



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

## Standard Operating Procedures

File No. 13-37019/1/2023-O/o ENGG - DGS-Part(1)

Date: 23.05.2025

**Sub: Ensuring Continuity and Compliance in IMO Reporting Obligations by the Directorate General of Shipping (DGS), Gol.**

- 1. Purpose:** This Standard Operating Procedure (SOP) outlines the framework and steps to be followed to ensure continuity and compliance in meeting India's reporting obligations to the International Maritime Organization (IMO), especially during transitions caused by the transfer, retirement, or deputation of officers. The SOP is designed to institutionalize awareness, maintain record integrity, and prevent disruptions in reporting functions.
- 2. Scope:** This SOP is applicable to all officers of the Directorate General of Shipping (DGS) who are responsible for preparing, verifying, or uploading reports to the IMO. It specifically covers functions related to MARPOL submissions, manning dispensation reports, casualty reporting, and other compliance obligations administered via the IMO Global Integrated Shipping Information System (GISIS).
- 3. Definitions:** The "Outgoing Officer" refers to an officer who is relinquishing responsibilities either through transfer, retirement, or any other reason. The "Incoming Officer" refers to the officer who assumes charge of those responsibilities. The "Focal Point Officer" is the officer designated in each Wing of the DGS to oversee a specific area of IMO reporting. The "Single Point of Contact (SPC)" is an officer entrusted with monitoring overall compliance with IMO reporting obligations across the Directorate.
- 4. Responsibilities:** Each Wing/Branch of the DGS involved in IMO reporting shall designate a Focal Point Officer who will maintain a clear and updated record of reporting activities. Outgoing officers are responsible for compiling a comprehensive report on the status of

obligations and ensuring that it is handed over to the incoming officer. Incoming officers are responsible for reviewing and acknowledging the received briefing. The SPC shall monitor compliance and maintain a central repository of all handovers, ensuring continuity and accountability.

**5. Procedure:**

5.1 The process shall commence as soon as an officer receives formal notification of transfer, retirement, or reassignment. Within five working days of such notification, the outgoing officer shall initiate the handover process.

5.2 The outgoing officer must prepare a detailed "Reporting Status Note" capturing all relevant aspects of reporting obligations under their charge. This note shall include a list of reports submitted during the current reporting cycle, any reports pending submission, timelines and deadlines, access credentials to systems such as GISIS (where applicable), and any identified issues or challenges.

5.3 A structured handover meeting shall be convened between the outgoing and incoming officers, preferably in the presence of their supervisory officer or the designated Focal Point Officer. During this meeting, the Reporting Status Note shall be presented and discussed in detail. The incoming officer shall then acknowledge the receipt of this information by signing an "Acknowledgment of IMO Reporting Responsibilities" form.

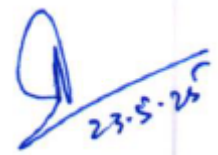
5.4 The SPC shall be responsible for updating the centralized digital registry maintained on the internal Management Information System (MIS) of the DGS. This registry will capture all essential details including the names of outgoing and incoming officers, dates of transition, status of pending submissions, and deadlines. Any observed delay or lapse shall be escalated to the appropriate level of administration for resolution.

**6. Review and Amendments:** This SOP will be reviewed on an annual basis or earlier if deemed necessary due to changes in IMO reporting procedures, organizational

restructuring, or system upgrades. Amendments, if any, shall be formally notified by the Directorate General of Shipping.

- 7. Awareness and Training:** A periodic Training programme is being introduced, under which all new or transferred officers posted to relevant branches will undergo a training session on IMO matters including their IMO reporting obligations, on annual basis to be coordinated by the DDG (International Cooperation).

This is issued with the approval of the Director General of Shipping.



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1. The Principal Officer/ Mercantile Marine Department, Mumbai/Kolkata/ Chennai/ Kandla/Kochi.
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