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: 27.11.2025**

CIRCULAR

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

In continuation of the Circular of even number dated 25.11.2025(copy enclosed) regarding the in-person training program conducted by the Administrative Staff College of India (ASCI) for the Primary Procurement Custodians of the Directorate, it is hereby reiterated that attendance for all officials listed for training from 02.12.25 to 05.12.2025 in Annexure -2 is mandatory for the entire duration of the training sessions.

2. 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 invite disciplinary action, as applicable under the relevant provisions of the Central Civil Services (CCS) Conduct Rules.

3. 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.

4. This issues with the approval of the Competent Authority.

27.Nov.25

(Deependra Singh Bisen)
Dy. Director General of Shipping

To,
1. All officer(s)/staff/consultant of the Directorate.

Copy To,
1. DG's Secretariat
2. PS to Addl. Director General of Shipping
3. Nautical Advisor
4. Chief Surveyor-cum-Addl. DG (Engg.)
5. Chief Ship Surveyor

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Subject: Training by Administrative Staff College of India (ASCI) for Primary 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 onboarded 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 Primary 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 at Annexure 2. An attendance register will be maintained and it is mandatory for all listed officials to attend the training in physical.

4. Any other logistical information will be communicated in due course.

25 Nov. 25

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

To:

1. All Officers/Staff/Consultants of the Directorate

Copy for Information to:

1. Director General of Shipping
2. Addl. Director General of Shipping

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फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov

Annexure 1

Schedule of Training

2nd December 2025 (Tuesday)		
10:00 to 11:30	Fundamental Principles of Public Procurement	Rutwik Phatak
11:45 to 13:15	Overview of GFR and other statutory provisions	Rutwik Phatak
3rd December 2025 (Wednesday)		
10:00 to 11:30	Procurement Methods and Systems of Bidding	Rutwik Phatak
11:45 to 13:15	Overview of Tendering Cycle	Pravin Godse
14:00 to 15:30	Documentation in Public Procurement	Pravin Godse
4th December 2025 (Thursday)		
10:00 to 11:30	Essentials of Goods & Services Contracts	Rutwik Phatak
11:45 to 13:15	Government e-Marketplace – Overview of Procurement Processes	Ritesh Singh
14:00 to 15:30	Government e-Marketplace – Question & Answers	Ritesh Singh
5th December 2025 (Friday)		
10:00 to 11:30	Central Public Procurement Portal	Abhirup Ghosh
11:45 to 13:15	Commonly faced issues in Public Procurement	Rutwik Phatak

9वीं मंज़िल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042
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Annexure 2

List of Participants

Sr. No.	Branch/ Wing/ Division	Name & Designation
1	Admin Wing	1. Smt. Sujata More, Assistant
		2. Sh. Rohit Sharma, LDC
2	Engineering Wing	3. Sh. Navdeep Kharab, UDC
		4. Sh. Krishan Murari Ranjan, LDC
		5. Sh. Ujjawal Siradhana, LDC
3	Naval Architecture Wing	6. Sh. Anup Sahu, UDC
		7. Sh. Ajit Tambe, Assistant
4	Nautical Wing	8. Sh. Rahul Tomar, UDC
		9. Sh. Amol Raut, Assistant
		10. Sh. Sumit Kumar, Sr. PS
		11. Sh. Madhav Patil, Assistant
5	FAAPP	12. Sh. Nishant, UDC
		13. Sh. Anjni Meena, Assistant
6	Crew	14. Sh. Ritesh Jadhav, UDC
		15. Sh. Dharmendra Kumar, UDC
7	Personnel	16. Sh. Navin Sharma, UDC
		17. Sh. Naveen Kundu, UDC
8	MSL	18. Sh. Naresh Kumar Shankar, Assistant
9	Shipping Development	19. Sh. Sandeepan Manna, LDC
		20. Sh. Umesh Kumar Ranjan, Assistant
10	Training	21. Sh. Vishal Sinha, UDC
		22. Sh. Shishupal Kotangle, Assistant
11	IT & E Govt.	23. Sh. Durgesh Sharma, UDC
		24. Sh. Chetan Bhatkar, UDC
		25. Sh. Namithashree, LDC
		26. Sh. Ravinder Kumar, Assistant
12	Coastal Shipping	27. Sh. Pankaj Kumar, UDC
13	International Cooperation	28. Sh. Avinash Ghaidankar, UDC
14	Coordination	29. Sh. S.K. Pandey, Assistant
15	Official Language (Hindi)	30. Ms. Sujata Yadav, STO
16	Government Shipping Office, Mumbai	31. Ms. Bharti S Shinde, Accountant
		32. Divyshrey, UDC
17	Seamen's Employment Office, Mumbai	33. Sh. Sanjay Gangadhar Patale, Accountant
		34. Ms. Jacinta Anthony Pereira, Dy. Superintendent
18	Mercantile Marine Department, Mumbai	35. Sh. Mukesh Kumar, LDC
		36. Sh. Ravikant Jaiswar, LDC