

rew Branch Circular 3 of 2007

NO: 8(8)CR/2005-Vol.II

Dated:24.07.2007

Sub: Inspection of branch offices of recruitment and placement service providers.

1. This Directorate has been receiving representation for exempting the requirement of inspection of branch offices of respective companies in cases where recruitment and placements of seafarers is essentially conducted by the head offices of such RPS providers and various branch offices are set up to facilitate seafarers joining from the nearby locations. Accordingly, following procedure has been evolved so as to stream line the inspection of branch offices.

2. **Procedure** : Requirement of inspection of branch offices may be dispensed with provided following criteria is fulfilled.

2.1. The company has centralized processing system at Head Office in India for the seafarers joining from all over India.

2.2. The activities of such branch offices are carried out under the strict control and supervision of the Company at the Head Office in India.

2.3. Branch offices are opened only for the facilitation of the seafarers joining from the nearby locations.

2.4. Complete information/records, required to be maintained under the provisions of the Merchant Shipping (Recruitment and Placement of Seafarers) Rules, 2005, are maintained and available for inspection at Head Office in India.

2.5. Head Office in India will be responsible for the action of the branch offices to the extent of the applicable provisions of the Merchant Shipping (Recruitment and Placement Seafarers) Rules, 2005 and the Managing Director of the Company will provide a signed declaration/undertaking to this effect as per the format attached at [Annexure 1](#) of this Circular.

3. This issues with the approval of the Director General of Shipping & Ex-Officio Addl. Secretary to the Govt. of India.

Sd/-

(Capt. H. Khatri)

Dy. Director General of Shipping.