

Crew Branch Circular 1 of 2011

NO: CR Misc 1 2011

Dated: 05.04.2011

Subject: The renewal of Registration and Placement Service licenses after the initial period of 5 years validity

The renewal of Registration and Placement Service licenses after the initial period of 5 years validity has started and the various RPS providers are applying for renewal of licenses. The renewal, if not carried out before the expiry of the license, will result the RPS agents not authorized to engage seafarers after the expiry of license while keeping the liability of the seafarers already recruited by them.

2. Instances have been noticed, where in, the lack of procedural know how acts as a hurdle in submitting the required documents for renewal at the correct time.
3. In order to remove the bottle necks, it is proposed to streamline the procedures of renewal of RPS license with the following guidelines as in [Annexure I](#). The RPS agents are advised to submit their application for renewal of licenses with the documents as mentioned in Annexure I. The application has to be submitted along- with a signed check list as given in [Annexure II](#). It may be noted that the applications which are not submitted with full information requires scrutiny and rectification of defects. Hence, liable for delay for renewal of license.
4. It is also noticed that the renewal of license are getting delayed inconsistently at various stages keeping an uncertainty of the instance of renewal of license with the scheduled time frame.
5. The following time schedules are, therefore, prescribed for all agencies involved in the processing of renewal of RPS license.

Sr. No.	Action	Periodicity Before expiry of license				Responsibility
		Before Expiry			Expiry	
		3 Months	2 Months	1 Month		
1.	Submission of Application for renewal	Before 3 months				RPS Agent

2.	Intimating IRS for inspection	Within 5 days of receipt of Application	SEO
3.	Rectifying the defects in application	Within 15 days of receipt of letter from SEO	RPS Agent

4.	Checking the application and calling for defects in the application	Within 15 days after receipt of application	SEO
5.	Conduct of Inspection	Within 25 days of receipt of letter from DSEO	IRS
6.	Rectifying non conformities	Within 07 days of inspection	RPS Agent
7.	Submitting inspection report to DSEO	Before 1 & 1/2 month of expiry of the license	IRS
8.	Submission of complete proposal for renewal to the Directorate	Before 25 days of expiry of license	SEO
9.	Accord authorization to DSEO for issuing renewal certificate	Before 10 days of expiry of license	Directorate
10.	Issue of renewal certificate	Before 5 days of expiry of license	SEO

All the concerned are advised to adhere to the guidelines and time schedule prescribed.

This issues with the approval of Directorate General of Shipping and ex-officio Additional Secretary to the Government of India.

Sd/-

(C. Rethinadhas)

Dy. Director General of Shipping