

Training Circular No. 1 of 2003

No.3-TR(52)/2002
2003

Dated: January 6,

Sub: Proforma "A" & Proforma "B"

Proforma A and proforma B are returns used by workshops and training Institutes to indicate the number of candidates who are being admitted to the course. This practice is in existence for the last 20 years or so and is both a check and facility for Issuance of CDC and Certificate.

Proforma A should carry the tentative list of candidates along with supporting documents to verify the qualification, mark, age and other eligibility criteria and is to be sent to the Asstt. Director General of Shipping (Training) one month before commencement of course. Proforma B should consists of the final list and is to be sent to the Asstt. Director General of Shipping (Training) within two weeks of commencement of course. Approval of Proforma A and Proforma B is considered manadatory for any candidate's legitimate completion of training relating to Engineering courses.

It has been observed that many institutes and workshops are not sending Proforma A and B on time or are sending incomplete information and without proper documents to verify the correctness of fulfilling eligibility criteria by the candidate. It may be noted that if any institute/workshop admit the candidates, who do not fulfill the prescribed norms for admission to these courses, it will result in non-approval of Proforma A & Proforma B for such candidates and consequently non-issuance of CDC.

All institutes and workshop shall therefore abide by the norms prescribed from time to time for admission of the candidate by the D.G. Shipping. All institutes and workshop doing pre sea engineering courses must comply with all instructions of D. G. Shipping and must send Proforma A and Proforma B well in time. The copies of the Proforma 'A' and Proforma 'B' is enclosed at **Annex 'A'** and **Annex 'B'**. Any deviation in this regard will be treated as misconduct by the institute, which may attract penal provision by DGS including suspension and/or withdrawal of approval.

INSTRUCTIONS FOR **PROFORMA "A"** and **"B"** :

a) The Proforma "A" is to be forwarded to the DGS a month before actual date of beginning of the training period, batchwise.

b) If there are two batches in a year, then each batch should be marked clearly in the specified column.

c) Each column in the sheet should be clearly and completely filled. Any lack of detail will be treated as a lapse.

d) All Proforma should be filled in M.S. Word (M.S. Office) +Windows 95/97 format and they should be in portrait format and not in landscape. The sheet used should be of A4 size (White). No sheet other than A4 size would be accepted for scrutiny and approval.

e) The Proforma should be accompanied by Annexes, which should contain the bio-data of the candidate, complete with address and contact numbers. This must be filled in type, A4 size (White) and signed by the candidates himself.

f) Copies of attested testimonials must be attached.

g) The total number of selected candidates plus the candidates in the reserve list must be sent to the DGS.

h) The maximum period allowed for absorption of reserve list candidates is one month from date of commencing course.

i) If apprentice leaves after the period of one month, or the workshop is unable to fill up the quota during the period then the quota becomes void for that batch in that year.

j) No quota can be carried forward.

k) Mode of selection of apprentices is left to the workshops, but there must be free, fair and transparent selection procedure in the larger public interest.

l) All data sent in hardcopy must be accompanied by floppies with the data in it for quick feeding of data in the Directorate. This does not include supporting documents.

All Training Institute and workshop conducting various pre-sea Engineering courses should strictly comply

This form is to be forwarded to the ADG (trg) before commencement of training of the candidates.

Signature: (In-charge Training) _____

Name : _____

Designation: _____

Date : _____

DGS approved No. _____

Date _____

Approved
Asstt. Director General of Shipping (Training)

Note: On receipt approval Pro-forma "A" 6 copies of Pro-forma "B" must be forwarded within a month of commencing training.

Instructions for Pro-forma "A"

1. Workshop code:- Abbreviation for MMD/Abbreviation for Workshop/Type of batch/Batch nos. / Serial no. in batch.

Example :- CAL/GRSE/GME/1/001

2. S.No.
3. Full Name of Candidate.
4. Age of the Candidate on the day of commencement of course.

Note : This Form if forwarded in sextuplicate to ADG(trg) within one month of commencement of training of the candidates.

Signature(In-charge Training)
 : _____

Name : _____

Designation : _____

Date : _____

DGS approval No. of Pro-forma 'A' _____ Date : _____

Approved
 Asstt. Director General of Shipping (Training)

Instructions for Pro-forma "B"

1. S.No.
2. Full Name.

3. Seat / Slot No.
4. Duration of Apprenticeship
5. Actual Date of Joining.
6. Full Name of College/ Institution from which the Candidate has passed the Degree / Diploma.
7. AICTE Approval year and Page No. (1993-1994 and 1997-1998 lists at present and new list whenever included.)
8. Final Percentage of Marks/Grade of qualifying examination.
9. Report on general conduct and sobriety on a scale of A, B, C.

Where **A- Good**

B- Satisfactory

C- Poor