	<u>DIRECTORATE GENERAL OF SHIPPING,</u> <u>GOVT.OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.: QMS - 7.0 Page 1-5	Subject:- Introduction of Bio-metric attendance, payment of fees through Bharat Kosh etc.– reg.	F. No. TR/Cir/6(1)/2018
Approved by the Director General of Shipping & Special Secretary to the Govt. of India.	<p style="text-align: center;">Training Circular No.04 of 2018</p> (Addendum to DGS Order No.5 of 2016 and 7 of 2016- reg).	Date : 23.01.2018

Attention is invited to this office Training Circular No.3 of 2011 dated 22.3.2011, TR/Misc/9(9)/2014 dated 8.12.2015, 6.1.2016 for the uploading of batch details through the e-samudra module. It has been observed that the submission of batch details on e-samudra by the maritime training institutes is far from satisfactory.

2. All the DGS approved maritime training institutes are hereby directed that the deadline for uploading batch details in the e-samudra module shall be as per the table below:

Sr. No.	Type of course(pre-sea or post-sea)	Time allowed upto
01	All pre-sea course	15 days from the date of commencement of the course
02	Post sea courses, modular courses, and basic STCW courses EFA, PST, FPFF, PSSR, STSDSD.	Till 1000 hrs on the same day of the commencement of the course.
03	Competency courses	7 days from the date of commencement of the course.

The institutes are directed to upload certificate details of candidates within three days after the completion of the course in e-governance module.

3. Attention is invited to the DGS Order No. 5 of 2016 and DGS Order No. 7 of 2016 issuing guidelines and procedures for conduct of post-sea courses and pre-sea courses respectively.

3.1 In order to streamline the procedure with regard to attendance in the DGS approved maritime training institutes, the competent authority has directed that all the regular faculty, visiting faculty and the students who attend the courses in the institute should mandatorily mark their attendance through bio-metric device. Hence, all the maritime training institutes should install the bio-metric attendance device in their premises latest by 15th February, 2018. The same will be verified during CIP, inspection for granting approval of courses or during comprehensive or surprise inspections carried out by Principal Officer, MMD/DGS officials. All the institutes should invariably install the bio-metric device and send their compliance report to this Directorate by **15th February, 2018**.

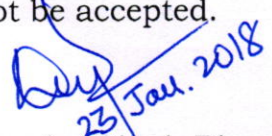
4. It has come to the notice of the Directorate that some students are attending course for few days in one batch and attending the remaining days in some other batch. This breaks the sequence in which the course material is required to be studied. Institutes shall not be allowed to conduct partial course for students/candidates. It has been decided that from now onwards the candidates must complete their course during the same batch.

5. It is also observed that many of the training institutes are conducting DGS maritime courses with hardly any students, in some cases 1 or 2 candidates. Henceforth, the training institutes are directed not to conduct any batch of a course, if the batch strength is less than 25% of the approved intake capacity granted by this Directorate.

6. All the Maritime Training Institutes conducting Pre-Sea Course are required to have a swimming pool within their own premises. All the Maritime Training Institutes (other than Pre-Sea Institute) conducting the PST Course are required to have a swimming pool within their own premises or where it is not feasible to have their own swimming pool within their premises, then they have a tie-up with swimming pool from approved Maritime Training Institutes having a swimming pool. It has been decided that the Maritime Training Institutes having tie up arrangements with clubs / gymkhana, etc. or with any other organization other than the maritime training institutes will not be allowed to conduct courses for which swimming pool is required. This is effective from 15th March, 2018. The dimensions of the swimming pool should be in length 100 feet, width 50 feet and depth 3 feet to 18 feet and springboard facilities. The distance between the springboard and the upper surface of the swimming pool should not be less than 4.5m.

7. Conduct of MEO Class I & MEO Class II Preparatory Courses – reg.

- 7.1 It has come to the notice of the Directorate that the candidates desiring to undertake MEO Class I & Class II Preparatory Courses join the Maritime Training Institutes at any point during the conduct of the course. MTI's approved for conducting these courses also allow candidate to join at certain point of time.
- 7.2 The MTIs are advised not to admit any candidates in between a batch.
- 7.3 Please be informed that the following is applicable for all MTI conducting Preparatory Course for competency exam.
- 7.3a The duration of MEO Class I Preparatory Course is two months and the frequency is six batches per year.
- 7.3b The duration of Preparatory Courses for MEO Class I & MEO Class II is 4 months and the frequency is 3 batches per year.
8. As per the Govt. of India's orders, all the maritime training institutes shall pay the necessary processing fees, annual fees and fees towards opening of new pre-sea and post sea institutes through Bharat Kosh - [PAO-DDO-DG Shipping]. The generated receipt should be forwarded along with the concerned proposal. Henceforth, all the MTIs are hereby directed to comply with the Government orders and should not submit demand drafts/cheques towards any fees which will not be accepted.


(Deependra Singh Bisen)
Asstt. Director General of Shipping

To

1. All DGS approved Maritime Training Institutes
2. All Principal Officer / MMD's
3. All ROs