option will not be applicable for issuance of COC to the category of COC for operational level i.e., COC for Second mate (foreign going), MEO-Class IV, NWKO (NCV) and MEO-Class IV (NCV).
4. The following procedure for issuance of COC will now be implemented at all examination centre of MMD.
 - .1 The candidate applying for COC will submit her / his existing COC, if applicable, to the examination centre while filling up the application;
 - . 2 All candidates at the time of submission of application for COC must also submit a self addressed envelope. The envelope will be supplied by the examination centre. The candidate must write in ball pen the complete address along with the Pin Code and telephone number on the supplied envelope (the address to which she/he desires the COC to be delivered); details of e-mail may also be given in the application form.
 - . 3 On successful completion of examination, the examination centre will forward the application and documents to the Directorate General of Shipping (DGS) along with

- the self addressed envelope of the candidate.
- 4 All pages of the candidate's old COC, if applicable, be cancelled and stamped by MMD as '**CANCELLED AND RETURNED**' and to be returned to the candidate on the same day of application for COC and a copy of the cancelled COC to be retained at MMD.
 - 5 On receipt of the application and necessary documents, the DGS will prepare COC of the candidate and dispatch the COC to the candidate directly by speed post / courier service. The DGS shall use the envelope, for sending the new COC and shall maintain register for record and future verification..
 - 6 The list of COC and the details of speed post code number will be displayed on DGS website for tracking by the candidate. Subsequently SMS alert system will also be implemented..
 - 7 The DGS shall forward the copy of COC dispatched to the candidates to the concerned examination centre.
 - 8 The concerned examination centre after receipt of the copy of COC shall maintain a register for record and future verification..
 - 9 Those Second Engineer, Chief Officer, Master, Chief Engineer Officer who desire to collect her / his COC in person as mentioned in para 3 of this circular, for the purpose of joining ship immediately with his previous COC, they may indicate such request in the application form i.e., for delivery of COC in person. In such cases, the DGS shall forward the COC to the concerned examination centre of MMD. Candidates shall then approach the concerned MMD for collection of COC..
 - 10 On receipt of COC, the concerned examination centre of MMD shall deliver the COC to the candidate in person after canceling all the pages of the old COC and stamped as '**CANCELLED AND RETURNED**' to candidate and forward a copy of receipt to the DGS..
 - 11 The extant system of delivery of COC will be reviewed after six months of issue of this circular..
 - 12 This issues with the approval of the Director General of Shipping.

Sd/-

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