

INFORMATION MANUAL

Mercantile Marine Department -Chennai

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Information Manual of Mercantile Marine Department, Chennai

The Mercantile Marine Department, Chennai and the subordinate offices Tuticorin & Visakhapatnam are committed to fulfill the national and international obligations through administration of MS Act, 1958 and implementation of the international Conventions and Protocols so as to serve Indian Maritime in an efficient manner which would benefit the industry and the country as a whole and the maritime administration is Committed to render all services to the members of public as specified here under. The details of services indicated are those in the MS Act, 1958 and international Conventions and services which are not included and demanded by the citizens are also being rendered on priority as and when asked for. The organization Chart is attached.

STATUTORY ACTIVITIES/TASKS UNDERTAKEN BY THIS DEPARTMENT.

A) Technically related matters under the provisions of Merchant Shipping Act, 1958 relating to Registration, Tonnage Measurement/Certificates of Inspection etc.

- 1) **Registration of Ships:-** Upon receipt of documents and on completion of all requirements under the registration rules, Indian ships are granted Certificate of Registry within 2 days. This department undertakes the registration of Merchant ships.
- 2) **Registration/Release/Transfer of Mortgages:-** This is complied with in 2 days provided the Ship Owner meet all formalities as required by relevant rules;
- 3) **Measurement of tonnage/tonnage certificate** - Upon receipt of approved tonnage computation in r/o Cargo ships from the Class full term International Tonnage Certificate is issued within one day.

- 4) **Statutory Survey and Certification of passenger ships under various conventions** – Statutory certificates are issued by this department under SOLAS/Loadline and MARPOL – upon completion of survey and inspection of ships. Certificate is issued within 1 day if all deficiencies of the vessel complied with the provisions of relevant rules and regulations. Subordinate offices are not authorized to issue any statutory certificates;
- 5) **Conducting Audit under ISM Code** – Auditors are nominated by the Directorate General of Shipping from Mercantile Marine Department, Chennai and its subordinate offices. At the request of the Ship owners Audits are conducted and reports thereafter are immediately forwarded to DGS for issuance of relevant certificate, if the Ship owners or the ship complies with the provisions of ISM code;
- 6) **Preliminary inquiry of Shipping Casualty** – Upon receipt of instruction from the Directorate General of Shipping, Principal Officer nominates the Surveyor to conduct Preliminary Inquiry into the Shipping casualty. Depending upon the movement of the ship facts are collected, examination of witnesses are carried out and thereafter inquiry report with recommendations is submitted to DGS within a period of 3 months;
- 7) **Examination of Masters/Mates/Engineers under STCW** - These examinations are conducted under the quality system formulated by DGS and time frame are strictly adhered to so that the documents required by the DGS to prepare Certificate of Competency in respect of the successful candidates are dispatched at the earliest after declaration of oral/written examination. These examinations are undertaken only at MMD,Chennai;
- 8) **Port/ Flag State Control inspection-** Inspection of foreign ships under various foreign control provided by IMO conventions and inspection of Indian flag ships are

carried out by surveyors of this department. Each surveyor of this department is required to inspect at least 8 ships per month (4 each under PSC/FSI) calling at their respective ports. Ships if detained are released after rectification of deficiencies immediately. Surveyors are available for such inspection at any time any day to facilitate early dispatch to the affected ship.

- 9) **Approval and inspection of training institutes** - Institutes are inspected by the members of the South Academic Council at the request of the DGS and readiness of the institutes. Upon completion of inspection, reports with recommendations and supporting documents are dispatched to the DGS within 3 days.
- 10) **Registration and inspection of Inland vessels/sailing vessels/fishing vessels:-** This department has not been authorized to inspect or register the inland vessels by the State Government. Also, Chennai port is not declared as a port of Registry for Sailing vessels. However, Motor Fishing boats are registered at this port under M.S.Act, 1958 .Such cases are dealt with immediately upon receipt of any application for registration/inspection etc. Upon completion of surveys inspection, Certificate of Registry/ Certificate of Inspection of a fishery boat may be issued within one to two days to the Fishery Boat owners;
- 11) **Examination and certification of Seafarers of inland vessels** - These examinations are undertaken for major ports having notified Harbour Craft Rules at an interval of 3 months. Harbour crafts examination of inland masters/Engine drivers are conducted at all MMDs of the district as per the requests of the Port Trusts or private candidates.
- 12) Upon completion of examination, provisional certificates are issued to the successful candidates within one week. Certificates of Competency follows later;
- 13) **Scrutiny of reports delegated to classification Societies** - Upon receipt of report on renewal surveyors along with recommendation for issuance of certificates from the

class, it takes a maximum of 2 clear days to issue relevant statutory certificates as recommended by the Classification Society.

B. 1) **Administrative Matters** – The tasks undertaken at Mercantile Marine Department, Chennai and its subordinate offices are in accordance with the conduct rules framed by the Govt. of India for the government servants. Statutory matters are dealt with objectively with entire transparency to the public. Communication received from Seafarers, Shipping companies or Shipping agencies are examined as soon as possible and reply in all cases are sent within 7 days and in certain cases definitely within 30 days;

2) **All complaints**, grievances received from the employees within the departments as well as from the public to this department are redressed within 30 days. A provision of complaint box is made in this department for this purpose. A grievance Officer is also nominated by the Principal Officer at the Headquarters to meet the public having complaints relating to their tasks on every Wednesday in the forenoon. Notice to this effect are displayed for the public.

C. **Expectation from Staff:**

- a) To be courteous, honest, impartial and accurate.
- b) Collection of requisite fees as per Rules and Regulations framed by DGS, Mumbai.
- c) To provide complete information/guidelines as applicable under various sections of M.S.Act and IMO Regulations.
- d) By completing work in active bound manner & promptly.

	<p>Conduct and completion of orals</p> <p>Correction of answer scripts back from the examiners after assessment and reattachment of the code slips</p> <p>Completion of tabulation of all results, including filling up of all forms as required by the DGS</p> <p>Declaration of results after approval by the Examiner of Engineers</p> <p>Dispatch of 37BCs,(Orals & Writtens) results sheets, code list etc., to the DGS for approval</p>	<p>examination commences for the particular month</p> <p>Orals to commence from the Monday of the week following the week in which written exams completed Same Day</p> <p>Within 4 working days from the date of receipt of the assessed answer scripts</p> <p>Within 4 working days of completion of the activities at '10' above</p> <p>Within 3 working days of the completion of the activity as at '1' above</p>
2	<p>Near Coastal Voyage – Examination</p> <p>CL III – Booking, Assessment & Oral</p> <p>CL IV – Booking, Assessment & Oral</p>	<p>2 Months</p> <p>2 Months</p>
3	<p>Inland Vessel – Examination</p> <p>I Class Engine Driver – Application</p>	<p>2 Months</p>

	submission, Assessment & Oral II Class Engine Driver – Application submission, Assessment & Oral	2 Months
4	Issuance of COC & Revalidation of COC Foreign Going and NCV (All Grades) Application Submission, Forwarding to DGS & Issuance	1.5 Months
5	DC Endorsements Application submission, Assessment & Issuance	Alternate days
6	Watch Keeping Application submission, Assessment, Verification of sea service (If required), Oral Exam & Certificate Renewal of watch Keeping Certificates	Alternate days 1 week
7	UK Endorsement Application submission, Assessment, Oral & Certificate	1 Month
8	Weekly returns Every week	1 day
9	Correspondence to DGS/MMDs/Institutes/Externals/Candidat es/etc.,	No time frame

Information /Manual in respect of MMD,Chennai.

Name of Service	Period of action
Registration of Ships	Three days
Approval of various plans	Thirty days
Statutory Survey and Certification of Passenger and Cargo ships	No time frame.
Conducting audit under ISM code	No time frame
Preliminary Inquiries of Shipping Casualties	three months
Port/Flag State control Inspections	No time frame
Conducting Industrial surveys	No time frame
Registration, Inspection and certification of Inland vessels/sailing vessels/fishing vessels	2 days
Examination and certification of Seafarers on Inland vessels	5 days
Scrutiny of reports delegated to classification societies.	2 days

Nautical Examinations

S. No	Name of service	Time limit specified
1	Foreign Going – Examination Master – Booking, Assessment, Sight Test, Written & Oral I Mate Ph I & II- Booking, Assessment, Sight Test, Written & Oral II Mate Ph I & II- Booking, Assessment, Sight Test, Signal visual, Written & Oral	3 Months 3 Months 3 Months
2	Near Coastal Voyage – Examination Master – Booking, Assessment, Sight Test, & Oral Mate - Booking, Assessment, Sight Test & Oral NWKO- Booking, Assessment, Sight Test, Signal visual & Oral	2 Months 2 Months 2 Months
3	Fishing Vessel – Examination Skipper Grade I – Booking, Assessment, Sight Test, Written & Oral Skipper Grade II - Booking, Assessment, Sight Test, Signal visual, Written & Oral Mate of Fishing Vessel - Booking, Assessment, Sight Test, Signal visual, Written & Oral	1 Month 1 Month 1 Month
4	Inland Vessel – Examination (Harbour Craft Examinations) I Class Master – Application submission, Assessment, Sight Test & Oral II Class Master – Application submission, Assessment, Sight	2 Months 2 Months 2 Months

	Test & Oral Syrang - Application submission, Assessment, Sight Test & Oral	
5	Issuance of COC & Revalidation of COC Foreign Going and NCV (All Grades) Application Submission, Forwarding to DGS for issuance & delivery at MMD	3 weeks
6	Issuance of LOA & Partial Pass Certificate For Fishing Grade Examinations(All Grades)	1 week
7	GMDSS Endorsement Application submission, Assessment & Issuance	1-3 days
8	DC Endorsement Application submission, Assessment & Issuance	2-7 days
9	COC as Rating forming Navigational Watch Keeping Application submission, Assessment, Verification of sea service (If required), Oral Exam & Certificate	1 Month
10	Renewal of Watch Keeping Certificates	1 week
11	UK COC Endorsement Application submission, Assessment, Oral & Certificate	1 week
12	Certificate of Service Application submission, Assessment, Revalidation endorsement of certificate	1 day
13	Sight Test (For New Entry for Cadets/B.Sc./DNS etc.) Application submission, Test, Certificate	2 days
14	Weekly returns every week	1 day
15	Result Sheet forwarding To DGS	2 week

	Master (FG), I Mate (FG) & II Mate (FG)	
16	Correspondence with DGS/MMDs/Training Institutes/Externals/Candidates/etc.	2 days

Training Section

S.No	Name of Service	Time limit specified
1	Faculty Approvals – Regarding	No time frame
2	Maintaining the details of course approvals	On Daily basis
3	Forwarding Schedules Inspection/Unscheduled Inspection reports to DGS	As and when required
4	Maintaining Institute address	---
5	Maintaining Check list for each course	---
6	Forwarding Inspection reports for course of approvals along with SAC's Chairman recommendation to DGS,	One day
7	Forwarding letters to the institute if any deficiencies found	Two days
8	Updating Inspection Forms	On Daily basis