



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI



Social Media Cell

F. No.Helpdesk(2)/2024-Misc

Dated : 24 .06.2024

Circular

The Directorate General of Shipping, Govt. of India, with an objective of enhancing its interaction with his stakeholders, on Social Media platforms, has decided to nominate the following officers for providing the authorized submission for social media platforms in respect of their Branch of Directorate, MMDs and allied offices:-

Sl.no	Name of the Office/Branch	Name Of the Nodal Officer and designation	E –mail ID
1	Crew DGS	Capt. Denial Joseph, E&SS-cum(DDG(Tech))	danieljohn-dgs@nic.in
2	Training DGS	Shri Sudhir Kohahade, DDG	sudhir.kohahade@gov.in
3	E-Governance, DGS	Shri M. Ravi Kumar, SS-cum DDG(Tech/IT&E-gov)	ravi.k43@gov.in
4	Nautical Wing, DGS	Shri Ravi singh Sikarwar, NS-cum(DDG(Tech))	ravi.sikarwar@gov.in
5	Engineering Wing, DGS	Shri Praveen Nair, E&SS-cum(DDG(Tech))	Praveen.nair@gov.in
6	Naval Architecture, DGS	Shri. Nebu Oommen, NS-cum(DDG(Tech))	Nebu.oommen@gov.in
6	Mercantile Marine Department, Mumbai	Shri. Shrishih Kumar, E&SS-cum(DDG(Tech))	Shrish.kumar@gov.in p.manchalwar@gov.in
7	Mercantile Marine Department, Kolkata	Capt. S Mukhopadhyaya, NS-cum-DDG(Tech)	sabyasachi-dgs@gov.in
8	Mercantile Marine Department, Chennai	Shri S. Satyanarayana, Murty, ESS-cum DDG	ss.murty@gov.in
9	Mercantile Marine Department, Kandla	Capt. Hemant Jarwal, NS-cum(DDG(Tech))	hemant.jarwal@gov.in
10	Mercantile Marine Department, Kochi	Shri V. V. Paul, E&SS-cum(DDG(Tech))	paul.vv@gov.in

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फोन/Tel No.: +91-22-2575 2040/1/2/3 फैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

11	Mercantile Marine Department, Noida	Shri Arbind Choudhary, E&SS-cum(DDG(Tech))	arbind.choudhary34@gov.in
12	Mercantile Marine Department, Visakhapatnam	Shri Sajendra Oraon, E&SS-cum(DDG(Tech))	sajendra.oraon@gov.in
13	Mercantile Marine Department, Tuticorin	Shri R. R. Subbarao, E&SS-cum(DDG(Tech))	ramu-dgs@gov.in
14	SIC, Mangalore	Shri Bodhraj, E&SS-cum(DDG(Tech))	bodh.raj73@gov.in
15	Shipping Master, Mumbai	Shri Mukul Dutta, SM	sm-mum-ship@gov.in
16	Shipping Master, Kolkata	Shri Mukul Dutta, SM	sm-kol-ship@gov.in
17	Shipping Master, Chennai	Shri R. M. Elango, Director/SM	ramiah.elango@gov.in / sm-chn-ship@gov.in
18	SEO, Mumbai	Shri Rajesh H Mendhe, Director	Rajesh-dgs@nic.in
19	MTT DGS	Shri R. S. Kabra	ttc-dgs@nic.in

Roles and Responsibilities of Nodal Officers:-

1. Concerned Nodal Officers are responsible for Social Media responses on behalf of their Branches/MMD/allied office. They will be responsible for preparation of reply as per social media policy of the Directorate and for timely approval of the reply as and when required. For the reference, Social Media policy of Directorate is annexed with the circular as ready reference. In Indian context, they may also need to be aligned to roles and responsibilities defined for responding to RTIs. (Link of Social Media Policy of DGS <https://dgshipping.gov.in/writereaddata/ShippingNotices/202405141212531368138Socialmediapolicyfnal.pdf>)
2. It will be the responsibility of concerned Nodal Officer for resolution of Queries received through E-mails for their Branch/MMD/allied offices.

Roles and responsibilities of Social Media Cell:-

1. The Social Media cell will be required to monitor social media platforms and segregate the queries on social media platforms for respective nodal officers for timely reply.
2. After receipt of approved reply, the Social media cell will be responsible for the posting of the reply.
3. Preparation of E-news letter and inputs of information on DGS website for wide publicity of the stake holders.
4. Roles and responsibilities defined for responding to RTIs must also be followed,
5. To follow the Escalation mechanism defined in the DGS structure at all levels.

Signed by
Shyam Jagannathan
Date: 24-06-2024 22:47:24

(Shyam Jagannathan)
Director General Of Shipping

To,

1. All the Nodal Officers of DGS
2. All the Nodal Officers of MMDs/Allied Offices
3. All the Stakeholders through DGS Website