भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File: 14-25/5/2024-FA-DGS (C. No. 26979) **Date: 22.01.2026**

CIRCULAR

Subject: Training by Administrative Staff College of India (ASCI) for Secondary Procurement Custodians of DG Shipping and allied / sub-ordinate offices on Public Procurement via in-person – reg.

The Administrative Staff College of India (ASCI) has been on boarded by the Directorate General of shipping to strengthen procurement capabilities across the Directorate. In this regard, ASCI has conducted a Training Need Analysis and has developed a tailored Capacity Building Program for the procurement custodians and other officials of the Directorate.

2. Further, it is informed that a training session for the Secondary Custodians of the Directorate is scheduled to be conducted in physical mode. The dates and time of the session are enclosed herewith as Annexure 1.

3. The list of officials required to attend the scheduled training is enclosed as **Annexure 2**. An attendance register will be maintained, and it is mandatory for all listed officials to attend the training **in person**. The training session will be followed by lunch.

4. The training will be conducted at the Main Conference Hall, Directorate General of Shipping. All nominated officials are required to be present complete session of the scheduled training program. Non-attendance, partial attendance or absence will invited disciplinary action as applicable under the relevant provisions of the Central Civil Services (CCS) Conduct Rules.

5. Further, all Heads of Branches/Wings/Divisions concerned are requested to:
   a. Ensure that the officials under their supervision attend the training without fail.
   b. Make necessary alternative arrangements to manage official duties during the absence of officials attending the training.

22 Jan.26

(Deependra Singh Bisen)
Deputy Director General of Shipping (FAAPP)

To:
1. All nominated Officers/Staff/Consultants of the Directorate & allied / subordinate offices

Copy for Information to:
1. Director General of Shipping
2. Addl. Director General of Shipping
3. All head of branches

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Annexure 1: Schedule of Training

Training of Tier 2 Officers (Secondary Custodians) of D.G. Shipping

2nd February 2026 (Monday)		
10:00 to 10:30	Pre-training Assessment	Sh. Rutwik Phatak
10:30 to 12:30	Salient Features of GFR and Manuals of Procurement	Sh. Rutwik Phatak
Lunch Break		
13:15 to 14:45	Documentation in Public Procurement	Sh. Pravin Godse
3rd February 2026 (Tuesday)		
10:00 to 11:30	Systems of Bidding, Market Approach & Procurement Methods	Sh. Rutwik Phatak
11:45 to 13:15	Strategic Procurement Planning	Sh. Rutwik Phatak
14:00 to 15:30	Evaluation of Bids	Sh. Rutwik Phatak
4th February 2026 (Wednesday)		
10:00 to 11:30	Government e-Marketplace – Overview of User Roles, Methods and Procedures, and Payment Processing on GeM	Sh. Harish Pal
11:45 to 13:15		
14:00 to 15:30	Government e-Marketplace – Q&A	Sh. Harish Pal
5th February 2026 (Thursday)		
10:00 to 11:30	Essentials of Effective Contracts w.r.t. Contract Law	Sh. Sharad Abhyankar
11:45 to 13:15	Legal Issues in Public Procurement and Contract Management & Dispute Resolution	Sh. Sharad Abhyankar

Annexure 2: List of Participants

Sr. No.	Branch/ Wing/ Division	Name & Designation
1	Admin Wing	Sh. N.R. Raut, ADG
		Smt. Sujata More, Assistant
2	Engineering Wing	Sh. Pravin Kumar Roy, E&SS-cum-DDG
		Sh. Niket Pathak, E&SS-cum-DDG
3	Naval Architecture Wing	Sh. Anup Sahu, UDC
		Sh. Ajit Tambe, Assistant
4	Nautical Wing	Sh. Sumit Kumar, Sr. PS
		Sh. Rahul, UDC
5	FAAPP	Sh. Ram Sajan Gupta, A.O.
		Sh. Shubash, UDC
6	Crew	Smt. Anita Sinha, Assistant
		Sh. Ritesh Jadhav, UDC
7	Personnel	Sh. Kuldeep Singh, UDC
		Sh. Naveen, UDC
8	MSL	Sh. P.L. Muthu, A.O.
		Sh. Shankar, UDC
9	Shipping Development	Sh. Dharmendra Kumar, Assistant
		Sh. Umesh Kumar Ranjan, Assistant
10	Training	Major Anutosh Singh, ADG
		Sh. Vikash, UDC
11	IT & E Gov	Sh. Jitendra S. Jadhav
		Sh. Ravinder Kumar, UDC
		Sh. Deepjyoti, Jr. d-Procurement Advisor
12	Coastal Shipping	Sh. Pankaj Kumar, UDC
13	International Cooperation	Sh. Avinash Gaidhankar, UDC
14	MTO	Sh. Amit Kumar, UDC
15	Vigilance	Ms. Archana Naik, A.O.
16	Hindi	Sh. V.P.S. Bhadauria, ADG
		Smt. Sujata Yadav, STO
17	Government Shipping Office, Mumbai	Sh. Divyashree, UDC
		Smt. Bharti, Accountant
18	Seamen's Employment Office, Mumbai	Sh. Sanjay Patale, UDC
		Sh. Abhishek, UDC
19	Mercantile Marine Department, Mumbai	Sh. Manish Kumar, UDC
20	SWFS	Smt. Madhuri Ganesh Pachare, Senior Assistant
		Sh. Sumit Patra, SWFS Project Management
21	SPFO	Smt. Shilpa P, Sr. Assistant
		Sh. Yash Kelaskar, Jr. Assistant
22	01 Consultant from each Tier 1 IT PMU, Crew TSU, Maritime Training TSU, SEEED, Coastal PMU, Geospatial & MSW PMU	

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