
	DIRECTORATE GENERAL OF SHIPPING, GOI, MUMBAI	IS/ISO Clause No.7.1
Ref.:QMS EACQP-07-1 Page 1 of 2	Subject:- Ensuring eligibility of maritime training institutes for the conduct of training courses before filing applications for course approvals to the Directorate General of Shipping, GoI and non-refundable fee - reg.	File No. 3-TR-(15)/99-OCCP
Approved by the Director General of Shipping	Training Circular No. 3 of 2015	Date : 2nd March, 2015

1. The Directorate General of Shipping [DGS], Govt. of India, [GOI], Mumbai, is the nodal agency for approving maritime training courses. The DGS, GOI receives numerous applications from maritime training institutes [MTIs] from time to time, for institute/course approvals. It has been observed that many a times, MTIs are submitting applications for various courses, for which, they are not eligible. Further, for processing such applications, non-refundable processing fee is charged, in terms of para 1.5.4 of the DGS, GOI Order No.2 of 2007 [F.No.21-TR(1)/2007 dated 31st October, 2007] and para 1.5.3 of the DGS, GOI Order No.1 of 2003 [F. No.3-TR(58)/2002 dated 15th January, 2003], which is to be deposited by the applicant MTI at the time of submitting such an application.


2. It is also noticed that many applications are rejected due to ineligibility/non-compliance of DGS, GOI guidelines. However, it has also come to the notice of this office, that after the rejection of such a proposal, the MTI concerned request that the processing fee paid towards the application/proposal may be adjusted against any other proposal submitted by the same MTI. It is stated that such requests shall not be considered as the processing fee is non-refundable, as stated in para 1 above, and in case the application/proposal is rejected, the fee submitted can neither be refunded nor adjusted against any other course.



	<p align="center"><u>DIRECTORATE GENERAL OF SHIPPING, GOI,</u> <u>MUMBAI</u></p>	<p align="center">IS/ISO Clause No.7.1</p>
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3. Therefore, all the MTIs which wish to apply for any maritime training course/fresh approvals thereto are hereby directed to thoroughly go through the relevant guidelines and criteria for such approval, as is available on website of the DGS, GOI [www.dgshipping.gov.in], and every MTI which intends to apply for an approval of maritime training course must ensure that it fulfills all the eligibility criteria and complies with DGS, GOI guidelines appurtenant thereto. Fee once deposited shall not be refunded or adjusted as any other applications, and requests for such refunds or adjustment shall not be considered.

4. This is issued with the approval of the Director General of Shipping and ex-officio Additional Secretary to the Govt. of India, in exercise of the powers conferred under Rule 75 of the Merchant Shipping [Standards of Training, Certification & Watch-keeping for Seafarers] Rules, 2014.


 02.03.15
 [Anand Kumar]

Assistant Director General of Shipping(Training)

To,

1. All Maritime Training Institutes
2. Principal Officers, MMD, Mumbai / Chennai / Kolkata / Kochi / Kandla
3. Shipping Masters, Mumbai / Kolkata / Chennai
4. INDOS Cell, DGS, GOI, Nou Bhavan Building, Mumbai - 1

5. Nautical Branch, DGS, GOI
6. Engineering Branch, DGS, GOI.
7. INSA/ FOSMA/MASSA /ICCSA / MUI
8. Management Representative [QMS], EAC Branch, DGS, GOI.
9. Computer Cell, DGS, GOI with a request to upload this on the official website.
10. E-Governance Cell, DGS, GOI.
11. Guard file
12. Sr.PS to DG[S] for information.