



भारत सरकार

GOVERNMENT OF INDIA

जोत परिवहन मंत्रालय

MINISTRY OF SHIPPING

जोतहन महानिकेभालय

DIRECTORATE GENERAL OF SHIPPING

Telephone : 22613651-54

Fax : 91-22-22613655

Gram : Degeship

E-Mail : dgs@dgshipping.com

"जहाज भवन"/"JAHAZ BHAVAN"

वालचंद हिराचंद मार्ग

WALCHAND HIRACHAND MARG

MUMBAI-400 001

टेलिफोन : 22613651-54

फैक्स : 91-22-22613655

ग्राहम : डीजीशिप

Website : www.dgshipping.com

अ. / No. :

दिनांक / Dated :

No.3-TR(49)/2002

Date: October 11, 2004

TRAINING CIRCULAR NO 28 OF 2004

Sub: Inspections by Academic Councils

The Directorate regularly receives requests for inspection and approval of new courses / new institutes. The responsibility is delegated to Academic Councils. The Academic Councils have to carry various types of inspections like scheduled and un-scheduled inspections. Academic Councils have however represented that due to limited amount of budget, they are not able to carry out inspections and this causes unnecessary delay.

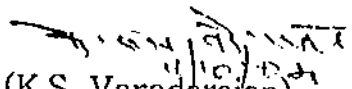
In order to streamline the procedure, the following guidelines have been laid down for such inspections.

1. The cost of traveling for initial inspection and regular annual inspection will be borne by the institute.
2. The cost for surprise inspection to be carried out at the instance of DGS will be borne by the MMDs / DGS.
3. In case re-inspection is to be conducted in pursuance of clause 2, the cost will be borne by the institute.

4. No other payment like overtime etc. will be payable to the members of inspecting team.
5. Inspection team will carry out inspection from Monday-Saturday. No inspection will be carried out on Sunday.
6. It will be responsibility of Chairman of Academic Council to ensure that the proper procedure is followed and travel is made according to the entitlement by the members of inspecting team as per Govt. norms.
7. In case the inspection is being carried out in a city where the team is required to inspect more than one training institute, Chairman, Academic Council will ensure that traveling expenses are claimed only once. No duplication of cost should be allowed. Such training institutes shall make pro-rata reimbursement of expenditure.
8. Chairman, Academic Council, as far as possible will nominate only Govt. surveyors for out of academic council jurisdiction. In such cases, the industry's representative may be nominated, who is located in the city of where training institute is located or any place nearer to this. If needed, Chairman, Academic Council may send suitable names of more experts to Directorate General of Shipping who can be considered for nomination in Academic Councils, to mitigate traveling expenses of non-Govt. members.

The above shall come into force from 15.10.04

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


(K.S. Varadarajan)
Executive Officer

To

1. All Academic Councils
2. All Training Institutes
3. NA
4. CS
5. Computer Cell
6. Guard file