

DIRECTOR GENERAL OF SHIPPING		
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C.S.	Instructions to Examiners	Circular No. 122
	Issue No. 00	Dated : 29.01.2014

Subject : Revised procedure for issuance of COC

The Directorate General of Shipping in its continuous endeavor to improve its service to the industry has decided to further streamline the process of issuance of Certificates of Competency(COC) in order to reduce the time lag between the date of application for COC by the candidate and the delivery of such COC by the Directorate.

In partial modification of the Instructions to Examiners, Circular No 110 dated 05.06.2009, following procedure shall now be followed for issuance of COCs from the date of issuance of this circular:

1. The Mercantile Marine Departments (MMD) will accept applications for issuance of COC from the eligible candidates only after declaration of results and forward the same to DGS.
2. The MMD's will verify the result before recommending for issuance of COC on the para 'D' of DGS Final Register.
3. The responsibility of verifying and entering details of examination passed will lie with the MMD.
4. D.G Shipping will issue COC, based on the recommendations on DGS Final Register only, i.e. without once again verifying with the results in the Directorate. Therefore please note that MMDs shall be responsible for any COC prepared by the Directorate based on the DGS Final Register, incase it does not corroborate with the approved results subsequently.
5. All MMD's are advised to forward the following documents only, for preparation of COCs :-
 - a) DGS Final Register, duly signed by the Examiner of Engineers after due verification
 - b) Copy of only that page of approved result showing the result of the subject candidate
 - c) Copy of earlier COC, if any.
 - d) Copy of first and last page of passport. (Copy of additional pages indicating any correction such as change of name/address if any)
 - e) Copy of first page of CDC.
 - f) Copy of INDOS Certificate
 - g) 3 Nos passport size colour photos, same as that which is pasted on the DGS Final Register.

This issues with the approval of The Chief Examiner of Engineers



**(S. S Gadkar)
Engineer & Ship Surveyor cum DDG (Tech)**

To,

1. The Principal Officer, Mercantile Marine Department Mumbai / Kolkata / Chennai / Kochi / Visakhapatnam
2. Management Representative (EAC Branch)
3. Chief Surveyor with the Govt. of India
4. Nautical Adviser to the Govt. of India
5. Computer Cell / Hindi Cell(for translation) / Exam Cell (Eng. Branch) / Guard File