

**GOVERNMENT OF INDIA**  
**MINISTRY OF PORTS, SHIPPING AND WATERWAYS**



**DIRECTORATE GENERAL OF MARITIME ADMINISTRATION**

**TRAINING AND INDUCTION MANUAL**  
**MERCANTILE MARINE LAW (MML) BRANCH**

*For Officers, Ministerial / Administrative Staff, Legal Consultants, Advocates, Interns  
and Young Professionals*

**DOCUMENT CONTROL**

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| Applicability            | All personnel newly posted / engaged in MML Branch, including Officers, Ministerial / Administrative Staff, Legal Consultants, Advocates, Interns and Young Professionals, as applicable. |
| Review cycle             | At least annually and on every major change in law, organisation, procedure, systems or delegation                                                                                        |
| Supersedes / builds upon | -                                                                                                                                                                                         |

## **AUTHORITY, STATUS AND USE OF THIS MANUAL**

This Manual is an internal training and induction document of the Merchant Shipping Law/Mercantile Marine Law (MML) Branch. It is intended to provide a common framework for induction, supervised learning and continuing reference for personnel posted or engaged in the Branch.

The Manual is procedural and educational in character. It does not create any statutory power, delegation, financial authority, service entitlement or legal obligation independent of the Constitution, Acts of Parliament, rules, regulations, notifications, office orders, delegated powers and other competent Government instructions in force from time to time.

Where any provision of this Manual differs from or appears inconsistent with an Act, rule, statutory notification, judicial direction, Government of India instruction, delegated authority or specific order of the competent authority, the latter shall prevail. Personnel shall seek clarification from the competent supervisory officer rather than acting on an uncertain interpretation.

The Manual shall be used together with the latest version of the relevant primary legislation and Government instructions.

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**APPROVAL AND AMENDMENT RECORD**

| <b>Version</b> | <b>Date</b> | <b>Nature of change</b>                                                                                                           | <b>Prepared / proposed by</b> | <b>Approved by</b>                   |
|----------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------|
| 1.0            | --          | Existing branch manual / base document                                                                                            | -                             | -                                    |
| 1.1            | -           | Comprehensive revision into Government-office induction framework; role-based induction, statutory and digital governance updates | -                             | Competent Authority - to be recorded |

## **FOREWORD**

The effective functioning in a Government office depends not only on the knowledge of the subject, but also on a clear understanding of institutional responsibilities, established procedures, proper exercise of authority and effective maintenance of records. This assumes particular importance in a specialised branch such as the Mercantile Marine Law (MML) Branch, which deals with maritime legislation, policy matters, international obligations, litigation and related legal and administrative issues. The Mercantile Marine Law Branch is a specialised function at the intersection of maritime regulation, legislation, policy, international obligations, litigation and public administration.

The MML Branch performs a cross-cutting function within the Directorate General of Maritime Administration, requiring regular coordination with the Ministry, technical and administrative branches, other Government Departments and external stakeholders. Personnel working in the Branch are therefore required to develop an understanding not only of maritime law, but also of the Government processes through which legal and policy matters are examined, processed and implemented.

This revised Training and Induction Manual is intended to help a person joining the Branch understand the institutional setting and become useful in a safe, orderly and progressively independent manner. It distinguishes the induction requirements of Officers, Ministerial / Administrative Staff and Legal Consultants, while also providing an appropriate orientation for Advocates, Interns and Young Professionals.

New entrants are encouraged to treat the Manual as a working companion. Reading the relevant chapter is only the first stage. The expected outcome is the ability to locate the governing authority, identify the decision-maker, process the matter correctly, record the reasoning clearly, protect official information and know when an issue must be escalated.

The objective of this Manual is ultimately to facilitate efficient, accountable and legally sound functioning of the MML Branch, while preserving institutional knowledge and ensuring continuity of work.

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**Director General of Maritime Administration**

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## **CHAPTER 1 - DIRECTORATE GENERAL OF MARITIME ADMINISTRATION: THE INSTITUTIONAL SETTING**

The Directorate General of Maritime Administration (DGMA) is the apex maritime authority of the Government of India and functions as an attached office of the Ministry of Ports, Shipping and Waterways. The Directorate describes its responsibilities broadly as protecting India's maritime interests, ensuring seafarer welfare and safety, regulating registration, survey and operation of seafaring vessels, preventing pollution, supporting maritime education and training, participating in IMO processes, and ensuring navigational and vessel safety. The DGMA website records the institutional transition to the Directorate General of Maritime Administration under the Merchant Shipping Act, 2025. The current statutory and administrative position should be checked from the latest authorised Government source.

For an MML professional, this institutional setting matters because legal advice cannot be separated from the technical and operational work of the maritime administration. A sound legal note must understand what the Nautical, Engineering, Crew, Training, Coastal, Naval Architecture, International Cooperation, Finance and other branches are trying to achieve and which statutory power supports that objective.

### **1.1 Ministry-Directorate relationship**

The Ministry is the policy and governmental apex for the subject of ports, shipping and waterways. DGMA is the attached office carrying out the executive, regulatory and technical functions assigned to it. Matters may therefore travel between DGMA and the Ministry depending on the nature of the subject, the applicable allocation of business, delegated powers, statutory provisions and the level of approval required.

| <b>Level / entity</b>                     | <b>What a new joiner should understand</b>                                                                                                                                 |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ministry of Ports, Shipping and Waterways | Policy direction, ministerial decision-making, parliamentary and Cabinet processes, inter-ministerial coordination and matters requiring Ministry approval.                |
| DGMA                                      | Executive / regulatory implementation, maritime administration, technical regulation, stakeholder interface, enforcement and support to the Government on maritime policy. |
| MML Branch                                | Legal, legislative, policy-vetting, litigation and maritime-law coordination support, including the functions described in this manual.                                    |
| Field / allied offices                    | Gathering of factual information; timely records and factual instructions are essential for legal and policy decisions.                                                    |

| Level / entity        | What a new joiner should understand                                                                                                                       |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| External institutions | IMO, ILO, courts / tribunals, other Ministries / Departments, State authorities, ports, industry bodies and other stakeholders as relevant to the matter. |

## 1.2 Current institutional transition

**The Merchant Shipping Act, 2025 empowers the appointment of the Director-General of Maritime Administration. The first DGMA has been appointed on 15 March 2026.**

## 1.3 Why MML is a cross-cutting branch

- a. A technical proposal may require legal examination before an executive order, rule, notification or policy is issued.
- b. A court case may depend on facts held by another technical branch but on legal strategy coordinated through MML.
- c. An IMO proposal can involve international law, domestic legislation, policy and technical regulation at the same time.
- d. A Cabinet Note or legislative proposal can affect several Ministries and statutes and therefore needs structured legal and inter-ministerial scrutiny.
- e. A minor drafting error in a notification, delegation or statutory form can have a much larger administrative consequence than the apparent size of the document.

## **CHAPTER 2 - ADMINISTRATIVE HIERARCHY AND RESPONSIBILITIES OF THE MML BRANCH**

The hierarchy of MML Branch comprises the Deputy Director General (Head of Branch), Assistant Director General, Assistant, Upper Division Clerk, Lower Division Clerk, Advocate / Legal Consultants and Multi-Tasking Staff. The current DGMA directory similarly identifies the MML Branch and its Head / supervisory structure.

| <b>Role</b>                 | <b>Core responsibility</b>                                                                                                                                                                       | <b>Critical outputs</b>                                                                                   |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| DDG / Head of Branch        | Head of the MML Branch<br>, Overall supervision, prioritization, allocation of work, quality control, high-value legal / policy decisions, coordination with senior management and the Ministry. | Approved legal positions, strategic directions, review decisions, litigation oversight, priority-setting. |
| ADG / supervisory officer   | Supervision and control of staff, scrutiny of notes / drafts, monitoring timelines, coordination with referring branches, assisting the Head of Branch.                                          | Vetted notes, tracked references, timely submissions, staff guidance.                                     |
| Assistant / dealing officer | Legal / policy research, drafting, file processing, case management, consultation with technical wings, parliamentary / Cabinet / RTI inputs as allotted.                                        | Notes, drafts, briefs, matrices, statements, legal research and follow-up.                                |

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| <b>Role</b>                 | <b>Core responsibility</b>                                                                                                    | <b>Critical outputs</b>                                               |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| UDC / ministerial staff     | Dak / receipt, diary, e file / data entry, indexing, file movement, registers, dispatch, tracking and administrative support. | Accurate entries, complete records, timely movement and retrieval.    |
| LDC / support staff         | Routine correspondence, registers, tracking sheets, record arrangement and administrative assistance.                         | Up-to-date registers, dispatch / receipt support and orderly records. |
| Advocate / Legal Consultant | Professional legal research, opinions, pleadings, case strategy support, drafting within the scope of engagement.             | Legally reasoned opinions, pleadings, case briefs, case-law research. |
| MTS / support personnel     | General support, movement of documents, physical arrangements and other duties entrusted under applicable instructions.       | Reliable operational support and safe handling of official material.  |

## **2.1 Principles of work allocation**

The competence to decide is separate from the task of processing. A dealing hand may prepare a draft, but approval must come from the competent authority. Legal consultants provide professional advice within the terms of engagement; they do not exercise Government decision-making powers unless specifically authorised under law and the contract. Administrative staff are custodians of process and records. Accurate data entry, proper indexing and timely movement are substantive controls, not merely clerical tasks. Every important deadline must have an owner, a due date and a visible tracking mechanism.

### **CHAPTER 3 - INDUCTION PHILOSOPHY AND ROLE-BASED TRAINING DESIGN**

The induction model follows on the job competency-based approach of Mission Karmayogi. DoPT describes the programme as competency-driven capacity building and iGOT Karmayogi as a platform for online, face-to-face and blended learning, with lifelong learning records. The iGOT Karmayogi Prarambh initiative was created specifically to support new joiner and covers communication, conduct, self-leadership, digital skills, POSH, motivation and stress management.

| <b>Induction phase</b> | <b>Indicative duration</b> | <b>Purpose</b>                                                                                                   |
|------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------|
| Pre-joining /<br>Day 0 | Before or on first day     | Identity, security, seat, system access, reporting lines and essential documents.                                |
| Common foundation      | Days 1-3                   | Organisation, conduct, office procedure, eOffice, information security, official language and citizen interface. |
| Role immersion         | Days 4-10                  | Workstream-specific procedures and observation of live files.                                                    |
| Supervised practice    | Days 11-30                 | Complete real work under review; learn escalation thresholds.                                                    |
| Assisted independence  | Days 31-60                 | Handle normal work with reduced supervision.                                                                     |
| Functional readiness   | Days 61-90                 | Demonstrate safe independent handling within delegated role.                                                     |

#### **3.1 Common learning outcomes for all personnel**

Effective governance relies on strict adherence to authority, integrity, and transparency. Officials must understand their defined limits of authority and its underlying legal or administrative basis while using authorized e-office systems correctly to protect classified information. Communication, whether written or oral,

should remain respectful, clear, and prompt. To ensure accountability, an auditable record of all actions, approvals, reference documents, and deadlines must be rigorously maintained. Furthermore, individuals are required to proactively recognize conflicts of interest, vigilance matters, and confidentiality breaches, escalating complex issues through proper channels when necessary. Above all, officials must hold public resources and working hours in trust, directing them strictly toward public purposes and institutional goals.

### 3.2 Differential training requirements

| Dimension     | Officer                                                                               | Administrative staff                                                                          | Legal consultant                                                                     |
|---------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Primary focus | Decision support, policy, legal risk, leadership, statutory / administrative process. | Process integrity, accurate records, eOffice execution, coordination and time-bound disposal. | Legal analysis, drafting, precedent, litigation strategy and professional standards. |
| Depth of law  | Working command of applicable Acts, Rules, delegations and jurisprudence.             | Functional awareness sufficient to process files correctly and identify legal issues.         | Deep subject-matter knowledge and ability to research primary sources.               |
| Digital skill | eOffice, dashboards, data analysis, DSC / eSign, knowledge management.                | eOffice, receipts, file tracking, registers, scanning / indexing, data accuracy.              | eOffice for record and collaboration plus approved legal research / case systems.    |

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| <b>Dimension</b> | <b>Officer</b>                          | <b>Administrative staff</b>                      | <b>Legal consultant</b>                                                       |
|------------------|-----------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------|
| Accountability   | Quality of advice and decision support. | Accuracy, timeliness and record integrity.       | Professional quality of advice / pleadings and adherence to engagement terms. |
| Assessment       | Case study + drafting + oral briefing.  | Practical file processing + data / eOffice task. | Legal research problem + opinion / pleading exercise.                         |

## **CHAPTER 4 - GOVERNMENT OFFICE PROCEDURE, eOFFICE AND RECORD DISCIPLINE**

The Central Secretariat Manual of Office Procedure (CSMOP), particularly the 16th Edition (2022), provides the broad procedural foundation for file and information management in the Central Government. DARPG has emphasised digitisation, eOffice, delayering, delegation, knowledge management and disciplined file movement. Its 2023 guidance notes mandatory use of DSC / eSign for eFiles by dealing officers and above, while subsequent eOffice guidance stresses use of common function codes, avoidance of unnecessary part-files and use of a Knowledge Management System.

### **4.1 The life cycle of a typical MML matter**

| <b>Stage</b>           | <b>Minimum action</b>                                                           | <b>Process</b>                                                    |
|------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Receipt                | Register / eReceipt, diarise, identify subject and deadline.                    | Has the matter been acknowledged and assigned?                    |
| Opening / linking file | Use existing file where appropriate; create new eFile only when justified.      | Is this really a new subject or a continuation?                   |
| Fact collection        | Obtain complete factual brief and source documents from concerned branch.       | Are material facts and dates verified?                            |
| Examination            | Identify issue, authority, law, policy and options.                             | What is the legal / administrative basis for the proposed action? |
| Consultation           | Seek inputs from technical / finance / vigilance / other authority as required. | Have all mandatory consultations been obtained?                   |

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| Stage               | Minimum action                                                             | Process                                                                  |
|---------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Decision / approval | Place a clear recommendation before competent authority.                   | Is the approving authority competent and is delegation cited?            |
| Issue communication | Release approved order / letter / notification through prescribed channel. | Are references, enclosures, authority and language requirements correct? |
| Follow-up           | Update trackers, portals, court / parliamentary / stakeholder records.     | What action is due next, by whom and by when?                            |
| Record / closure    | Index, link, archive / close as appropriate; preserve evidence.            | Can another officer reconstruct what happened?                           |

## 4.2 Principles for processing e-file work

- a. Do not create multiple files or part-files for the same matter merely for convenience.
- b. Use clear subject lines and meaningful file titles.
- c. Record the source of facts and important oral instructions.
- d. Distinguish facts, analysis, options, recommendation and decision.
- e. Do not leave a file without identifying the next actionable step.
- f. Where a deadline is statutory or court-ordered, make the deadline prominent in the task / monitoring system.
- g. Use DSC / eSign and authorised credentials as prescribed; never share passwords, tokens or certificates.
- h. When transferring charge, ensure all pending eFiles, cases, dashboards and physical records are inventoried and handed over.

### 4.3 Noting standards for MML

Every submission must begin by clearly defining the specific issue, decision, or advice required, followed immediately by a chronological presentation of material facts grounded in concrete dates and official document references rather than subjective descriptions. The note must identify the applicable statutory or regulatory provisions, the relevant scheme guidelines, and the specific delegated financial or administrative authority governing the matter, while also referencing established precedent, judicial rulings, or official government positions where relevant. It should then outline all available legal and administrative options, evaluating the distinct operational and financial consequences of each alternative. Finally, the submission must conclude with a precise, actionable recommendation and a clear, unambiguous statement of the exact approval or order sought from the competent authority.

**By above principles a senior officer will be able to understand the issue, the relevant facts, the legal position, the risk and the decision required without searching through ten earlier pages. Good noting is not long noting; it is complete, structured and decision-oriented noting.**

### 4.4 Record management and knowledge management

- a. Maintain a branch repository of current Acts, Rules, notifications, circulars, important judgments, standing orders, Cabinet / Parliament references and model drafts, with version dates.
- b. Avoid saving multiple uncontrolled copies of the same document. Identify the authoritative copy.
- c. Use an index / metadata convention so a successor can locate material without depending on personal memory.
- d. Maintain a "lessons from cases" or precedent register for recurring legal issues, subject to confidentiality and applicable access controls.
- e. At the end of major assignments, add a short closure note explaining outcome, residual action and lessons learned.

## **CHAPTER 5 - COMMUNICATION, DRAFTING, MEETINGS AND STAKEHOLDER MANAGEMENT**

Government writing should be formal, courteous, precise and restrained. The aim is to communicate a position, not to display legal vocabulary. The recipient should know what is being asked, why it is required, what documents are relied upon, and what response is expected. Therefore, all functionaries of the MML branch need to be courteous and precise in expression.

### **5.1 Drafting standards**

Drafting official communications and legal instruments requires precise reference to the exact statutory title, section, or rule number whenever a legal provision is material to the matter. Defined terms must be maintained consistently throughout the text to avoid ambiguity, strictly avoiding alternating names or titles for the same authority, organization, or official document. Drafters must refrain from using unsubstantiated conclusory phrases like "it is obvious," "clearly illegal," or "no legal issue" without explicitly detailing the legal, factual, or administrative basis behind the conclusion. When citing external precedents, legal opinions, or administrative orders, the source, precise date, and specific paragraph or provision must be explicitly quoted. For all proposed statutory orders, rules, and notifications, the enabling provision, competent sanctioning authority, effective commencement clause, legal publication requirement, and necessary savings or transitional provisions must be thoroughly verified. Finally, before official release, all names, designations, dates, eOffice file numbers, cross-references, annexures, and attached enclosures must undergo rigorous final verification for complete accuracy.

### **5.2 Meeting discipline**

| <b>Before meeting</b>                                                                       | <b>During meeting</b>                                                                                      | <b>After meeting</b>                                                                         |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Prepare agenda, background note, decisions required, participants and supporting documents. | Identify decision points; distinguish information, advice and decisions. Record action owner and due date. | Issue minutes / action points promptly; update tracker; place consequential record on eFile. |
| Circulate only the minimum necessary confidential material to authorised participants.      | Do not make commitments beyond delegated authority. Clarify where a proposal is provisional.               | Follow up overdue actions; escalate significant slippage.                                    |

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| <b>Before meeting</b>                                                                                                            | <b>During meeting</b>                              | <b>After meeting</b>                                             |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------|
| For external stakeholders, establish whether the meeting is consultation, negotiation, information gathering or decision-making. | Avoid informal assurances on behalf of Government. | Record material representations accurately and without advocacy. |

### **5.3 Telephone / email etiquette**

- a. Official email is part of the Government record when it concerns official business; use official accounts and authorised platforms.
- b. Do not forward official material to personal email.
- c. When an important instruction is received orally, record it appropriately on the file or obtain written confirmation when needed.
- d. External legal counsel and stakeholders should be given a single consistent factual position; avoid contradictory communications from different staff.

## **CHAPTER 6 - FUNCTIONAL MANDATE OF THE MML BRANCH**

The following workstreams retain the substance of the existing manual but convert them into operational modules suitable for induction and supervised practice.

### **6.1 Legislation and rule-making**

Processing / drafting of principal Acts and subordinate legislation; amendments; explanatory material; inter-departmental consultation; parliamentary processing and implementation follow-up.

### **6.2 Notifications and statutory orders**

Drafting and processing notifications, orders, commencement notifications, delegations and other statutory / executive instruments; verification of enabling authority and publication requirements.

### **6.3 Policy vetting**

Legal examination of draft policies, schemes, guidelines and frameworks to identify conflicts with existing law, delegation, constitutional principles, other Ministries' mandates and international obligations.

### **6.4 Internal legal advice**

Examination of legal questions referred by technical / administrative branches; clarification of statutory interpretation; identification of litigation or enforcement risk.

### **6.5 International agreements**

Legal examination of bilateral / multilateral arrangements, MoUs, exchange of letters and other instruments, including authority to sign, obligations, dispute clauses and domestic implementation.

### **6.6 IMO / ILO legal inputs**

Legal review of submissions, position papers, treaty / protocol implications and domestic implementation measures, in coordination with International Cooperation and technical branches.

### **6.7 Cabinet Notes / legislative proposals from other Ministries**

Examination of proposals affecting maritime law, shipping interests or DGMA functions; consolidation of comments and identification of statutory / policy implications.

### **6.8 Litigation management**

Central monitoring and coordination of cases, legal counsel, pleadings, factual instructions, court orders, compliance and institutional learning.

### 6.9 Parliamentary work

Preparation / vetting of replies to Parliamentary Questions, assurances, committee references and legislative matters with factual verification from concerned branches.

### 6.10 RTI / grievances / representations

Legal and procedural support for RTI matters, public grievances and representations, ensuring prescribed channels, exemptions, record traceability and respectful communication.

### 6.11 Contracts / MoUs / agreements

Legal risk review of indemnity, liability, jurisdiction, dispute resolution, confidentiality, intellectual property, termination, governing law and financial obligations.

### 6.12 The MML "note sheet" method

For recurring legal matters, the following one-page internal format is recommended:

| Field                  | What to record                                                                         |
|------------------------|----------------------------------------------------------------------------------------|
| Issue                  | One sentence stating the decision / advice required.                                   |
| Facts                  | Chronology with document references.                                                   |
| Authority              | Act / Rules / notification / delegation / policy.                                      |
| Stakeholder positions  | Relevant factual / policy submissions, without adopting them as facts unless verified. |
| Legal analysis         | Interpretation, precedent, risks and counter-arguments.                                |
| Options                | Available lawful courses and their consequences.                                       |
| Recommendation         | Preferred course, with reasons.                                                        |
| Approval required      | Authority and specific decision sought.                                                |
| Deadline / next action | Named officer, due date and monitoring mechanism.                                      |

## **CHAPTER 7 - CORE MARITIME STATUTORY FRAMEWORK FOR NEW JOINER**

The statutory landscape now has changed materially subsequent to enactment of new legislations and repeal of certain old legislation in the year 2025 by the Parliament.. The Merchant Shipping Act, 2025 came into force on 15 March 2026. The Coastal Shipping Act, 2025 came into force from 15 March 2026e. The Carriage of Goods by Sea Act, 2025 and Bills of Lading Act, 2025 were brought into force from 10 September 2025. The Indian Ports Act, 2025 came into force on 1 April 2026. The list of subordinate legislations under various acts as mentioned below are attached as Annexure VI for easy reference.

| <b>Act</b>                                                           | <b>Relevancy to Maritime sector</b>                                                                                                                              |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Merchant Shipping Act, 2025                                          | Principal maritime statute; DGMA, registration, seafarers, safety, security, environment, casualties, surveys, certificates, enforcement and other core matters. |
| Coastal Shipping Act, 2025                                           | Regulation and development of coastal shipping, licensing, strategic planning, national database and related enforcement.                                        |
| Carriage of Goods by Sea Act, 2025                                   | Responsibilities, liabilities, rights and immunities of carriers in sea carriage.                                                                                |
| Bills of Lading Act, 2025                                            | Transfer of rights / liabilities and evidentiary treatment of bills of lading.                                                                                   |
| Admiralty (Jurisdiction and Settlement of Maritime Claims) Act, 2017 | Admiralty jurisdiction, maritime claims, arrest / detention / sale of vessels and priority of claims.                                                            |
| Recycling of Ships Act, 2019                                         | Regulation of ship recycling, hazardous materials, facility authorisation, enforcement and appeals.                                                              |
| Multimodal Transportation of Goods Act, 1993                         | Regulates multimodal transport operators and liability / documentation.                                                                                          |
| Seamen's Provident Fund Act, 1966                                    | Social-security framework for seamen and statutory fund administration.                                                                                          |

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| Act                                                                                                                   | Relevancy to Maritime sector                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Suppression of Unlawful Acts against Safety of Maritime Navigation and Fixed Platforms on Continental Shelf Act, 2002 | Suppression of unlawful acts against maritime navigation and fixed platforms; criminal and international dimensions. |
| Indian Ports Act, 2025                                                                                                | Port governance, integrated development, safety, security, navigation, pollution, data and dispute mechanisms.       |
| Marine Aids to Navigation Act, 2021                                                                                   | Aids to navigation, vessel traffic services, certification, wreck marking and related regulatory matters.            |

### 7.1 How a new officer should study a statute

- Read the long title and objects / purpose before the detailed provisions.
- Identify the authorities created or empowered by the Act.
- Create a one-page map of powers, duties, rule-making powers, directions, adjudication, appeals, penalties and transitional provisions.
- Then read the Rules and key notifications under the Act.
- Finally read a small set of representative judgments or departmental precedents on recurring issues.

### 7.2 2026 subordinate legislation - working awareness

The DGMA website records a substantial set of Merchant Shipping Rules issued during 2026 under the new Act. For induction purposes, personnel should at least recognise the subject areas, know where the current Rules are hosted, and understand that an Act-level answer is incomplete if a detailed Rule / notification governs the operational point. The list below is intentionally a working awareness list rather than a substitute for the live DGMA Acts & Rules repository. Other rules are under process of notification.

| Subject matter for rules                 | What the new joiner should do                                                                                              |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Seafarers Welfare Board and Levy of Fees | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |

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| <b>Subject matter for rules</b>                                      | <b>What the new joiner should do</b>                                                                                       |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Seafarer Accommodation                                               | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Seafarers' Identity Document                                         | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Standards of Training, Certification and Watch-keeping for Seafarers | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Maritime Labour                                                      | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Continuous Discharge Certificate                                     | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Marine Incident and Emergency Response                               | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Port State Control and Flag State Implementation                     | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Ballast Water and Sediments Control and Management                   | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |

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| <b>Subject matter for rules</b>                                | <b>What the new joiner should do</b>                                                                                       |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Civil Liability for Bunker Oil Pollution Damage                | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Civil Liability for Oil Pollution Damage                       | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Prevention of Pollution by Harmful Substances in Packaged Form | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Prevention of Pollution by Sewage                              | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Prevention of Pollution by Garbage                             | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Prevention of Air Pollution from Vessels                       | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Use of Liquefied Gases and other Low-Flashpoint Fuels          | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Safety of Navigation                                           | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |

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| <b>Subject matter for rules</b>                              | <b>What the new joiner should do</b>                                                                                       |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Life-Saving Appliances and Arrangements                      | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Safety Management                                            | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Passenger Ship Construction, Fire Appliances and Survey      | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Cargo Vessel Construction, Fire Appliances and Survey        | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Control of Anti-fouling System                               | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Tonnage Measurement of Vessels                               | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Limitation of Liability for Maritime Claims                  | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| International Fund for Compensation for Oil Pollution Damage | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |

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| <b>Subject matter for rules</b>                    | <b>What the new joiner should do</b>                                                                                       |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Load Line                                          | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| National Shipping Board                            | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Radiocommunication                                 | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |
| Appeal against Penalties and Miscellaneous Matters | Know the purpose, affected stakeholders, main compliance mechanism and where the current text / amendments are maintained. |

## **CHAPTER 8 - INTERNATIONAL MARITIME LAW, IMO AND ILO INTERFACE**

The MML Branch operates at the junction of domestic maritime legislation and international instruments. The current DGMA international conventions page lists instruments of the IMO to which India is a party, including SOLAS, MARPOL, COLREG, FAL, Load Lines, Tonnage, STCW, SAR, CLC / Fund Protocols, LLMC, SUA, Salvage, OPRC, Anti-Fouling, Nairobi Wreck Removal and Hong Kong Ship Recycling. It separately identifies the Maritime Labour Convention, 2006 and Seafarers Identity Documents Convention, 2003 among the ILO instruments. The legal status of any particular instrument should be checked against the current official record before relying on it.

### **8.1 Core convention groups for induction**

| <b>Group</b>        | <b>Examples</b>                                                             | <b>Relevancy for MML personnel</b>                                                    |
|---------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Safety / navigation | SOLAS; COLREG; Load Lines; Tonnage; SAR.                                    | Domestic safety rules frequently implement or interface with these standards.         |
| Environment         | MARPOL; OPRC; CLC / Fund; AFS; Nairobi Wreck Removal; Hong Kong Convention. | Legal liability, pollution prevention, reporting, insurance and recycling frameworks. |
| Seafarers           | STCW; MLC; Seafarers Identity Documents Convention.                         | Certification, working / living conditions, welfare and labour rights.                |

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| <b>Group</b>                  | <b>Examples</b>                                       | <b>Relevancy for MML personnel</b>                                     |
|-------------------------------|-------------------------------------------------------|------------------------------------------------------------------------|
| Security / unlawful acts      | SUA and related instruments.                          | Criminal jurisdiction, prosecution and maritime security implications. |
| Commercial / liability        | LLMC; Salvage; carriage / bills of lading frameworks. | Allocation and limitation of maritime claims and commercial risk.      |
| Facilitation / communications | FAL; IMSO / INMARSAT related instruments.             | Port processes, communications and international coordination.         |

## **8.2 Five questions before using an international instrument**

- i. Is India a party to the instrument / relevant amendment?
- ii. Has the obligation been incorporated or otherwise given domestic legal effect through an Act, Rule, regulation, notification, order or accepted treaty mechanism?
- iii. What is the exact scope of the instrument and does it apply to the particular ship, person, activity or jurisdiction?
- iv. Is the cited text current, or has it been amended / replaced?
- v. What is the division between a binding obligation and non-binding IMO guidance / resolution / circular?

## **CHAPTER 9 - LEGISLATIVE DRAFTING, RULE-MAKING AND POLICY VETTING**

### **9.1 Legislative workflow**

| <b>Activity</b>                      | <b>Work</b>                                                                                                                      |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Define policy objective and problem. | Can the policy objective be expressed in one paragraph?                                                                          |
| Legal mapping.                       | What existing Acts / Rules already cover the field?                                                                              |
| Options.                             | Can the objective be achieved administratively, by rules, or only by amendment / new legislation?                                |
| Draft.                               | Definitions, scope, authorities, duties, procedure, powers, offences / penalties, appeals, rule-making and transitional clauses. |
| Consultation.                        | Technical branches, Finance, Ministry, Law / other stakeholders as required.                                                     |
| Impact and implementation.           | Cost, manpower, systems, forms, portals, training and enforcement.                                                               |
| Approval / legislative process.      | Competent authority, Cabinet / Parliament / statutory publication requirements.                                                  |
| Implementation.                      | Notifications, forms, FAQs, SOPs, website updates, stakeholder communication and monitoring.                                     |

## 9.2 Drafting checklist

- a. Short title and commencement are unambiguous.
- b. Scope / application is clear and consistent with the parent Act.
- c. Every substantive obligation is linked to a lawful enabling provision.
- d. No subordinate legislation creates a power materially wider than the parent Act.
- e. Definitions do not conflict with definitions in the parent legislation unless deliberate and explained.
- f. Penalties, adjudication and appeals follow the statutory scheme and principles of natural justice.
- g. Savings and transitional arrangements are provided where necessary.
- h. Forms / digital workflows are aligned with the legal text.
- i. Consequential amendments and repeal / modification provisions have been checked.

## 9.3 Policy vetting checklist

| Question                  | MML checklist                                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------------------------------------|
| Legality                  | Is there statutory authority for the proposal?                                                                  |
| Competence                | Who can issue / approve it?                                                                                     |
| Consistency               | Does it conflict with another Act, Rule, notification or judicial direction?                                    |
| Rights / fairness         | Does it create unequal treatment, retrospective impact or procedural unfairness?                                |
| Implementation            | Can the Directorate actually implement what is proposed? Or is it the domain of another Department or Ministry. |
| International obligations | Does it affect an IMO / ILO obligation or India's treaty position?                                              |
| Litigation exposure       | Could the proposed wording create avoidable disputes?                                                           |
| Communication             | Will the stakeholder understand the obligation and compliance date?                                             |

## **CHAPTER 10 - LITIGATION AND COURT CASE MANAGEMENT**

The existing branch manual places MML as the nodal / coordinating point for litigation oversight, pleadings, counsel coordination, monthly review and monitoring systems including LIMBS and other case-tracking tools. The revised approach treats litigation as a managed lifecycle beginning with the first notice and ending only after compliance / closure and lessons learned.

| <b>Stage</b>         | <b>Action within DGMA / concerned branch</b>                                                                        | <b>MML assignment</b>                                                               |
|----------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Notice / institution | Immediately diarise court / tribunal notice; identify case number, forum, next date and responsible factual branch. | Create / verify litigation record; alert responsible officer and counsel.           |
| Factual brief        | Collect complete chronology, documents, impugned order and previous correspondence.                                 | Test whether facts support proposed defence.                                        |
| Counsel engagement   | Transmit authorised brief and documents through prescribed channel.                                                 | Ensure counsel has coherent, complete instructions and deadlines.                   |
| Pleadings            | Draft / vet counter-affidavit, reply, written statement, appeal, application etc.                                   | Check facts, jurisdiction, relief, limitation, statutory authority and consistency. |
| Hearing              | Monitor cause list and directions.                                                                                  | Update case system with hearing outcome and next date.                              |
| Interim order        | Identify exact compliance requirement and deadline.                                                                 | Escalate urgent / adverse orders immediately.                                       |

| Stage              | Action within DGMA / concerned branch                                       | MML assignment                                                    |
|--------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------|
| Final judgment     | Examine legal effect, limitation and need for appeal / review / compliance. | Place recommendation before competent authority.                  |
| Compliance closure | Issue directions and collect proof of compliance.                           | Update litigation system and retain final record / learning note. |

### 10.1 Litigation "red flag" events

High-priority litigation matters require immediate administrative escalation whenever a notice is received with a hearing scheduled within a few days, or when an interim court order restrains government action or mandates urgent payment, release, or executive performance. Equal urgency applies to contempt notices alleging non-compliance, as well as judgments containing adverse observations regarding the Directorate, relevant statutes, official procedures, or individual officer conduct. Furthermore, cases approaching critical limitation deadlines for filing appeals, reviews, or legal challenges must be prioritized alongside matters involving broader policy implications, constitutional challenges, substantial financial liabilities, public safety concerns, or far-reaching impacts on a large group of similarly placed stakeholders.

### 10.2 LIMBS / case tracking discipline

The existing manual describes LIMBS as the litigation management platform used for monitoring court cases, hearing dates, compliance, documents and MIS. The same manual also identifies a "My Court Cases" module, compliance entry, cause list, exception correction and transfer-of-case functionality. These functions should be treated as a practical checklist; the exact screen names and workflows should be verified against the currently deployed system.

- Never update a hearing date from memory; verify from the actual order / cause list.
- Upload complete, legible documents and avoid duplicate records.
- Record compliance action with date and documentary proof.
- Before change of charge, transfer all pending cases and verify that no hearing / compliance deadline is lost.
- Reconcile portal data with branch master registers periodically.

## **CHAPTER 11 - PARLIAMENT, CABINET, INTER-MINISTERIAL CONSULTATION AND SENIOR AUTHORITY BRIEFS**

### **11.1 Parliamentary Questions**

- Treat the deadline as non-negotiable.
- Verify each number, date, policy claim and factual statement with the branch owning the data.
- Distinguish current position from proposed reforms.
- Do not disclose exempt / confidential information in a reply.
- Ensure consistency with previous Parliamentary answers, Cabinet decisions and published Government policy.
- Maintain a source sheet so every factual line in the final answer can be traced.

### **11.2 Cabinet Notes / Legislative Bills**

When a draft Cabinet Note, Bill or policy proposal is received from another Ministry, MML should identify: the problem being addressed; the statutory provisions affected; whether legislative amendment is necessary; financial / administrative consequences; impact on DGMA powers and stakeholders; international obligations; litigation risks; and the precise comments / approvals sought. The branch should maintain a comment matrix showing the referring Ministry's proposal, DGMA's comment, legal basis and responsible branch.

### **11.3 Senior Authority brief**

| <b>One-page brief element</b> | <b>Recommended content</b>                             |
|-------------------------------|--------------------------------------------------------|
| Issue                         | One sentence.                                          |
| Background                    | Only material context, with dates.                     |
| Current status                | What has happened and what remains.                    |
| Legal position                | Relevant provisions / precedent.                       |
| Risk                          | Legal, operational, financial, reputational or safety. |
| Options                       | 2-3 lawful courses where appropriate.                  |
| Recommendation                | Preferred course and why.                              |
| Decision required             | Exact approval / direction needed.                     |
| Next deadline                 | Date and responsible officer.                          |

## **CHAPTER 12 - RTI, PUBLIC GRIEVANCE, REPRESENTATIONS AND CITIZEN- CHARTER SERVICE**

The RTI Act, 2005 establishes a practical regime for access to information under the control of public authorities and places obligations on public authorities under section 4, with designated PIOs under section 5 and prescribed decision / appeal mechanisms. The CPGRAMS portal is the Government's centralised online grievance platform; it states that RTI matters and sub-judice matters are not to be handled as ordinary CPGRAMS grievances, and that service matters of Government employees generally require exhaustion of prescribed channels subject to applicable instructions.

### **12.1 RTI handling principles**

When processing Right to Information requests, the CPIO must first ascertain whether the requested record is held by or under the control of the public authority and locate the actual physical or electronic record, ensuring that responses are not generated arbitrarily simply because a record is inconvenient to retrieve.

Factual information must be clearly distinguished from subjective opinion, applying specific statutory exemptions and severability provisions only where there is a clear, substantiated legal basis. If third-party information is involved, the prescribed statutory notice and consultation procedures must be strictly followed within the mandated timelines.

The CPIO must maintain a complete, auditable record detailing the request, any inter-departmental transfers, internal collections, exemption analyses, and final replies, while strictly adhering to the core principle that an official record must never be altered, withheld, or destroyed simply because an RTI application has been received.

### **12.2 Public grievance handling**

| <b>Do</b>                                                      | <b>Do not</b>                                                 |
|----------------------------------------------------------------|---------------------------------------------------------------|
| Acknowledge and identify the actual service issue.             | Promise an outcome that the office is not authorised to give. |
| Verify facts and applicable procedure.                         | Treat allegations as established facts without verification.  |
| Give a reasoned, courteous and time-bound response.            | Use a defensive or argumentative tone.                        |
| Escalate cases showing systemic failure or repeated complaint. | Close a grievance without recording the action taken.         |

### **12.3 Representations from Government employees**

New staff should understand the importance of prescribed channels. DoPT guidance has emphasised that bypassing the prescribed channel by directly addressing higher authorities may not be appropriate, including through email or public grievance channels. This does not remove the right to represent; it reinforces the need to use the correct administrative channel.

## **CHAPTER 13 - CONDUCT, VIGILANCE, ETHICS, POSH AND CONFLICT OF INTEREST**

The Government employee is expected to act with integrity, impartiality, courtesy, diligence and respect for the law. Personnel must familiarise themselves with the applicable conduct rules, disciplinary rules, vigilance instructions and office orders. For consultants and contractual personnel, equivalent obligations should be built into the terms of engagement and confidentiality commitments.

### **13.1 Practical conduct standards**

- a. Do not use official position for personal gain.
- b. Declare / avoid conflicts of interest and seek written guidance where the position is unclear.
- c. Do not accept gifts, hospitality, benefits or other advantages contrary to applicable rules.
- d. Do not make public statements on behalf of Government unless authorised.
- e. Treat all stakeholders fairly and courteously, including those challenging a Government decision.
- f. Do not delay a file merely because the subject is difficult or contentious.
- g. Do not suppress an adverse fact in a note; record it fairly and explain the legal significance.

### **13.2 POSH / safe workplace**

DoPT materials recognise the statutory framework under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and corresponding service-rule provisions. Every person working in the office, including staff, consultants and interns, should know how to access the Internal Committee / designated complaint mechanism. Confidentiality must be respected and retaliation is unacceptable.

#### **Induction requirement.**

**The orientation for every new joiner includes: what constitutes unacceptable conduct; where to report; the role of the Internal Committee; confidentiality expectations; and the difference between a workplace concern and an allegation requiring the statutory complaint process. Do not attempt an informal investigation of a complaint that belongs to the statutory mechanism.**

### **13.3 Vigilance and legal work**

- a. Do not convert a vigilance allegation into a concluded finding without due process.
- b. Preserve original documents and record how evidence was obtained.

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- c. Escalate matters involving suspected corruption, conflict of interest, procurement irregularity or deliberate manipulation of records through the prescribed vigilance channel.
- d. Legal advice should identify process safeguards and evidence requirements, not pre-decide factual guilt.

## **CHAPTER 14 - FINANCIAL MANAGEMENT, PROCUREMENT AND CONSULTANCY ENGAGEMENTS**

Although MML is primarily a legal and policy branch, its work frequently touches public expenditure, procurement, consultancy engagements, contracts and financial commitments.

The Department of Expenditure continues to maintain GFR 2017 updates and procurement manuals; current manuals include the following:

- (a) Manual for Procurement of Goods (Second Edition, 2024),
- (b) Manual for Procurement of Consultancy Services (Second Edition, 2025),
- (c) Manual for Procurement of Non-Consultancy Services (2025) and
- (d) Manual for Procurement of Works (Second Edition, 2025).

### **14.1 Basic financial propriety for all personnel**

- a. Public money must be spent for an authorised public purpose.
- b. Do not assume that a technically desirable purchase is financially admissible.
- c. Check delegation of financial powers and availability of budget before commitment.
- d. Keep specifications outcome-oriented and non-discriminatory.
- e. Do not tailor specifications to a preferred supplier or consultant.
- f. Do not split a procurement merely to avoid a prescribed procedure.
- g. Keep a clear record of approvals, quotations / bids, evaluation and contract execution.

### **14.2 Legal vetting of contracts / consultancy**

| Clause area          | MML / legal checklist                                           |
|----------------------|-----------------------------------------------------------------|
| Authority            | Who signs and under what delegated power?                       |
| Scope                | What exactly must be delivered? Are outputs measurable?         |
| Fees / payment       | Milestones, taxes, conditions and documentary support.          |
| Confidentiality      | What information may be accessed, retained and disclosed?       |
| IP / work product    | Who owns reports, drafts, research and other deliverables?      |
| Conflict of interest | Disclosure, restrictions and post-engagement issues.            |
| Liability            | Indemnity, limitation, exclusions and insurance as appropriate. |
| Dispute resolution   | Venue, jurisdiction, arbitration / courts, escalation.          |

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| Clause area     | MML / legal checklist                                        |
|-----------------|--------------------------------------------------------------|
| Termination     | Grounds, notice, handover and survival provisions.           |
| Audit / records | Access to records, preservation and Government audit rights. |

## **CHAPTER 15 - INFORMATION SECURITY, CONFIDENTIALITY AND DIGITAL SAFETY**

Information must be handled according to its actual classification or sensitivity and the applicable Government information-security controls. The fact that a record is official does not, by itself, mean that it is classified. Every item must be handled according to its actual classification / sensitivity and the applicable Government security controls. MeitY's Guidelines on Information Security Practices for Government Entities include dedicated guidance for Government employees on workstation security, passwords, internet browsing, mobile security, email, removable media, social media and incident reporting.

### **15.1 Golden rules**

- Use Government-issued or authorised devices and networks for official work.
- Do not save official working files on personal laptops, personal cloud drives or personal messaging applications.
- Do not photograph / screenshot a file or dashboard unless specifically authorised and necessary.
- Use strong, unique passwords and never share credentials.
- Treat links and attachments from unknown senders as suspicious.
- Verify unexpected payment requests, account-change requests or urgent instructions through an independent official channel.
- Use approved removable media only.
- Report suspected phishing, malware, loss of device or accidental disclosure immediately through the prescribed channel.
- When a consultant leaves, ensure return / deletion of official information in accordance with the contract and authorised process.

### **15.2 Information handling classification approach**

| <b>Category</b>     | <b>Examples</b>                                                   | <b>Handling principle</b>                         |
|---------------------|-------------------------------------------------------------------|---------------------------------------------------|
| Public              | Published Acts, orders, circulars, official website content.      | May be shared through authorised public channels. |
| Official - internal | Working notes, non-public correspondence, draft policy documents. | Share only on official need-to-know basis.        |

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| <b>Category</b>        | <b>Examples</b>                                                                               | <b>Handling principle</b>                                                      |
|------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Sensitive / restricted | Litigation strategy, draft pleadings, confidential stakeholder data, internal investigations. | Strict access control; use authorised systems only.                            |
| Classified             | Material formally classified under applicable security instructions.                          | Handle exactly according to applicable classification / security instructions. |

### **15.3 Incident reporting**

A security incident includes accidental email to the wrong recipient, lost official device, suspected malware, unauthorised access, data leakage, phishing, password compromise or unauthorised use of a Government dashboard. The correct response is prompt reporting, preservation of evidence and containment through the authorised IT / security channel - not concealment.

## **CHAPTER 16 - OFFICIAL LANGUAGE, ACCESSIBILITY AND INCLUSIVE PUBLIC SERVICE**

The Official Languages (Use for Official Purposes of the Union) Rules, 1976 apply to Central Government offices and govern, among other matters, communications, replies to Hindi correspondence, noting, bilingual procedural literature and forms. The Department of Official Language explains that both Hindi and English are required for specified categories of official documents under section 3(3) of the Official Languages Act, 1963 and Rule 6 of the 1976 Rules. Mumbai, being under Region (ख), is required to have 50% notings in Hindi.

| Area                            | Working expectation                                                                                           |
|---------------------------------|---------------------------------------------------------------------------------------------------------------|
| Noting                          | An employee may normally note in Hindi or English subject to applicable official-language rules / directions. |
| Replies                         | Reply in Hindi to correspondence received in Hindi where the Rules so require.                                |
| Statutory / specified documents | Ensure bilingual issue where legally required.                                                                |
| Manuals / forms                 | Use bilingual format where applicable.                                                                        |
| Website / public communication  | Follow the Department / office language policy and accessibility requirements.                                |
| Legal / technical material      | Do not create ambiguity through inaccurate translation; obtain authoritative translation where necessary.     |

### **16.1 Plain-language rule**

Good Government drafting can be formal without being obscure. Prefer short sentences, defined terms, active verbs and a visible decision request. Avoid unnecessary Latin phrases and legal expressions when a plain English expression is equally accurate.

## **CHAPTER 17 - ROLE-SPECIFIC INDUCTION PATHWAYS**

### 17A - Officers

Officers require the widest induction because they are expected to understand both the immediate branch function and the Government system within which that function operates.

| Module                                  | Indicative hours | Method                             | Assessment                             |
|-----------------------------------------|------------------|------------------------------------|----------------------------------------|
| Government framework and DGMA ecosystem | 4                | Briefing + organisational map      | Explain reporting / decision routes.   |
| CSMOP / eOffice / noting                | 6                | Live file demonstration + practice | Process a sample eFile and draft note. |
| Maritime law architecture               | 8                | Act / Rules workshop               | Prepare statutory map.                 |
| Legislative drafting / policy vetting   | 8                | Case study                         | Draft / vet policy clauses.            |
| Litigation and case management          | 6                | Case file exercise                 | Prepare case brief + hearing tracker.  |
| Parliament / Cabinet / RTI / grievance  | 5                | Workshop                           | Draft response / comments.             |
| Conduct / vigilance / POSH / ethics     | 4                | iGOT + discussion                  | Scenario assessment.                   |
| Finance / procurement / consultancy     | 4                | DoE manual overview                | Identify proper process / authority.   |

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| Module                                   | Indicative hours | Method                       | Assessment                     |
|------------------------------------------|------------------|------------------------------|--------------------------------|
| Cybersecurity / data / official language | 3                | Practical orientation        | Incident / language scenarios. |
| Mentored live work                       | 20+ over 30 days | Shadowing + supervised files | Reporting officer sign-off.    |

### 17A.1 Officer - first 30 working days

- Meet Head of Branch and supervisory officers; obtain current distribution of work.
- Read the current organisation chart and directory; identify counterpart branches and field offices.
- Observe at least five live files covering different work types.
- Draft at least two notes, one external letter, one legal / policy briefing and one meeting action sheet under supervision.
- Review at least three completed litigation files and one international / treaty-related file.
- Complete all mandatory iGOT / organisational modules assigned for induction.
- Prepare a personal "branch reference index" containing the key Acts, Rules, portals, standing instructions and escalation contacts.

### 17B - Ministerial / administrative staff

Staff induction should be practical. The objective is not to turn a clerk into a legal officer; it is to create a reliable first line of process control, so that papers, files, data and deadlines do not get lost.

| Module                 | Practical skill to demonstrate                                 |
|------------------------|----------------------------------------------------------------|
| Receipt and diary      | Register an eReceipt / physical receipt correctly.             |
| File opening / linking | Select existing file or open new eFile correctly.              |
| Movement               | Forward file to correct officer; track pendency.               |
| Scanning / indexing    | Create legible, correctly indexed attachments.                 |
| Registers / trackers   | Update case / reference / dispatch tracker without omissions.  |
| LIMBS / case system    | Update hearing / compliance information from source documents. |

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| Module                  | Practical skill to demonstrate                        |
|-------------------------|-------------------------------------------------------|
| RTI / grievance support | Locate record and compile factual inputs.             |
| Official correspondence | Prepare routine letter / reminder in approved format. |
| Cybersecurity           | Identify phishing / unsafe device practice.           |
| Hindi / bilingual forms | Use correct approved format.                          |

### 17C - Legal Consultants / Advocates

Legal consultants are engaged for professional expertise and should be inducted into the Government decision-making environment without blurring the distinction between professional advice and official authority. The consultant must know the client, terms of reference, approval hierarchy, document-control requirements and the boundaries of communication with other branches / stakeholders.

| Module                       | Expected competence                                                                                |
|------------------------------|----------------------------------------------------------------------------------------------------|
| Government legal environment | Understand Government decision hierarchy and limits of delegated authority.                        |
| Client instructions          | Distinguish facts provided by DGMA from assumptions; seek written clarification of gaps.           |
| Primary-source research      | Use Acts, Rules, notifications and authoritative judgments; verify current law.                    |
| Opinion writing              | State issue, facts, law, application, risks and conclusion with alternatives.                      |
| Pleadings                    | Maintain factual consistency with the approved brief and record.                                   |
| Court deadlines              | Provide drafts sufficiently before filing deadlines; flag urgent matters immediately.              |
| Confidentiality              | Use only authorised communication / storage channels.                                              |
| Conflict of interest         | Disclose actual / potential conflicts and avoid representation inconsistent with engagement terms. |

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| Module   | Expected competence                                                                         |
|----------|---------------------------------------------------------------------------------------------|
| Handover | Return / transfer files, research material and status on completion / change of engagement. |

**Consultant boundary**

**A legal consultant may draft a legal opinion, pleading or clause; the consultant does not thereby become the competent authority. A draft must still pass through the prescribed Government approval channel and only an authorised officer may communicate a final Government decision unless otherwise specifically authorised.**

## **CHAPTER 18 - 30-60-90 DAY INDUCTION AND COMPETENCY CERTIFICATION**

### **18.1 First 30 days - orientation and safe practice**

| <b>Competency</b>       | <b>Expertise</b>                                                            |
|-------------------------|-----------------------------------------------------------------------------|
| Institutional knowledge | Can explain DGMA / Ministry relationship and MML reporting line.            |
| Office procedure        | Can correctly route an eFile and identify missing authority / consultation. |
| Information security    | Can identify unsafe handling and report an incident.                        |
| Functional subject      | Can locate current Act / Rule / notification relevant to assigned work.     |
| Communication           | Can draft a clear routine communication.                                    |
| Time management         | Maintains a personal deadline tracker.                                      |

### **18.2 Days 31-60 - supervised independence**

Officers undergoing performance assessment must demonstrate core operational competence by completing routine tasks efficiently so that supervisory review remains focused purely on substantive issues rather than basic drafting or procedural errors. Candidates must independently manage at least one complex matter end-to-end from initial receipt and file processing to final closure or determined next action reflecting total ownership of the administrative workflow. This involves effectively explaining and justifying draft notes or orders to the supervising officer with clear rationale, while ensuring that all digital portal entries, physical file notes, and tracking registers maintain absolute consistency with the underlying source records.

### **18.3 Days 61-90 - functional readiness**

Readiness should be based on evidence rather than tenure. A person may be certified as functionally ready when the reporting officer is satisfied that the person can perform routine work safely, identify exceptions and escalate matters beyond delegated competence.

| <b>Sign-off</b>            | <b>Recommended assessor</b>                        |
|----------------------------|----------------------------------------------------|
| Office procedure / eOffice | Immediate supervisor / experienced dealing officer |
| Subject matter             | Branch officer responsible for workstream          |

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| <b>Sign-off</b>               | <b>Recommended assessor</b>                                      |
|-------------------------------|------------------------------------------------------------------|
| Legal research / drafting     | Officer supervising legal output / Head of Branch as appropriate |
| Litigation / case tracking    | Nodal litigation officer                                         |
| Security                      | IT / designated security officer                                 |
| Conduct / workplace standards | Administrative / designated authority                            |

## **CHAPTER 19 - QUICK REFERENCE WORKFLOWS AND CHECKLISTS**

### **19.1 New legal reference received**

- Diary the reference and identify the deadline.
- Identify whether it is legislative, policy, litigation, advisory or administrative.
- Create / link the correct eFile.
- Ask the referring branch for facts and the exact question requiring advice.
- Research primary law first.
- Identify mandatory consultations.
- Prepare concise note and draft.
- Obtain approval.
- Issue / return comments through authorised channel.
- Update tracker and close / schedule next action.

### **19.2 Draft notification checklist**

- Correct statutory provision cited.
- Correct authority / designatory power.
- Subject and purpose clear.
- Definitions / applicability consistent.
- Effective date / commencement clear.
- Consultation completed.
- Gazette publication requirement checked.
- Hindi / English requirement checked.
- Consequential / transitional provisions checked.
- Final approved version matches the version sent for publication.

### **19.3 Court hearing checklist**

- Check cause list / case system.
- Obtain latest order / pleading.
- Confirm next date.
- Identify action arising from last order.
- Ensure counsel has complete instructions and documents.
- Flag any limitation / appeal issue.
- After hearing, update tracker and circulate action points to the concerned branch.

### **19.4 Change of charge / handover checklist**

| Area       | Minimum handover                                                           |
|------------|----------------------------------------------------------------------------|
| eFiles     | All pending files, with deadline / next action and priority.               |
| Litigation | Case list, hearing dates, compliance, counsel, pending drafts and appeals. |

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| <b>Area</b>          | <b>Minimum handover</b>                                      |
|----------------------|--------------------------------------------------------------|
| Legislation          | Draft Bills / Rules / notifications and current stage.       |
| Portals              | LIMBS / other case systems / dashboards and pending updates. |
| References           | Pending RTI / Parliament / Cabinet / Ministry references.    |
| Registers            | Current registers and pending entries.                       |
| Confidential records | Inventory and secure transfer through authorised channel.    |
| Knowledge repository | Location of current Acts, Rules, models and precedent notes. |

## **CHAPTER 20 - INTERNS AND YOUNG PROFESSIONALS**

The existing branch manual provides for an internship programme and describes internships as an opportunity for practical exposure, research, report preparation and supervised projects. The revised approach should make internship learning more structured and ensure that interns do not receive access to sensitive material beyond what is necessary for their assigned work. Any current selection criteria, duration, number of interns, honorarium and application process should be taken from the prevailing DGMA notice rather than frozen in a training manual. [Source manual; R23]

| <b>Week</b> | <b>Suggested learning activity</b>                                                           |
|-------------|----------------------------------------------------------------------------------------------|
| Week 1      | Organisation, Government office procedure, conduct, confidentiality, basic maritime-law map. |
| Weeks 2-3   | Supervised legal / policy research; prepare source matrix.                                   |
| Weeks 4-6   | Assigned project with mentor; attend selected meetings / hearings where permitted.           |
| Final phase | Submit research paper / brief, presentation, record of sources and lessons learned.          |

## **CHAPTER 21 - CONTINUOUS LEARNING, QUALITY ASSURANCE AND REVIEW OF THIS MANUAL**

A training manual for a regulatory legal branch becomes obsolete quickly if it is not reviewed. The new Merchant Shipping Act and the Rules issued during 2026 demonstrate why statutory and process updates should be managed as a continuous function. The MML Branch should nominate a custodian for this manual and conduct at least an annual review, as well as an interim review after major legislation, reorganisation, new portal deployment, significant court judgment or change in Government procedure.

| <b>Trigger</b>                            | <b>Action</b>                                                                    |
|-------------------------------------------|----------------------------------------------------------------------------------|
| New Act / Rule / notification             | Update statutory matrix and relevant chapter within a reasonable internal time.  |
| Major Supreme Court / High Court judgment | Assess whether a precedent note or SOP change is required.                       |
| eOffice / portal change                   | Update screenshots / workflow description and retrain affected staff.            |
| Change in organisation / delegation       | Update hierarchy, responsibilities and approval matrix.                          |
| Security incident                         | Review information-security induction and controls.                              |
| Repeated process error                    | Convert the lesson into a checklist / FAQ.                                       |
| Annual review                             | Validate all URLs, portals, contacts, statutory references and training modules. |

### **21.1 Branch learning register**

| <b>Date</b> | <b>Topic / case</b> | <b>What changed</b> | <b>Action / owner</b> | <b>Training update</b> |
|-------------|---------------------|---------------------|-----------------------|------------------------|
|             |                     |                     |                       |                        |
|             |                     |                     |                       |                        |
|             |                     |                     |                       |                        |
|             |                     |                     |                       |                        |
|             |                     |                     |                       |                        |

**APPENDIX A - CURRENT CORE LEGAL / ADMINISTRATIVE REFERENCE MATRIX**

| Reference                                             | Primary use in induction                                              |
|-------------------------------------------------------|-----------------------------------------------------------------------|
| Merchant Shipping Act, 2025                           | Start point for current maritime administration and statutory powers. |
| Coastal Shipping Act, 2025                            | Coastal shipping licensing / strategic framework.                     |
| Carriage of Goods by Sea Act, 2025                    | Cargo carrier rights / liabilities.                                   |
| Bills of Lading Act, 2025                             | Commercial documentation and transfer of rights.                      |
| Recycling of Ships Act, 2019                          | Ship recycling compliance.                                            |
| Marine Aids to Navigation Act, 2021                   | Navigation aids / VTS / wrecks.                                       |
| Multimodal Transportation of Goods Act, 1993          | Multimodal transport.                                                 |
| Seamen's Provident Fund Act, 1966                     | Seamen social security.                                               |
| SUA Act, 2002                                         | Unlawful acts / maritime security.                                    |
| Indian Ports Act, 2025                                | Current ports framework.                                              |
| Admiralty Act, 2017                                   | Maritime claims / arrest / litigation.                                |
| RTI Act, 2005                                         | Information access / transparency.                                    |
| CCS (Conduct) Rules, 1964 and applicable instructions | Government employee conduct.                                          |
| CCS (CCA) Rules, 1965 and applicable instructions     | Discipline / disciplinary procedure.                                  |
| POSH Act, 2013 and Rules                              | Workplace sexual harassment prevention / redress.                     |
| GFR 2017, DFPR and procurement manuals                | Public expenditure / procurement.                                     |
| CSMOP 2022 and eOffice instructions                   | Office procedure / file management.                                   |

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| <b>Reference</b>                                 | <b>Primary use in induction</b> |
|--------------------------------------------------|---------------------------------|
| Official Languages Act, 1963 and Rules, 1976     | Official language usage.        |
| MeitY Government Information Security Guidelines | Cyber and digital security.     |
| Mission Karmayogi / iGOT                         | Role-based capacity building.   |

**APPENDIX B - INTERNATIONAL INSTRUMENTS: INDUCTION READING LIST**

| <b>Instrument</b>                 | <b>Induction expectation</b>                                                                                           |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------|
| IMO Convention 1948               | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| SOLAS 1974 and Protocols          | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| COLREG 1972                       | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| MARPOL 1973/78 and Annexes I-VI   | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| FAL 1965                          | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| Load Lines 1966 and Protocol 1988 | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |

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| <b>Instrument</b>                  | <b>Induction expectation</b>                                                                                           |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Tonnage 1969                       | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| INTERVENTION 1969                  | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| CSC 1972                           | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| STCW 1978 as amended               | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| SAR 1979                           | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| STP 1971 / SPACE STP 1973          | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| IMSO / INMARSAT instruments        | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| CLC 1969 and 1976 / 1992 Protocols | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |

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| <b>Instrument</b>                     | <b>Induction expectation</b>                                                                                           |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Fund 1971 and 1976 / 1992 Protocols   | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| LLMC 1976 and 1996 Protocol           | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| SUA 1988 and Fixed Platforms Protocol | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| Salvage 1989                          | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| OPRC 1990                             | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| AFS 2001                              | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| Nairobi Wreck Removal 2007            | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| Hong Kong Convention 2009             | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |

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| <b>Instrument</b>                            | <b>Induction expectation</b>                                                                                           |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| MLC 2006                                     | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |
| Seafarers Identity Documents Convention 2003 | Know scope, India status, domestic implementing legislation / rules and where the current official text is maintained. |

**APPENDIX C - GLOSSARY FOR NEW JOINER**

| <b>Term</b>     | <b>Meaning / note</b>                                                      |
|-----------------|----------------------------------------------------------------------------|
| DGMA            | Directorate General of Maritime Administration                             |
| Addl.DG         | Additional Directorate General of Maritime Administration                  |
| DDG             | Deputy Director General of Maritime Administration                         |
| ADG             | Assistant Director General of Maritime Administration                      |
| MML             | Mercantile Marine Law Branch                                               |
| MoPSW           | Ministry of Ports, Shipping and Waterways                                  |
| IMO             | International Maritime Organization                                        |
| ILO             | International Labour Organization                                          |
| eFile / eOffice | Electronic file and associated Government office workflow                  |
| LIMBS           | Legal Information Management and Briefing System for litigation monitoring |
| MTS / MML       | Multi Tasking Staff / Mercantile Marine Law (context dependent)            |
| RTI             | Right to Information                                                       |

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| <b>Term</b> | <b>Meaning / note</b>                                      |
|-------------|------------------------------------------------------------|
| CPGRAMS     | Centralized Public Grievance Redress and Monitoring System |
| DSC         | Digital Signature Certificate                              |
| KMS         | Knowledge Management System                                |
| FRAC        | Framework of Roles, Activities and Competencies            |

### **ANNEXURES**

#### **ANNEXURE I - COMMON JOINING AND INDUCTION CHECKLIST**

| Sl. No. | Item                                                                            | Responsibility                | Status / date |
|---------|---------------------------------------------------------------------------------|-------------------------------|---------------|
| 1       | Joining report / engagement documentation completed                             | Administrative / HR function  |               |
| 2       | Seat, reporting officer and work allocation confirmed                           | Branch supervisor             |               |
| 3       | Official email, eOffice and other authorised system access enabled              | IT / designated administrator |               |
| 4       | Security, confidentiality and acceptable-use briefing completed                 | Supervisor / IT               |               |
| 5       | Applicable service / contract terms and conduct requirements explained          | Supervisor                    |               |
| 6       | Current Acts, Rules, standing instructions and branch references made available | Branch                        |               |
| 7       | Role-specific training plan approved                                            | Reporting officer             |               |
| 8       | Mentor / buddy identified, wherever feasible                                    | Head of Branch                |               |
| 9       | First 30-day work plan recorded                                                 | Reporting officer             |               |
| 10      | 30-60-90 day review dates fixed                                                 | Reporting officer             |               |

## **ANNEXURE II - ROLE-SPECIFIC COMPETENCY CHECKLIST**

| <b>Competency</b>                     | <b>Officer</b> | <b>Ministerial /<br/>Admin Staff</b> | <b>Legal<br/>Consultant /<br/>Advocate</b> | <b>Expertise<br/>gained</b>                                      |
|---------------------------------------|----------------|--------------------------------------|--------------------------------------------|------------------------------------------------------------------|
| Institutional knowledge               | ✓              | ✓                                    | ✓                                          | Can explain Ministry-DGMA-MML relationship and reporting route.  |
| Government office procedure / eOffice | ✓              | ✓                                    | ✓ (working awareness)                      | Can process or review a file in the authorised system.           |
| Noting / drafting                     | ✓              | ✓ (routine)                          | ✓ (subject to scope)                       | A supervised note / draft accepted for quality and completeness. |
| Primary legal research                | ✓              | Functional awareness                 | ✓✓                                         | Source matrix / legal opinion / precedent note.                  |
| Litigation management                 | ✓              | Tracking support                     | ✓✓                                         | Case brief, chronology, hearing / compliance tracking.           |
| Parliament / Cabinet / policy process | ✓              | Support role                         | Advisory role as assigned                  | One supervised brief / response.                                 |

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| <b>Competency</b>                           | <b>Officer</b> | <b>Ministerial /<br/>Admin Staff</b> | <b>Legal<br/>Consultant /<br/>Advocate</b> | <b>Expertise<br/>gained</b>                                               |
|---------------------------------------------|----------------|--------------------------------------|--------------------------------------------|---------------------------------------------------------------------------|
| Conduct /<br>vigilance /<br>confidentiality | ✓              | ✓                                    | ✓                                          | Understands<br>escalation and<br>information<br>handling rules.           |
| Cyber /<br>information<br>security          | ✓              | ✓                                    | ✓                                          | Completes<br>security<br>briefing and<br>follows<br>incident<br>protocol. |
| Functional<br>readiness                     | ✓              | ✓                                    | ✓                                          | Signed 30-60-<br>90 day<br>competency<br>record.                          |

**ANNEXURE III - STANDARD HANDOVER CERTIFICATE FOR CHANGE OF  
CHARGE**

On change of charge, the outgoing officer / official shall hand over all pending matters in a manner that enables the successor to continue work without avoidable loss of institutional knowledge. The handover should cover eFiles, physical files, court cases, deadlines, portals, references awaiting reply, consultation items, meetings, confidential material and matters requiring urgent attention.

Particular attention shall be given to matters involving statutory, court or other time-bound deadlines.

The handover shall identify the current position, next action, responsible branch / officer, due date, source documents and any special confidentiality or access restriction. Where practicable, the receiving officer shall acknowledge receipt of the handover inventory.

| <b>Area</b>             | <b>Minimum details to be handed over</b>                                   | <b>Checked</b> |
|-------------------------|----------------------------------------------------------------------------|----------------|
| eFiles / physical files | File no., subject, present stage, next action, deadline, linked references |                |

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| Area                               | Minimum details to be handed over                                                      | Checked |
|------------------------------------|----------------------------------------------------------------------------------------|---------|
| Litigation                         | Case number, forum, next date, counsel, brief / pleadings, compliance position         |         |
| Portals / dashboards               | Pending updates, credentials handled through authorised process, unresolved exceptions |         |
| Legislation / rules                | Drafts under preparation, consultations, notification / Gazette status                 |         |
| RTI / grievances / representations | Pending references, statutory deadlines and present action                             |         |
| Meetings / commitments             | Minutes, action points, responsible person and due date                                |         |
| Confidential / restricted material | Inventory and authorised custody / access instructions                                 |         |

**ANNEXURE IV - 30-60-90 DAY REVIEW FORMAT**

| Review point | Expected outcome                                                       | Evidence                                         | Supervisor observations | Status |
|--------------|------------------------------------------------------------------------|--------------------------------------------------|-------------------------|--------|
| Day 30       | Orientation completed; supervised safe work begins                     | Checklist, sample files, basic test              |                         |        |
| Day 60       | Routine work handled with limited supervision                          | Completed matters / drafts / tracker consistency |                         |        |
| Day 90       | Functional readiness for work; allotted exceptions correctly escalated | Competency assessment and sample outputs         |                         |        |

### **ANNEXURE V - QUICK REFERENCE: OFFICIAL SOURCES**

| Source                                                | Principal use                                                                                                                                               | Website                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Directorate General of Maritime Administration (DGMA) | Institutional information, Who's Who, Acts & Rules, orders, circulars, MML material                                                                         | <a href="https://www.dgma.gov.in/">https://www.dgma.gov.in/</a>           |
| India Code                                            | Authoritative repository of Central Acts, including Merchant Shipping Act, 2025; Coastal Shipping Act, 2025; Bills of Lading Act, 2025; Admiralty Act, etc. | <a href="https://www.indiacode.nic.in/">https://www.indiacode.nic.in/</a> |
| Ministry of Ports, Shipping and Waterways             | Ministry policy, legislation and notifications                                                                                                              | <a href="https://shipmin.gov.in/">https://shipmin.gov.in/</a>             |
| DoPT                                                  | Service rules, conduct, disciplinary procedure, training / capacity building                                                                                | <a href="https://dopt.gov.in/">https://dopt.gov.in/</a>                   |
| DARPG                                                 | CSMOP, eOffice, administrative reforms and records / procedure material                                                                                     | <a href="https://darpg.gov.in/">https://darpg.gov.in/</a>                 |
| Department of Expenditure                             | GFR and procurement manuals / circulars                                                                                                                     | <a href="https://doe.gov.in/">https://doe.gov.in/</a>                     |
| Department of Official Language                       | Official Languages Act / Rules and guidance                                                                                                                 | <a href="https://rajbhasha.gov.in/">https://rajbhasha.gov.in/</a>         |
| MeitY / CERT-In                                       | Government information-security and cyber-security guidance                                                                                                 | <a href="https://www.meity.gov.in/">https://www.meity.gov.in/</a>         |
| RTI Online                                            | Central Government RTI filing and status system                                                                                                             | <a href="https://rtionline.gov.in/">https://rtionline.gov.in/</a>         |

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| Source         | Principal use                                    | Website                                                                           |
|----------------|--------------------------------------------------|-----------------------------------------------------------------------------------|
| iGOT Karmayogi | Role-based online learning and induction modules | <a href="https://www.igotkarmayogi.gov.in/">https://www.igotkarmayogi.gov.in/</a> |

**ANNEXURE VI - QUICK REFERENCE: SUBORDINATE LEGISLATIONS**

| Sl. No,                                                | TITLE                                                                                                                                 |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. The Merchant Shipping Act, 2025 (24 of 2025)</b> |                                                                                                                                       |
| 1                                                      | Merchant Shipping (Registration of Vessels) Rules, 2026 (notified)                                                                    |
| 2                                                      | Merchant Shipping (Standards of Training, Certification and Watch-keeping for Seafarers) Rules, 2026 (under process for notification) |
| 3                                                      | Merchant Shipping (Recruitment and Placement of Seafarers) Rules, 2026 (notified)                                                     |
| 4                                                      | Merchant Shipping (Maritime Labour) Rules, 2026 (notified)                                                                            |
| 5                                                      | Merchant Shipping (Seafarers' Identity Document) Rules, 2026 (notified)                                                               |
| 6                                                      | Merchant Shipping (Seafarer Accommodation) Rules, 2026 (notified)                                                                     |
| 7                                                      | Merchant Shipping (Continuous Discharge Certificate) Rules, 2026 (notified)                                                           |
| 8                                                      | Merchant Shipping (Carriage of Cargoes and Oil Fuels) Rules, 2026 (notified)                                                          |
| 9                                                      | Merchant Shipping (Carriage of Dangerous Goods) Rules, 2026 (under process for notification)                                          |
| 10                                                     | Merchant Shipping (Use of Liquefied Gases or Other Low-Flashpoint Fuels) Rules, 2026 (notified)                                       |
| 11                                                     | Merchant Shipping (Safety Management) Rules, 2026 (notified)                                                                          |
| 12                                                     | Merchant Shipping (Port State Control and Flag State Implementation) Rules, 2026 (notified)                                           |
| 13                                                     | Merchant Shipping (Cargo Vessel Construction, Fire Appliances and Survey) Rules, 2026 (notified)                                      |
| 14                                                     | Merchant Shipping (Passenger Ships Construction, Fire Appliances and Survey) Rules, 2026 (notified)                                   |

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| Sl. No, | TITLE                                                                                                                    |
|---------|--------------------------------------------------------------------------------------------------------------------------|
| 15      | Merchant Shipping (Life Saving Appliances and Arrangements) Rules, 2026 (notified)                                       |
| 16      | Merchant Shipping (Safety of Navigation) Rules, 2026 (notified)                                                          |
| 17      | Merchant Shipping (Load Line) Rules, 2026 (notified)                                                                     |
| 18      | Merchant Shipping (Prevention of Collisions at Sea) Rules, 2026 (under process for notification)                         |
| 19      | Merchant Shipping (Tonnage Measurement of Vessels) Rules, 2026 (notified)                                                |
| 20      | Merchant Shipping (Regulation of Entry of Ships into Coastal Waters) Rules, 2026 (under process for notification)        |
| 21      | Merchant Shipping (Prevention of Air Pollution from Vessels) Rules, 2026 (notified)                                      |
| 22      | Merchant Shipping (Control and Management of Vessels' Ballast Water and Sediments) Rules, 2026 (notified)                |
| 23      | Merchant Shipping (Prevention of Pollution by Oil from Vessels) Rules, 2026 (under process for notification)             |
| 24      | Merchant Shipping (Control of Discharge of Noxious Liquid Substances) Rules, 2026 (under process for notification)       |
| 25      | Merchant Shipping (Prevention of Pollution by Sewage from Vessels) Rules, 2026 (notified)                                |
| 26      | Merchant Shipping (Prevention of Pollution by Harmful Substances Carried by Sea in Packaged Form) Rules, 2026 (notified) |
| 27      | Merchant Shipping (Control of Anti-fouling System) Rules, 2026 (notified)                                                |
| 28      | Merchant Shipping (Survey, Audit and Certification) Rules, 2026 (under process for notification)                         |
| 29      | Merchant Shipping (Limitation of Liability for Maritime Claims) Rules, 2026 (notified)                                   |
| 30      | Merchant Shipping (Civil Liability for Oil Pollution Damage) Rules, 2026 (notified)                                      |
| 31      | Merchant Shipping (International Fund for Compensation for Oil Pollution Damage) Rules, 2026 (notified)                  |

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| Sl. No,                                  | TITLE                                                                                                                                  |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 32                                       | Merchant Shipping (Civil Liability for Bunker Oil Pollution Damage) Rules, 2026 (notified)                                             |
| 33                                       | Merchant Shipping (Wreck and Salvage) Rules, 2026 (under process for notification)                                                     |
| 34                                       | Merchant Shipping (Sailing Vessels) Rules, 2026 (under process for notification)                                                       |
| 35                                       | Merchant Shipping (Training, Certification and Watchkeeping for Fishing Vessel Personnel) Rules, 2026 (under process for notification) |
| 36                                       | Merchant Shipping (Bureau of Port Security) Rules, 2026 (under process for notification)                                               |
| 37                                       | Merchant Shipping (Ships and Port Facilities) Rules, 2026 (under process for notification)                                             |
| 38                                       | Merchant Shipping (Medical Examination) Rules, 2026 (under process for notification)                                                   |
| 39                                       | Merchant Shipping (Medicines, Medical Stores, Appliances and Medical Officers) Rules, 2026 (under process for notification)            |
| 40                                       | Merchant Shipping (Fishing Vessels) Rules, 2026 (under process for notification)                                                       |
| 41                                       | Merchant Shipping (Appeal Against Penalties and Miscellaneous Matters) Rules, 2026 (notified)                                          |
| 42                                       | Merchant Shipping (Marine Incident and Emergency Response) Rules, 2026 (notified)                                                      |
| 43                                       | Merchant Shipping (Radio Communication) Rules, 2026 (notified)                                                                         |
| 44                                       | Merchant Shipping (Prevention of Pollution by Garbage from Vessels) Rules, 2026 (notified)                                             |
| 45                                       | Merchant Shipping (National Shipping Board) Rules, 2026 (notified)                                                                     |
| 46                                       | Merchant Shipping (Seafarers Welfare Board and Levy of Fees) Rules, 2026 (notified)                                                    |
| 47                                       | Merchant Shipping (Tribunal Members' Qualification, Experience, and Submission of Award) Rules, 2026. (under process for notification) |
| <b>B. The Coastal Shipping Act, 2025</b> |                                                                                                                                        |

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| Sl. No,                                                                            | TITLE                                                                                           |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1                                                                                  | Coastal Shipping (Licensing of Foreign Vessels) Rules, 2026 (under process for notification)    |
| 2                                                                                  | Coastal Shipping (Strategic Plan and National Database) Rules, 2026 (notified)                  |
| <b>C. The Admiralty (Jurisdiction and Settlement of Maritime Claims) Act, 2017</b> |                                                                                                 |
| 1                                                                                  | Admiralty (Assessors) Rules, 2018                                                               |
| 2                                                                                  | Admiralty (Jurisdiction and Settlement of Maritime Claims) Rules, 2019 (High Court at Calcutta) |
| <b>D. The Recycling of Ships Act, 2019</b>                                         |                                                                                                 |
| 1                                                                                  | Recycling of Ships Rules, 2021                                                                  |
| 2                                                                                  | Recycling of Ships Regulations, 2026                                                            |
| 3                                                                                  | Recycling of Ships (Amendment) Rules, 2025                                                      |
| <b>E. The Multimodal Transportation of Goods Act, 1993</b>                         |                                                                                                 |
| 1                                                                                  | Registration of Multimodal Transport Operators Rules, 1992                                      |
| 2                                                                                  | Multimodal Transport Document Rules, 1994                                                       |
| <b>F. The Seamen's Provident Fund Act, 1966</b>                                    |                                                                                                 |
| 1                                                                                  | Seamen's Provident Fund Scheme, 1966                                                            |
| <b>G. The Indian Ports Act, 2025 (27 of 2025)</b><br>(Administered by Ports)       |                                                                                                 |
| 1                                                                                  | Indian Port Rules, 2026                                                                         |