



भारतीय नौवहन निगम लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905 वेबसाइट: www.shipindia.com

The Shipping Corporation Of India Ltd.



A Navratna Company
ISO 9001:2008

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

Fax: 91-22 22026905 • Website: www.shipindia.com

सीआईएन/CIN-L63030MH1950G0I008033

Ref. A 10-SEC-BD-5005/RTI-1532

21st June, 2019

Mr. Shubham Gautam,
007, Gautam Para, Vrindavan,
Mathura, Uttar Pradesh 281121

Dear Sir,

Sub: Application under the RTI Act 2005.

This has reference to your RTI application dated 13.6.2019 received by the undersigned on 14.6.2019.

Kindly find our replies;

1. Which all offices are authorised and instructed to issue sea time letter to requesting seafarers.
- **Response**
The Group heads of Marine, Engine, Crew and Offshore vertical in Fleet Personnel Department are authorised to issue sea time letter respectively.
2. What are procedures and required time for issuance of seetime letter to requesting seafarers.
- **Response**
Seatime letter is immediately issued on receipt of request from seafarer in writing unless there are any pending observations/ clarification/ disciplinary issues against the concerned seafarer.

In case of those seafarers who have not reported back to SCI within the stipulated period as per INSA MUI agreement and SCI's Fleet Personnel Guidelines the seatime letter can be issued only after processing their termination from services.
3. What are the conditions for denial of sea time letter, if required for service actually performed.
- **Response**
Seatime letter may be withheld if there are any pending observations/ clarification/ disciplinary issues against the concerned seafarer.
4. What all is required to be checked from seafarer before issuance of a sea time letter
- **Response**
Documents required for issuing sea time are CDC and Article of Agreement (AOA)
5. What is the fee, which is to be charged for the same
- **Response**
There are no fees for issuing sea time letter.



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6. What steps SCI has taken to avoid exploitation of seafarers in respect of the same.

- **Response**

SCI has a grievances cell wherein grievances may be registered. Please visit our website www.shipindia.com to know the details for submitting any grievance to SCI.

In view of above, we hope you will be satisfied with the information. However, if you desire, you may prefer an Appeal before the First Appellate Authority i.e. Director (P&A) of the Corporation, "Shipping House", 245, Madame Cama Road, Mumbai - 400 021 within 30 days from the receipt of the decision.

Thanking you,

Yours faithfully

कृते भारतीय नौवहन निगम लिमिटेड
For THE SHIPPING CORPORATION OF INDIA LTD.


दिपांकर हलदेर/DIPANKAR HALDAR
लोक सूचना अधिकारी/PIO