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# **WESTERN REGION COMMAND ORDERS 2019**



**(SHORT TITLE: WERCOS 2019)**

**VOLUME - I**

**OPERATIONS AND ADMINISTRATION**

**HEADQUARTERS COAST GUARD REGION (WEST) MUMBAI - 400 030**

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Headquarters  
Coast Guard Region (West)  
Worli, Mumbai – 400 030

07 Mar 2020

**WESTERN REGION COMMAND ORDERS (OP & ADMIN) – 2019**  
**VOLUME I- OPERATIONS AND ADINISTRATION**  
**(SHORT TITLE: WERCOS (OP & ADMIN) 2019**

1. The Western Region Command Orders Vol I – (Op & Admin) 2019 are issued on supersession of the earlier orders promulgated during 2011. These orders have taken into account, the policy guidelines / CGOs issued by Coast Guard Headquarters from time to time and promulgated for compliance by ships / establishments of the Western Region. These orders are meant to amplify orders/ instructions/ policy directives issued by the higher formations and in no way meant to contradict them. Should there be any instance, where the contents, are found to be in contravention to instruction / orders issued by CGC (WS) / CGHQ / Ministry of Defence, the latter shall be taken cognizance of and complied.
2. I expect all personnel on taking up their appointment in Coast Guard Region (West) to familiarise themselves with these orders in general, and with the part relevant to their functioning in particular, within the shortest possible time. They are required to comply with and be guided by these orders in discharge of their duties.
3. These orders will come into force with immediate effect.



(AP Badola)  
Inspector General  
Commander  
Coast Guard Region (West)

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**RECORD OF AMENDMENTS**

<b><u>Sl</u></b>	<b><u>Amendment</u></b>	<b><u>Authority</u></b>	<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Rank</u></b>	<b><u>Signature</u></b>

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The Coast Guard Commander, Eastern Sea Board	02	05 – 06
The Commander, Coast Guard Region (NE), Kolkata	02	07 – 08
The Commander, Coast Guard Region (NW), Gandhi Nagar	02	09 - 10
The Commander, Coast Guard Region (East), Chennai	02	11 - 12
The Commander, Coast Guard Region (A & N), Port Blair	02	13- 14
The Flag Officer Commanding-in-Chief Western Naval Command	01	15
The Flag Officer Commanding-in-Chief Southern Naval Command	01	16
The Flag Officer Commanding Western Fleet	01	17
The Flag Officer Sea Training Kochi	01	18
The Flag Officer Commanding Goa Area	01	19
The Flag Officer Commanding Karnataka Area	01	20
The District Commander, CGDHQ – 2, Mumbai	02	21- 22
The District Commander, CGDHQ – 3, New Mangalore	02	23- 24
The District Commander, CGDHQ – 4, Kochi	02	25- 26
The District Commander, CGDHQ – 12, Lakshadweep & Minicoy Island	02	27- 28
The Commanding Officer, Coast Guard Air Station Daman	01	29
The Commanding Officer, Coast Guard Air Enclave Kochi	01	30
The Commanding Officer, Coast Guard Air Enclave Goa	01	31
The Commanding Officer ICGS Murud Janjira	01	32
The Commanding Officer ICGS Vizhinjam	01	33
The Commanding Officer ICGS Ratnagiri	01	34
The Commanding Officer ICGS Dahanu	01	35
The Commanding Officer 73 ACV Squadron	01	36
The Commanding Officer ICGS Beypore	01	37

The Commanding Officer ICGS Karwar	01	38
The Commanding Officer 75 ACV	01	39
The Commanding Officer 842 SQN	01	40
The Commanding Officer ICGS Minicoy	01	41
The Commanding Officer ICGS Androth	01	42

### **The Superintendent**

The Superintendent, CGRPT Mumbai	01	43
The Superintendent, CGRPT Goa	01	44
The Superintendent, CGRPT Kochi	01	45

### **The Officer – in – Charge**

The Officer in Charge, Bureau of Naviks	01	46
The Officer in Charge, CGSD Mumbai	01	47
The Officer in Charge, CGTC Kochi	01	48
The Officer in Charge, CGASD Goa	01	49
The Officer in Charge, CGPOT Bangalore	01	50
The Officer in Charge, PRT West	01	51
The Officer in Charge, CGAOT Bangalore	01	52
The Officer in Charge, CGAIS Goa	01	53
The Officer in Charge, CGAIS Mumbai	01	54
The Officer In Charge, MRCC Mumbai	01	55

### **The Commanding Officer CG Ships**

Sankalp	01	56
Samarth	01	57
Samrat	01	58
Samar	01	59
Sangram	01	60
SamudraPrahari	01	01
Vikram	01	62
Sarathi	01	63
SavitribaiPhule	01	64
Amartya	01	65
Kasturba Gandhi	01	66
Rajdoot	01	67

Amal	01	68
SubhadraKumariChauhan	01	69
Agrim	01	70
Achook	01	71
Aryaman	01	72
Abhinav	01	73
C-410	01	74
Apoorva	01	75
C-144	01	76
C-404	01	77
C-441	01	78
C-427	01	79
C-158	01	80
C-427	01	81
C-444	01	82
C-420	01	83
C-154	01	84
C-406	01	85
C-433	01	86
C-148	01	87
C-402	01	88
C-421	01	89
C-446	01	90
C-155	01	91
C-439	01	92
C-162	01	93

**RESTRICTED**

**CONTENTS**

**CHAPTER-I**

**SECTION I – ORGANISATION**

**ORGANISATION AND DUTIES**

<b><u>Article No</u></b>	<b><u>Subject</u></b>	<b><u>Page No.</u></b>
0101	Preamble	02
0102	Coast Guard Region (West)	02
0103	Headquarters, Coast Guard Region (West)	03
0104	Areas of Command and Responsibility	03
0105	Change of Operational Control (CHOP).	04
0106	Forces Under COMCG (W)	04
0107	Allocation of Ships	05
0108	Guidelines for Preparation of Handing / Taking Over Reports	05
0109 – 0110	Spare	05
<b>Appendix 'A'</b>	Current Organizational Structure- RHQ (West)	06

**CHAPTER-I**

**SECTION-II**

**ROLE AND RESPONSIBILITIES OF CG AUTHORITIES**

0111	Duties, Functions and Operational Philosophy	07-08
0112	Mission Statement	09
0113	Duties and Functions of District Commanders and Units under Command	09
0114	District Commander No-2 (COMDIS-2), Maharashtra	10-12
0115	Duties and Functions of ICGS Dahanu	12-14
0116	Duties and Functions of ICGS Murud Janjira	14-16

**RESTRICTED**

**RESTRICTED**

(ii)

0117	Duties and Functions of ICGS Ratnagiri, CGAS Ratnagiri, and CGAE Ratnagiri	16-20
0118	Duties and Functions of Regional Operating Centre (MBI)	20-22
0119	Duties and Functions of Remote Operating Stations (ROS)	22-23
0120	Duties and Functions of MRCC (MBI)	23-24
0121	Duties and Functions of CGRPS (Mumbai)	24-25
0122	Duties and Responsibilities of CGSD (MB)	25-27
0123	Duties and Functions of CGAIS (MB)	27-28
0124	Duties and Functions of BUVIK	28-29
0125	Duties and Functions of PRT (W)	29-31
0126	District Commander No-11 (COMDIS-11), Goa	31-33
0127	Duties and Functions of CGRPS (Goa)	33-34
0128	Duties and Responsibilities of CGASD (Goa)	34-36
0129	District Commander No-3 (COMDIS-3), Karnataka	36-38
0130	Duties and Functions of ICGS Karwar	38-41
0131	District Commander No- 4 (COMDIS- 4), Kerala & Mahe	41-42
0132	Duties and Functions of ICGS Beypore	42-44
0133	Duties and Functions of CGRPS (Kochi)	44-46
0134	Duties and Functions of ICGS Vizhinjam	46-48
0135	District Commander No- 12 (COMDIS- 12), L & M Islands	48-50
0136	Duties and Functions of ICGS Kavaratti	50-51
0137	Duties and Functions of ICGS Minicoy	51-53
0138	Duties and Functions of CGAS Daman	53-54
0139	Duties and Functions of 842 SQN (CG)	54
0140	Duties and Functions of CGAE Goa	55
0141	Duties and Functions of CGAE (Kochi)	55

**RESTRICTED**

**RESTRICTED**

(iii)

0142	Duties and Functions of 747 SQN (CG)	55
0143 - 0150	Spare	55

**CHAPTER-I**

**SECTION -III**

**DUTIES AND FUNCTIONS OF OPS HEADQUARTERS STAFF**

0151	Operations Division	56
0152	Duties of Officers in OPS Division	56-62
0153	The Role of Sub-Divisions	62-66
0154	Duties of Officers at RHQ(W)	66-68
0155	Excuse from Duties	68
0156	Daily Order	68
0157- 0160	Spare	69

**CHAPTER-I**

**SECTION-IV**

**MEETINGS**

0161	General	70
0162	Meeting/Briefing	70-71
0163	PR Preparedness Meeting	71
0164	Intelligence Sharing Meeting/ Workshops	71
0165-0170	Spare	71

**CHAPTER-I**

**SECTION-V**

**WORK UP AND INSPECTION**

0171	Workup Policy	72
0172	Ship's Workup	72

**RESTRICTED**

**RESTRICTED**

(iv)

0173	Pre-Workup Shakedown Requirements (PWSR)	72
0174	Readiness Report	72
0175	Post-Workup Requirements	72
0176	Safety Checks	73
0177	Self Workup of Ships	73
0178	Snap Inspections	73
0179	Safety Stand Down Drill	73-75
0180	Annual Inspections	75-76
<b>Appendix 'A'</b>	Format for Annual Inspection Brief	77

**CHAPTER- II**

**SECTION-I**

**PROGRAMME AND EXERCISES**

0201	Programme of CG Ships	78
0202	Exercises at Sea	78
0203	Harbor Exercises	78
0204	Firing Exercises at Sea	78
0205	EEZ Patrol Areas CG Ships/Aircraft of Western Region	78
0206	Central Coordinates for CG Air Search Areas	79
0207	Reporting of Positions in Search Areas	79
0208	Sea and Action Drills	79
0209	Operational Defects	79-80
0210	Self/ Assisted Maintenance Period	80
0211-0220	Spare	80

**RESTRICTED**

**RESTRICTED**

(v)

**CHAPTER II**  
**SECTION-II**  
**MOVEMENTS**

0221	Sailing Orders	81
0222	Sail Ready Ship	81-82
0223	Arrival and Departure	82
0224	Notice for Getting Underway	83
0225	Speed while Entering/Leaving Harbour	83
0226	Economical Speed	83-84
0227	Movements in Restricted Waters	84
0228	Pilotage and Tugs	84-85
0229	Use of Tugs for Movements of Ships with Power on Main Engine	85
0230	LOGREQ	85
<b>Appendix 'A'</b>	Draft Sailing Order for Sail with Assistance	86
<b>Appendix 'B'</b>	Draft Sailing Order for Sail Ready Ship/ Craft	87

**CHAPTER-III**

**SECTION-I**

**REGIONAL CONTINGENCY PLAN FOR**

**DAMAGE TO OFFSHORE PLATFORMS AND ONGC SUPPORT VESSELS (TURANT)**

0301	Aim	88
0302	Nature of Emergency	88
0303	Sources of Information Regarding Contingencies	88
0304	Action by RHQ(W) on Receipt of Emergency	88-89
0305	Action by Coast Guard Units	89

**RESTRICTED**

**RESTRICTED**

(vi)

0306	Command and Control	89
0307	Exercises	89
0308	Check-off list for Exercise 'PRASHTAN'	89-90
0309-0310	Spare	90

**CHAPTER III**

**SECTION-II**

**SECURITY OPERATIONS/EXERCISES**

0311	Introduction	91
0312	Operation SEAHAWK/ Exercise SEAGULL	91
0313	SAKSHAM	91
0314	Pratyaksha	91-92
0315-0320	Spare	92

**CHAPTER-III**

**SECTION-III**

**SLOC MONITORING & IMBL OPERATIONS**

0321	Sea Lanes of Communication (SLOC)	93
0322	SLOC Monitoring	93
0323	IMBL Operations	93
0324-0330	Spare	93

**CHAPTER-III**

**SECTION-IV**

**ANTI-SMUGGLING OPERATIONS**

0331	Introduction	94
------	--------------	----

**RESTRICTED**

**RESTRICTED**

(vii)

0332	Anti-Smuggling Operations by CG Ships and Aircraft	94
0333	Operational and Administrative Control of FPVs/IPVs, IBs at Mumbai	94
0334	Requisition of ships by Customs/DRI at Mumbai	94-95
0335	Confirmation of Availability of ship	95
0336	Directives for Deployment of Assets	95
0337	Action on Receipt of Sailing Directive For Ships under Operational Control of COMDIS-2	95
0338	General Aspects of Anti-Smuggling Operations	95-96
0339	Requirement of Indemnity Bond	96
0340	Action to Receive Contraband Carrying Vessel Off Mumbai	96

**CHAPTER-III**

**SECTION-V**

**ANTI-PIRACY OPERATIONS**

0341	Piracy at Sea	97
0342	Anti-Piracy Efforts by DHQ/ CG Stations	97
0343	Anti-Piracy Patrol by Ships/ Aircraft	97-98
0344	Anti-piracy Co-ordination	98
0345-0350	Spare	98

**CHAPTER-III**

**SECTION-VI**

**ANTI-POACHING OPERATIONS**

0351	General	99
0352	Maritime Zones of India Act, 1976	99
0353	Maritime Zones of India Act, 1981	99

**RESTRICTED**

**RESTRICTED**

(viii)

0354	Authorized Officers	99
0355	Powers to Authorised Officers	99
0356	Prohibited Species	99
0357	Regulation of Fishing by Indian Vessels	99
0358	Fishing by Foreign Vessels	100
0359	Issue of Letter of Permit (LOP)	100
0360	Seizure of Foreign Fishing Vessels	100
0361	Use of Force	100
0362	Specified Ports and Designated Courts	100
0363	Actions by DHQs/ Stations	100
0364	Custody of Vessels	101
0365	Apprehension, Seizure and Joint Investigation	101
0366	Boarding Clearance Certificate	101
0367	Anti-Poaching Patrol	101
0368	Documentation in Anti-Poaching Operation	101
0369	Check off List	102
0370	Instructions when CG Aircraft Used for Anti-poaching Operations	102
0371	Quarterly Progress Report of Court Cases	102
0372	Incidents of alleged Harassments of Indian Fishermen by Foreign Navy/ Fishermen	102
0373-0380	Spare	102
<b>Appendix 'A'</b>	Format for Reporting Violations under MZI	103
<b>Appendix 'B'</b>	Signal details - Apprehended Foreign Boats	104
<b>Appendix 'C'</b>	Format of Boarding Clearance Certificate	105-106
<b>Appendix 'D'</b>	Incident Processing Form	107-108

**RESTRICTED**

**RESTRICTED**

(ix)

**CHAPTER-IV**

**SECTION-I**

**NAVIGATIONAL CHARTS AND PUBLICATIONS**

0401	Navigational Charts and Publications	109
0402	Electronic Navigation Charts	109
0403	Additional Chart Folios	109
0404	Navigational Aids	109
0405	Calibration of Navigational Aids	110
0406	Navigation Data Book (NDB)	110
0407	Navigating Officers Workbook/Notebook	110
0408	Check off List	110
0409	Navigation Warning	110
0410	Spare	110
<b>Appendix 'A'</b>	Check Off Lists to be maintained by Navigation Department	111

**CHAPTER-IV**

**SECTION-II**

**NAVIGATIONAL INFORMATION**

0411	Offshore Activities	112
0412	Data Buoys at Western Sea Board	112
0413	SSD/ Bridge Organisation	112-113
0414	Astronomical Observations	113
0415	Turning Trials	113
0416	Speed Trials	113
0417	Magnetic Compass Swing	113
0418	Calibration of Radar	114

**RESTRICTED**

**RESTRICTED**

(x)

0419	Calibration of Echo Sounder	114
0420	Training	114
0421	Tropical Revolving Storms	114
0422-0430	Spare	114

**CHAPTER-V**

**SECTION-I**  
**WEATHER**

0501	Seasons	115
0502	Storm Warnings	115
0503	Calibration of Barometers	115
0504	Weather Broadcasts	115
0505	Routine Forecasts	115
0506	Weather and Cyclone Warnings	116-119
0507	Radio Navigational Warnings	119
0508	Weather Bulletins	120
0509	Types of Weather Bulletins	120
0510	Coastal Weather Bulletins	120-121
0511-0520	Spare	121

**CHAPTER V**

**SECTION-II**

**EMERGENCY MEASURES DURING BAD WEATHER AND FIRE HAZARDS**

0521	Storm Precautions/Warnings	122
0522	Precautions against Bad Weather	122
0523	Storm Precautions for Small Crafts	123

**RESTRICTED**

**RESTRICTED**

(xi)

0524	Storm Precautions for Shore Establishments	123
0525	Fire-Fighting	123
0526	Fire-Fighting Equipment	124
0527	Action in Case of Fire	124
0528	Fire Precautions During Ship's Refit	124
0529	Monsoon Preparedness	125-127
0530	Tsunami	127
0531-0540	Spare	127

**CHAPTER-VI**

**SECTION I**

**COMMUNICATION GENERAL GUIDELINES**

0601	Introduction	128
0602	Initiating and Drafting Signals	128
0603	Proliferation of Signal Traffic	128
0604	General Messages – Collective Addressees	129
0605	Flag Shift / Admin Move / Flag Move/ Moverep	129-130
0606	Minimise	130
0607	Maintenance of Signal Files	130-131
0608	Stowage of Files	131-132
0609	Disposal of Message Files	132-133
0610	Communication Data Book	133-134
0611	Promulgation of General Messages in force	134-135
0612	Maintenance of Operator's Logs	135
0613	Logging / Recording of R/T Calls	135
0614	Signal Addressees	136
0615	Delivery Indicating Groups (DIGs)	136

**RESTRICTED**

**RESTRICTED**

(xii)

0616	Routing of messages	136-138
0617	Hand Message	138
0618	Exclusive Messages	138
0619	Signal Irregularity Note (SIN)	138-139
0620	Search and Rescue Organisation (NMSAR Manual and NO 26/2003)	139
0621	Operation SEAHAWK / Exercise SEAGULL	139
0622	Senior Officer Present Afloat (CG) – SOPA(CG)	139-140
0623	Communication Harbour Exercises	140
0624	Communication – Emergency Arrangements	140
0625	Correction to Signal Books / BRs / Publications	140
0626	Cryptography	141-143
0627	Collection of Safe Hand Mail in Western Region	143
0628-0630	Spare	143

**CHAPTER-VI**

**SECTION II**

**VISUAL COMMUNICATION**

0631	Visual Signaling Organisation	144
0632	Look out	144
0633	Brilliancy	144
0634	Ready Duty Ship	144
0635	Entering and Leaving Harbour	144-145
0636	Permission to Enter Harbour	145
0637	Performance Check of Visual Signaling Equipment	145
0638	Size of Colours	145
0639	Hoisting National Flags and Ensigns	145-146
0640	Dressing Ship	146
0641	Ships underway in harbor	146-147

**RESTRICTED**

**RESTRICTED**

(xiii)

0642	Foreign Ensigns/Flags	147
0643	Painting of Signaling Projector	147
0644-0650	Spare	147

**CHAPTER-VI**

**SECTION III**

**RADIO COMMUNICATION ORGANISATION**

0651	Western Region Complan	148
0652	Transmitters	148
0653	Scene of Action Circuit	149
0654	Air Common Net (Scene of Action)	149
0655	Weather Warnings.	149
0656	Radio Navigational Warnings	149
0657	Communication - Entering/Leaving Harbour	150
0658	Netting in	150
0659	Recording of Communication with Foreign warships and Aircraft	151
0660	Returns – Radio/VS Equipment	151
0661	Harmful Wireless Interference	151
0662	Communication using INMARSAT	151-153
0663	Mobile Maritime Service (MSS)	153
0664	E-Connectivity : Ship to Shore	154
0665	SECTEL/ SECFAK	155
0666	Broadcast to be Copied	155
0667	Radio Hazards	155
0668-70	Spare	155

**RESTRICTED**

**RESTRICTED**

(xiv)

**CHAPTER-VI**

**SECTION IV**

**TELEPHONE**

0671	General	156
0672	Taking Over	156
0673	Breakage to Telephones	156-157
0674	Shifting and Disconnection	157
0675	Telephone Directory	158
0676	Telephone Complaints	158
0677	Booking of Trunk Calls	158
0678	Subscriber Trunk Dialing	158
0679	Payment of Bills	158
0680	Private Trunk Call Bills	159
0681	Telephone Disconnection	159
0682	Ceiling on Telephone bill amount	159-160
0683	Broadband Connection	160
0684- 0690	Spare	160

**CHAPTER-VII**

**SECTION-I**

**AMMUNITIONING AND HANDLING OF EXPLOSIVES**

0701	Ammunitioning and De-Ammunitioning	161-163
0702	Ships not Based at Mumbai	163-164
0703	De-ammunitioning Prior to Refits / Repairs – Places where No NAD facilities exist	164
0704	Small Arm Ammunition	164
0705	Examination to Confirm Serviceability	164

**RESTRICTED**

**RESTRICTED**

(xv)

0706	Periodical Examination of Complete Outfit	165
0707	Annual Percentage Examination of Explosives Onboard	165
0708	Landing Naval Armament Stores for Deposit	165
0709	Instruction for Returning Explosives Stores	166
0710	Retaining Explosives On Board During Refit / Docking	166-167
0711	Refit Periodicity Governing Explosive Retention	167
0712	Magazine Spraying and Flooding Test	167
0713	Electrical Insulation Test in Explosive Compartments	167
0714 - 0720	Spare	167

**CHAPTER-VII**

**SECTION -II**

**GUNNERY PRACTICES**

0721	Inspection, Repairs and Trials of Gun	168
0722	Gun Trials	168-169
0723	Sponging out	169
0724	Inspection and Exchange of Barrels	169
0725	Equipment for Boarding Party	169
0726	Annual Practice Allowance (APA)	169
0727	Safe Boarding Procedures	170
0728	Safety and Security of Pistols/ Revolvers (Ref: CGO20/86)	170-171
0729	Guiding Principles for Use of Force During Operations Including Self Defence	171
0730	Safe Gunnery Operations	171
0731	Inspection and Trials of Weapon System	171
0732	Force Protection Measures	171
0733	Composition of Guard of Honour	171
0734	Occurrence of Defects/Dummy/Live Rounds Getting Stuck in Armaments	171
0735	Procedure for Seeking Approval for Landing NAS and Undertaking Acceptance Trials of Weapons	172

**RESTRICTED**

**RESTRICTED**

(xvi)

0736	Standard Colour Scheme	172
0737	Utilisation of Small Arms Training Simulators	172
0738	Failure	172
0739	Landing and Boarding Parties	172
0740	Un-Armed Combat	173
0741	Annual Percentage Examination of Explosives	173
0742	Rapid Response Team	173
0743	Warrant of Armament Stores	173
0744 - 0750	Spare	173

**CHAPTER-VII**

**SECTION- III**

**SMALL ARMS AND FIRING RANGES**

0751	Pistol and Carbine Range at Colaba	174
0752	25 Meter Open Range in INS Kunjali	174
0753	Quarry Range Karanja	174
0754	Security of Small Arms and Private Arms	174
0755 – 0760	Spare	174

**CHAPTER-VIII**

**SECTION-I**

**DIVING OPERATIONS**

0801	Introduction	175
0802	Charter of Duties RDO	175-176
0803	Charter of Duties of CGDT	176
0804	Organising Diving Assistance / Planning of Diving Operations	177
0805	Action by the Ship Requesting Diving Assistance	178-179
0806	Responsibility of the Commanding Officer	179-180

**RESTRICTED**

**RESTRICTED**

(xvii)

0807	Responsibility of Individual Divers	180
0808	Basic Requirements for Diving Operation	180-181
0809	Safety Precautions During Diving Practice	181
0810	Therapeutic Recompression	181-182
0811	Prevention of Diving Accidents During Practices / Operations	182-186
0812	Diving Returns	186
0813	Unqualified Attendants	186
0814	Diving Equipment	187
0815	Volunteers for Diving Courses	187
0816	Guidelines for safe and efficient diving operations	187-189
0817-0820	Spare	189

**CHAPTER IX**

**SECTION I**

**AVIATION OPERATIONS**

0901	General	190
0902	Local Flying Areas	190
0903	Conduct of Flying	190
0904	Aircraft Operations from Santacruz Airport	190-191
0905	Duty SAR Helo	191
0906	Ferry Flight	191
0907 - 0920	Spare	191

**CHAPTER IX**

**SECTION II**

**ADMINISTRATION**

0921	Embarkation and Disembarkation of Helo Flights	192
0922	Command and Control	193
0923	Clearance for Flying	193

**RESTRICTED**

**RESTRICTED**

(xviii)

0924	State of Aircraft Readiness	193
0925	Flying from Alongside	193-194
0926	Reporting of Oil Slick	194
0927	Armament Loading	194
0928	Helo Emergencies	194
0929	Aircrew Standardisation/ IRT	194
0930	Aircrew Survival Drills	194
0931	Air Defence Clearance (ADC)	195
0932 - 0940	Spare	195

**CHAPTER IX**

**SECTION III**

**AIR TECHNICAL**

0941	Aircraft Maintenance	196
0942	Receipt/ Transfer of Aircraft	196
0943	Defect Reporting	196
0944	Incident/ Accident of Aircraft	196
0945	Aircraft Husbandry	197
0946	Calibration of Test Equipment and Tools	197
0947	Aircraft Ground Equipment	197
0948	Handling of POL	197
0949	Reports and Returns	197
0950	Air Stores	198
0951	Maintenance of Detached Flights	198
0952	Off Loading of Technical work to Outside Agencies	198
0953	Duties when no air Technical Officer Borne	199
0954	Duties of AEO and ALO	199
0955	Documentation	199
0956	Custodian and Logistics	199

**RESTRICTED**

**RESTRICTED**

(xix)

0957	Tool Control	199
0958 – 0960	Spare	199

**CHAPTER-X**

**SECTION-I**

**COASTAL SECURITY**

1001	Coastal Security	200
1002	GoM Recommendations	200
1003	Current Government Directives	201
1004	Standard Operating Procedures	201
1005	Command and Control	201-202
1006	Interoperability	202
1007	Charter of obligations	202
1008	Training	202-205
1009	Exercises	205-206
1010	Coastal Security Operations	206
1011	Intelligence Sharing	206
1012	Joint teams Visit and Inspection of Each Island	206-207
1013 to 1020	Spares	207

**CHAPTER-X**

**SECTION-II**

**CHAIN OF STATIC SENSORS**

1021	Introduction	208
1022	Functioning of ROSSs and ROC	208-209
1023	Implementation of Phase-II of Chain of Static Sensors	209-211

**RESTRICTED**

**RESTRICTED**

(xx)

1024	Standard Operating Procedure	211
1025	Roles of ROC and ROSS	211
1026	Guidelines for Integration of CSN with Deployment (01/2019)	212-214
1027	Policies and Guidelines	214-215
1028	Documentation, Reports and Returns	215
1029	Reporting of Drifting Vessels	215
1030	Spares	215

**CHAPTER-X**

**SECTION-III**

**NATIONAL COMMAND CONTROL COMMUNICATION AND INTELLIGENCE NETWORK**  
**(NC<sup>3</sup>I PROJECT)**

1031	Introduction	216
1032	NC <sup>3</sup> I Nodes Under Western Region	216-218
1033 to 1040	Spares	218

**CHAPTER XI**

**SECTION-I**

**SEARCH AND RESCUE ORGANISATION**

1101	General	219-220
1102	Area of Responsibility	220-221
1103	SAR Organization of Indian Coast Guard	222
1104-1110	Spare	222

**RESTRICTED**

**RESTRICTED**

(xxi)

**CHAPTER -XI**

**SECTION-II**

**RESPONSIBILITIES OF MRCC MUMBAI**

1111	MRCC/ MRSC Organization	223-224
1112	Mumbai MRCC SAR Organization	224
1113	Charter of Duties of Officer-in-Charge MRCC/SMC	224-226
1114	SAR Services	226-227
1115	District SAR Plan	227
1116	Distress Communication	227
1117	GMDSS	227-228
1118-1120	Spare	228
<b>Appendix 'A'</b>	Obligations for the Master to Render Assistance During Emergency Under Regulations of the International Convention for Safety of Life at Sea 1974	229
<b>Appendix 'B'</b>	Obligations for the Master To Render Assistance During Emergency Under Merchant Shipping Act (MSA) 1958	230
<b>Appendix 'C'</b>	List of Action to be taken by MRCC/MRSC	231-233
<b>Appendix 'D'</b>	Actions by MRCC	234
<b>Appendix 'E'</b>	Typical DSC Distress Operation	235
<b>Appendix 'F'</b>	Typical SAR Operations	236
<b>Appendix 'G'</b>	List of GMDSS Equipment to be carried by the Ships	237

**RESTRICTED**

**RESTRICTED**

(xxii)

**CHAPTER-XII**

**SECTION-I**

**POLLUTION RESPONSE OPERATIONS**

1201	Co-ordination	238
1202	Tiered Response	238
1203	Delineation of Operational Areas	239
1204	Nomination of OSC	239
1205	Pollution Response Team (West)	239-240
1206	Pollution Response Team	240
1207	Regional Contingency Committee	240
1208	Assembly of RCC	240
1209	Use of Dispersants	240
1210	Resource Pool - ROSDCP	241
1211	Communication - RCC Members	241
1212	PR Preparedness Meeting	241
1213	Check Off List For RCA	241-243
1214	Aide Memoire For OSC	243-244
1215-1220	Spare	244

**CHAPTER-XII**

**SECTION-II**

**COMMUNITY INTERACTION PROGRAMME**

1221	Introduction	245
1222	Programme	245-246
1223	Reports	246
1224	Format for Reports	246-247
1225 - 1230	Spares	247

**RESTRICTED**

**RESTRICTED**

(xxiii)

**CHAPTER-XIII**

**SECTION-I**

**REFUGEES AND STOWAWAYS**

1301	Introduction	248
1302	Unauthorized Entry - Causes	248
1303	Threats	248-249
1304	Legislation	249-250
1305	Brussels Convention, 1957	250-251
1306	Resolutions	251
1307	State Regulations	252
1308	Organizational Integration	253
1308-1310	Spare	253

**CHAPTER-XIV**

**SECTION-I**

**PUBLIC RELATION**

1401	Introduction	254
1402	Contact with Media	254
1403	Guidelines For Public Relations	254-256
1404-1410	Spare	256

**CHAPTER-XV**

**SECTION I**

**BERTHING AND ALLIED FACILITIES**

1501	Introduction	257
------	--------------	-----

**RESTRICTED**

**RESTRICTED**

(xxiv)

1502	Naval Dockyard	257
1503	Mumbai Port (MbPT)	257
1504	Jawaharlal Nehru Port Trust (JNPT).	257
1505	Dighi Port At Murud Janjira	258
1506	Konkan LNG PvtLtd (Ratnagiri Gas & Power Pvt Ltd), Dabhol	258
1507	Angre Port Pvt Ltd, Bankot	258
1508	JSW Jaigarh Port Ltd, Jaigarh	258-259
1509	Ashapuram MINCHEM Ltd, Khelshi	259
1510	Infrastructure Logistics Ltd, Bankot	259
1511	Ultratech Cement Ltd, Ratnagiri	260
1512	Finolex Ind Ltd. Ranpar, Ratnagiri	260
1513	Redi Port, Vengurla, Sindhudurg	260
1514	ADTPS Dahanu (Minor Port)	261
1515	Mormugao Port	261
1516	Karwar Port	262
1517	New Mangalore Port	262
1518	Beypore Harbour	262
1519	Cochin Port	262
1520	Vizhinjam Port	262
1521	Lakshadweep & Minicoy Islands	262
1522	Kavaratti	263
1523	Minicoy	263
1524	Agatti	263
1525	Amini	263
1526	Androth	263
1527	Kadmat	264
1528	Kalpeni	264
1529-1530	Spare	264

**RESTRICTED**

**RESTRICTED**

(xxv)

<b>Appendix 'A'</b>	Mumbai Naval Dockyard	265
<b>Appendix 'B'</b>	Mumbai Port Trust	266
<b>Appendix 'C'</b>	Jawaharlal Nehru Port Trust	267
<b>Appendix 'D'</b>	Dighi Port- Murud Janjira	268
<b>Appendix 'E'</b>	Dabhol Port- Ratnagiri	269
<b>Appendix 'F'</b>	Jaigad Port- Ratnagiri	270
<b>Appendix 'G'</b>	Mormugoa Port	271
<b>Appendix 'H'</b>	Karwar Port	272
<b>Appendix 'J'</b>	New Mangalore Port	273
<b>Appendix 'K'</b>	Beypore Port	274
<b>Appendix 'L'</b>	Cochin Port	275
<b>Appendix 'M'</b>	Vizhinjam Port	276
<b>Appendix 'N'</b>	Kavaratti Port	277
<b>Appendix 'P'</b>	Minicoy Port	278

**RESTRICTED**

**RESTRICTED**

**ADMINISTRATION**

**CHAPTER-XVI**

**SECTION I - LEAVE AND TRANSFER**

Preface		
1601	Leave Officers	279
1602	Recall from Leave	279
1603	Temporary Duty Move of Officers	279
1604	Officers Ex Leave / Transfer - Ship Away from Base Port	280
1605 to 1610	Spare	280

**CHAPTER-XVI**

**SECTION II**

1611	Working Hours	281
1612	Complaints or Representation / Request	281
1613	Controlling Officer	281
1614	Safety of Personnel	281
1615	Change of Branch	282
1616	Application for Job Outside Coast Guard	282
1617	Certificate of Sea Service - Enrolled Personnel	282
1618	Proficiency in Swimming	282
1619	Permission to Pursue Higher Studies	282
1620	Discharge/Release / Retirement	283
1621	Grant of Rewards	283
1622	Commendation by Director General Indian Coast Guard/ CGC (WS) and COMCG (West)	282
1623	Presidents Tatrakshak Medal and Tatrakshak Medal	284
1624	Sainya Seva Medals and Videsh Seva Medals	284
1625	Award of Medals / Trophy / Books - Trainee	285
1626	Role of Commanding Officer Regarding Welfare of Ship's Company	285

**RESTRICTED**

**RESTRICTED**

(ii)

1627	Nomination	286
1628	Entertainment of Guests on Board Ships	287
1629 to 1630	Spare	287

**CHAPTER XVI**

**SECTION III - CORRESPONDENCE**

1631	Common Service Writing	288
1632	Signature on Correspondence	288
1633	Channel of Correspondence	288
1634	Action on Letters Originated by CGHQ	289
1635	Action on Letter Originated by RHQ (W)	289
1636	Copies of Letters and Reports	289
1637 to 1640	Spare	290

**CHAPTER XVI**

**SECTION IV - REPORTS AND RETURN**

1641	Periodical Reports and Returns	291
1642	Schedule of Returns	291
1643	Confidential Reports	291
1644	Morale and Security Report	291
1645 to 1650	Spare	291

**CHAPTER XVI**

**SECTION V - SERVICE BOOKS**

1651	Care and Custody of Service Books	292
1652	Receipt of Service Book from Units / Training Establishments	292
1653	Action to be initiated on Transfer of Enrolled Personnel	292
1654	Reconstruction of Service Book	292
1655 to 1660	Spare	292

**CHAPTER XVI**

**SECTION VI - BRs AND PUBLICATIONS**

1661	Books of Reference	293
------	--------------------	-----

**RESTRICTED**

**RESTRICTED**

(iii)

1662	Publications	293
1663	Central Accounting Authority	293
1664	Accounting by Ship / Units	293
1665	Occasions for Mustering	293
1666	Losses	294
1667 to 1670	Spare	294

**CHAPTER XVI**

**SECTION VII - CIVILIAN PERSONNEL**

1671	General	295
1672	Groups	295
1673	Appointing Authority	295
1674	Promotions	296
1675	Transfers	296
1676	Service Documents	296
1677	Discipline	297
1678	APAR	297
1679	Training for Civilian Personnel	297
1680	Discharge/Release / Retirement	298

**CHAPTER XVI**

**SECTION VIII - IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY**

1681	Introduction	299
1682	Hindi Staff	299
1683	Hindi Committee (Official Language Implementations Committee).	299
1684	Training	299
1685	Reports	299
1686	Hindi Library	299
1687	Hindi Workshop	300
1688	Hindi Day/Hindi Week	300

**RESTRICTED**

**RESTRICTED**

(iv)

1689 to 1690	Spare	300
--------------	-------	-----

**CHAPTER XVII**  
**LAW AND DISCIPLINE**  
**SECTION I - INTRODUCTION**

1701	Introduction.	301
1702 to 1705	Spare	301

**CHAPTER XVII**  
**SECTION II – INVESTIGATION AND PUNISHMENTS**

1706	Informal Investigation.	302
1707	Formal Investigation.	302
1708	Record of Evidence (ROE).	302
1709	Abstract of Evidence (AOE).	302
1710	ROE / AOE Procedure.	303
1711	Arrest.	303
1712	Framing of Charges.	303
1713	Summary Punishments.	304
1714	Restriction on Summary Punishment.	305
1715	Mulcts of Pay and Allowances.	305
1716	Punishment Approval Form (PAF).	306
1717	Forwarding of Summary Trial Documents in Respect of EP to Oi/c BUVIK	306
1718	Award of Punishments to Naval Sailors on Deputation to Coast Guard	306
1719	Coast Guard Court	306
1720	Claiming of Offenders for Trial by Coast Guard Court	307
1721	Suspension from Service	307
1722	Civil Court Cases Against Coast Guard	307
1723	Quarterly Discipline Return of Coast Guard Personnel.	307
1724	Punishment Return for Naval Sailors.	308
1725	Quarterly Traffic Accidents and Other Civil Court Cases Return.	308

**RESTRICTED**

**RESTRICTED**

(v)

1726	Summary Punishment of Officers Below the Rank of Commandant	308
1727	Other Coast Guard Orders	309
1728	Important Policy Letters	310
1729 to 1735	Spare	311

**CHAPTER XVII**  
**SECTION III – BOARD OF INQUIRY**

1736	Introduction	312
1737	Rules and Orders	312
1738	BoI to be Held Mandatorily	312
1739	Conduct of BOI	312
1740	Ordering of BOI	313
1741	BOI of Personnel on Deputation	313
1742	Assembly of BOI	313
1743	Examination of Witnesses and Evidence	313
1744	Proceedings	313
1745	Quoting of Question Numbers in Proceedings	313
1746	Time Schedule for Submission	314
1747	Preservation of Documents	314
1748	Fatal Cases	314
1749	Loss/Theft of Small Arms	314
1750	Road Accidents	314
1751	Compilation and Binding	315
1752	Processing of Proceedings	316
1753	Time Schedule	316
1754 to 1799	Spare	317

**CHAPTER XVIII**  
**SECTION I - MEDICAL**

1801	Organisation.	318
------	---------------	-----

**RESTRICTED**

**RESTRICTED**

(vi)

1802	Staff at Regional Headquarters	318
1803	Medical Care Facilities	318
1804	Functioning of Sickbay	319
1805	Admission of Entitled Patients to Service / Civil and Private Hospitals	320
1806	Medical Documents For Admission	320
1807	Approval for Courses and Promotion in LMC: CG EPs	321
1808	Medical Boards and Categorisation	322
1809	Psychiatric Patients	322
1810	Accidental and Unnatural Deaths	322
1811	Injuries.	323
1812	Refusal of Medical Treatment	323
1813	Visit of Divisional Officers/OOD	323
1814	Annual Medical Examination	323
1815	Immunisation	325
1816	PMOs/MOs of Ships/Establishments	325
1817	Medical Arrangements in ships	326
1818	Assistance to Merchant Ships	326
1819	Flight safety and Accidents	327
1820	Dental Treatment	328
1821	Prevention of Diseases and Accidents	329
1822	Overweight / Obesity	330
1823	Family Welfare	331
1824	Pest Control in Ships /Aircraft	331
1825 to 1899	Spare	332

**CHAPTER XIX**

**SECTION I - MOTOR TRANSPORT**

1901	Utilisation of Unit Vehicles	333
1902	Economy in Use of Service Transport	333

**RESTRICTED**

**RESTRICTED**

(vii)

1903	Transport for Collection / Survey of Store	333
1904	Transport for Sports	333
1905	Completion of Worksheet	333
1906	Vehicles of VIPs/Senior Officers	334
1907	Use of Service Transport on Duty	334
1908	Transport to Outstation Officers	335
1909	Free Transport for School-going Children	335
1910	Amenity Transport	336
1911	Transport for Military Funerals	336
1912	Driving of Service Vehicles	336
1913	Reporting of Breakdown of Vehicle	337
1914	Report of Traffic Accidents	337
1915	General Instructions	338
1916	Maintenance and Upkeep of Motor Transport	339
1917	Hiring of Transport from Civil Sources	340
1918	Condemnation/Downgrading of MT Vehicles	340
1919	Wearing of Crash Helmet	341
1920	Provision of Transport for Visiting Ships	341
1921	Claim for Compensation Account of Traffic Accidents	341
1922	Vehicles Earmarked for DSO	341
1923	Officer Utilizing Service Transport	341
1924	Yearly MT Holding Return	342
1925 to 1999	Spare	342

**CHAPTER XX**

**SECTION I – MAIL**

2001	Fleet Mail Office, Mumbai.	343
2002	Outstation Ships	344
2003	Use of Water Proof Bags During Rainy Season	344

**RESTRICTED**

**RESTRICTED**

(viii)

2004	Mail Diversion	344
2005	Authority For Collection of Mail	344
2006	Redirection of Private Mail	344
2007	Withdrawal of Mail	344
2008	Return of Registered Parcels / Packets	344
2009	Speed Post Service	345
2010	Dispatch of Identity Cards	345
2011 to 2015	Spare	345

**CHAPTER - XXI**  
**WORKS AND MAINTENANCE**  
**SECTION I – GENERAL**

2101	General	346
2102	Classification of Works	346
2103	Original Works	346
2104	Maintenance Services	347
2105	Definitions	347
2106	Specifications	348
2107	Sanctioning of Original Works	348
2108	Stages of Works in Western Region	349
2109	Convening of Recce-Cum-Siting-Cum-Costing Board	349
2110	Competent Financial Authorities	349
2111	Scales of Accommodation	350
2112	Authorised Married Establishment(AME).	350
2113	Acquisition of Ready Built Flat	351
2114	Acquisition of Land	351
2115	KLP of Stations / Units	351
2116	Encroachment of Defence Land	351
2117	Important Policy letters	351
2118 to 2120	Spare	352

**RESTRICTED**

**RESTRICTED**

(ix)

**CHAPTER XXI**  
**SECTION II – MES ORGANISATION**

2121	Engineer Agencies	353
2122	MES Formations for Coast Guard Works	353
2123	MES Cover for New Stations	353
2124	Work Sections of MES Formations	354
2125	Formations of Defence Accounts Audit Department	354
2126	Formations of Defence Estate Office	354
2127 to 2130	Spare	355

**CHAPTER XXI**  
**SECTION III – MINOR WORKS / MISCELLANEOUS WORKS**

2131	Initiation of Miscellaneous of Works	356
2132	Procedure for Initiation of Minor Works	356
2133 to 2140	Spare	356

**CHAPTER XXI**  
**SECTION IV – MAJOR WORKS**

2141	Annual Works Programme	357
2142	Requirement of Funds	357
2143	Board Proceedings	357
2144	Guidelines for Presiding Officers	357
2145	Completion of Work	358
2146	Monitoring of Execution of Works	358
2147	CRZ Clearance	358
2148 to 2150	Spare	358

Appendix-'Q'	Guidelines for Presiding Officers of Siting-Cum-Costing Boards	359-362
Appendix-'R'	Handing / Taking Over of New Capital Works	363-364

**CHAPTER XXI**  
**SECTION-V – LAND ACQUISITION**

**RESTRICTED**

**RESTRICTED**

(x)

2151	General	365
2152	Types of Land Cases	365
2153	Processing and Finalisation of Land Acquisition cases	365
2154	Authority Letters	365
2155	Initiation of Land Cases	366
2156	Documents required to be prepared for BPs	366
2157	Contents of Board proceedings	366
2158	Channel for Recommendation of Land Cases	367
2159	Action on Receipt of Sanction	367
2160	Mutation / MLR Entry	368
2161 to 2199	Spare	368

**CHAPTER XXII**  
**SECTION I - CLOTHING AND MESSTRAPS**

2201	Sources of Supply and Survey	369
2202	Entitlement of Uniform Items	369
2203	Accounting of Clothing and Ledger Compilations	369
2204	Maintenance of Clothing Account in Ships and Establishment	369
2205	Holding of Store by Ships and Establishment	369
2206	Stock Taking	370
2207	Occasion for Stock Taking of Clothing Stores	370
2208	Accounting/Disposal of Recovered Clothing	370
2209	Temporary Loan Issue	371
2210	Custody of Cash	371
2211	Free/Payment Issue	371
2212	Preservation of Clothing Item	371
2213	Loss and Preparation of Duplicate CHB	371
2214	Survey of Clothing Items	372
2215	Compensation for Loss or Damage of Kit Items	372
2216	Withdrawal of CHB	373

**RESTRICTED**

**RESTRICTED**

(xi)

2217	Procedure For Claiming Compensation	373
2218	Stitching of Uniforms	373
2219	Sources of Supply of Messtraps	374
2220	Scale of Mess traps	374
2221	Initial Supply and Replacement of Messtraps	374
2222	Accounting/Issue of Messtraps	374
2223	Losses/Survey of Messtraps	374
2224	Muster of Messtraps	375
2225	Disposal of Messtraps on Paying Off	376
2226	Estimated Fair Life of Messtraps Item	376
2227 to 2230	Spare	376

**CHAPTER XXII**

**SECTION II – VICTUALLING AND CATERING**

2231	Sources of Supply	377
2232	Demanding Procedure for Dry/Tinned/Fresh Provisions by CG Ships	378
2233	Demand of Dry / Tinned Provisions by CG Establishments	378
2234	Demand of Fresh Provisions by Coast Guard Establishments	378
2235	Local Purchase of Fresh Provisions by CG Ships at Indian Ports	378
2236	Rations Scale in Coast Guard	378
2237	Acceptance of Provisions	378
2238	Inspection of Provisions	378
2239	Accounting of Victual	379
2240	Survey / Disposal of Surplus and Shortage of Victualling Stores.	379
2241	Losses of Victualling items	379
2242	Maintenance of Stock by Ships / Establishments	379
2243	Mustering of Victualling Stores	379
2244	Relaxation in Periodicity of Muster	380
2245	Packing Materials	380

**RESTRICTED**

**RESTRICTED**

(xii)

2246	Stowage of Provisions	380
2247	Provisions Suspected as Bad	380
2248	Disposal of Victualling Stores on Paying Off	380
2249	Messing of Ships Company	380
2250	Collection / Delivery of Provisions	381
2251	Ration In Kind (RIK) to Officers and Ration In Kind (RIK) to Officers Outside Mumbai Under Floating Units	381
2252	Ration In Kind (RIK) to Enrolled Personnel	382
2253	Logistics Requirement (LOGREQ)	382
2254	Local Purchase of Fresh Provisions	382
2255	Supply Arrangements of Dry Provisions to Ships and Establishments	383
2256	Local Purchase Of Dry Provisions	383
2257 to 2258	Spare	384

**CHAPTER XXII**  
**SECTION III - NAVAL STORES**

2259	Ship's Warrant of Stores.	385
2260	Classification of Ships/Establishment for Accounting	385
2261	Preparation of Demand	385
2262	Accounting	386
2263	Stores Requiring Special Accounting	386
2264	Number of PLL	387
2265	Stores Received Without Papers	387
2266	Supplies of Naval Stores on Loan	387
2267	Transfer of Person Holding Naval Stores	388
2268	Authority for Transfer	388
2269	Transfer Between Ships	388
2270	Stock Taking /Mustering	388
2271	Loss of Stores	389

**RESTRICTED**

**RESTRICTED**

(xiii)

2272	Stores Found	389
2273	Survey of Stores	389
2274	Local Survey	389
2275	Captured Vessel Stores	390
2276	Payment of Freight Charges	390
2277	Local Purchase of Naval Stores	390
2278	Local Purchase of Stationery and Forms	390
2279	Local Purchase Cell (LPC)	391
2280	Printers and Photocopier	392
2281	Fuel	392
2282	Recoveries for Various Types of Aids	392
2283	Rendering of Diving Assistance to Civil Authority	393
2284	De-Storing	393
2285	Preservation of Stores	393
2286	Procedures for Reporting Substandard Items	394
2287	LP of Medical Stores	394
2288	Procedure to be Adopted for Local Purchase of Sanitation and Medicines	394
2289	Storing Period for Ships Proceeding to Foreign Countries	395
2290 to 2300	Spare	395

**CHAPTER XXIII**  
**SECTION I – RAILWAY WARRANTS AND TRAVEL FORMS**

2301	Railway Travel Forms	396
2302	Charge for Tariff	396
2303	Care and Custody	396
2304	Demand and Transfer	396
2305	Military Travel Forms	397
2306	Completion of Travel Forms	397
2307	Cancellation of Forms	398

**RESTRICTED**

**RESTRICTED**

(xiv)

2308	Franking on Code Heads on Railway Warrants	398
2309	Disposal of Counterfoils	399
2310	Disposal of Serviceable Surplus Forms	399
2311	Disposal of Unserviceable / Obsolete Forms	399
2312	Loss of Travel Forms	399
2313	Recovery of Loss	400
2314	Regularisation of Loss	400
2315	Action on Decommissioning	400
2316	Claiming Refund for Unused / Partly Used Railway Warrants	400
2317	Charging of Reservation Fee from Military Personnel	401
2318	Travelling by Rail Without Exchanging Railway Warrant	401
2319 to 2320	Spare	401

**CHAPTER XXIII**  
**SECTION II - SERVICE POSTAGE STAMPS**

2321	Demand and Budgeting	402
2322	Accounting of Service Postage Stamps	402
2323	Occasions for Mustering	402
2324	Letters Posted to Naval / CG Authorities	403
2325 to 2330	Spare	403

**CHAPTER XXIII**  
**SECTION III – PAY BOOKS**

2331	Demand and Transfer	404
2332	Accounting and Muster	404
2333	Occasions for Mustering	404
2334	Issue of Pay Books	404
2335	Loss of Pay Books	405
2336	Withdrawal of Pay Book	405
2337 to 2340	Spare	405

**CHAPTER XXIV**  
**SECTION I – IMPREST AND PUBLIC FUND**

**RESTRICTED**

**RESTRICTED**

(xv)

2401	Responsibility of Commanding Officer / Imprest Holder	406
2402	Responsibility of Paying Officers for Disbursement of Cash	406
2403	Responsibility of Accounting Officer	407
2404	Requisition of Public Funds	407
2405	Disposal of Money Warrant	407
2406	Additional Requirement / Surrender of Surplus Funds	407
2407	Drawal of Cash Against Money Warrant / Cash Assignment	408
2408	Security Arrangement for Drawing / Returning Public Cash	408
2409	Money Safe / Chest	408
2410	Posting of Sentries	408
2411	Duplicate Keys of Money Chest/Safe	408
2412	Maintaining of Cash Account	409
2413	Rendition of Cash Account	409
2414	Verification of Cash Balance	409
2415	Change of Accounting Officer/Commanding Officer/Officer-in-Charge Imprest Holder	409
2416	Payment to Civilians	409
2417	Drawal of Cash Where No Coast Guard / Naval Authority Exists	409
2418	Drawal of Cash where no CG / Naval / Treasury Authorities Exists	410
2419	Transfer of Cash Assignment.	410
2420	Loss of Cheque	410
2421	Loss of Money Warrant / Cash Assignment	410
2422	Money Warrant for Newly Commissioned Ship / Unit	410
2423	Audit Objection / Observation	410
2424	Register of Objections Statements	411
2425	Essential Condition Governing Expenditure from Public Funds	411
2426	Standards of Financial Propriety	411
2427	Instructions for Dealing with Public Funds and Stores	412

**RESTRICTED**

**RESTRICTED**

(xvi)

2428	Accounting of Public Transaction	412
2429	Prompt Crediting of Govt Dues into Imprest Account/Bank/Treasury	412
2430	Cheques Tendered in Payment of Government Dues	412
2431	Military Receivable Orders for Repaying Money	412
2432	Responsibility for Losses	412
2433	Loss of Public Money	413
2434	Financial Irregularities - Reporting	413
2435	Reporting of Loss - Information	414
2436	Closing of Cash Account	415
2437 to 2440	Spare	415

**CHAPTER XXIV**  
**SECTION II – NON PUBLIC FUNDS**

2441	Opening of Non Public Funds	416
2442	Maintenance of Accounts	416
2443	Closing of Cash Accounts	416
2444	Cash in Hand / Bank	417
2445	Property Ledgers	417
2446	Transfer Between Non Public Fund	417
2447	Encashing of Private Cheques / IOU	417
2448	Recovery for Breakage/Lost/Missing Items	417
2449	Loss of Stores	417
2450	Inspection of Accounts	418
2451	NPF on Paying Off	418
2452	Commanding Officers Sanction for Expenditure	418
2453	Audit of Accounts	418
2454	Depreciation	419
2455	Re-appreciation	419
2456	Bank Accounts	419
2457	Loan to Individuals	419

**RESTRICTED**

**RESTRICTED**

(xvii)

2458	Clearing of Bills	420
2459	Distribution of Canteen Profit	420
2460	Errors in Balance Sheet	420
2461	Approval of Balance Sheet by Commanding Officer	421
2462	Submission of Balance Sheet and Relevant Documents	421
2463	Foreign Country	422
2464 to 2470	Spare	422

**CHAPTER XXIV**  
**SECTION III -BUDGET**

2471	Introduction	423
2472	Budget Estimates (BE)	423
2473	Revised Estimates (RE)	423
2474	Final Requirements (FR)	423
2475	Final Appropriation of Accounts (FAA)	423
2476	Monitoring of Expenditure	424
2477	Reports /Returns	424
2478	Fortnightly Expenditure Return	425
2479	Submission of Bills for Settlement	425
2480	Audit Objections /Observations	425
2481	Classification of Expenditure	425
2482	Centrally Controlled Heads	426
2483	Locally Controlled Heads	426
2484	Revenue Expenditure Under Major Head 2037 Minor Head A2 (6)	427
2485	Capital Expenditure Under Major-Head 4037 Minor- Head AA1 (1)	427
2486 to 2499	Spare	427

**CHAPTER – XXV**  
**SECTION-I - TRAINING**

2501	Afloat Training of Foreign Coast Guard Personnel - Recovery of Charges.	428
------	---	-----

**RESTRICTED**

**RESTRICTED**

(xviii)

2502	Undertaking to Undergo Course	428
2503	Training of Yantriks – Engineering	428
2504	Award of Watch keeping Certificate Asst Comdt (GD-P/N)	428
2505	Restriction on Marriage / Keeping Family Under-trainee Officers	429
2506	Initial / Professional training of Asst Comdt (Tech)	429
2507	ERWKC Board	429
2508	Electrical Competency Certificate Board	429
2509	Mid Career Professional Examination	429
2510	Higher Rank Boards (For P/NVK and Above)	430
2511	Discontinuation of HRBs for U/NVK and Below	430
2512	Unwillingness for course	430
2513	DGCG approval for Fourth Chance	430
2514	EP in LMC nominated for Course	430
2515	End of Course Report	430
2516	Asst Comdt Training at CGTC(K)	430
2517	Training Grants	431
2518	Deputing CG Officer for Instructions	431
2519	Pre Ship's Diver Course at CGTC(Kochi)	431
2520	Qualifying Swimming Test	431
2521	Conduct of Training	431
2522	Marine Police Training	431
2523	Training to Outside Agencies	431
2524	SO's Law and Ops Course	432
2525	Pollution Response Training to Outside Agencies	432
2526	Training to Foreign Nationals	432
2527	Training on Hovercraft	432
2528	NBCD Hard Karanja	432
2529	Works Capsule Course for SO	432

**RESTRICTED**

**RESTRICTED**

(xix)

2530	Boarding Ops/Unarmed Combat Course	432
2531	7.62 Air Version Course	432
2532	IT Assistant (Basic) Course	433
2533	CO/XO PCT Course	433
2534	Profcom-Paschim	433
2535	Workshops	433
2536 to 2550	Spare	433

**CHAPTER – XXV**  
**SECTION-II -ADVENTURE AND SPORTS**

2551	Introduction	434
2552	Regional Adventure & Sports Section	434
2553	Sports Activities	434
2554	Outdoor Sports	435
2555	Swimming	435
2556	Non-Swimmers	435
2557 to 2599	Spare	436

**CHAPTER - XXVI**  
**SECTION I - RECRUITMENT**

2601	Recruitments in Western Region	437
2602	Assistant Commandant (GD/CPL/Law/Technical)	437
2603	Yantriks	440
2604	Naviks - General Duty and Domestic Branch	440
2605	Enrolled Followers (EFs)	442
2606 to 2650	Spare	443

**CHAPTER - XXVI**  
**SECTION II - EDUCATION**

2651	Regional Education Dept	444
2652 to 2660	Spare	444

**CHAPTER XXVII**  
**SECTION I - INFORMATION TECHNOLOGY**

**RESTRICTED**

**RESTRICTED**

(xx)

2701	General	445
2702	IT Policy	445
2703	Organization	445
2704	Functions of the Regional Information Technology Centre	446
2705	Duties of Regional Information Technology Officer	446
2706	Organization Onboard Ships and Establishments	447
2707	Maintenance	447
2708	Standardization of IT Accessories	448
2709	Password Protection	448
2710	Flash Drivers	448
2711	Handling of Classified Information	448
2712	Information Security	449
2713	Information Technology Security Audit Team (ISAT)	451
2714	Charter of Duties of ISAT	451
2715	Use of Internet	451
2716	Importance of E-mail	452
2717	Monitoring and Administration	453
2718	Computer Viruses, Worms and Trojan Horses	453
2719	Data and Program Backup	454
2720	Precautions - Dealing with Maintenance Personnel	455
2721	Down Gradation and Disposal of Computer Peripherals	455
2722	Training	455
2723	Monthly Website Return	456
2724	Half Yearly IT Profile	457
2725 to 2799	Spare	457

**RESTRICTED**

**RESTRICTED**

**CHAPTER-I**  
**SECTION-I**  
**ORGANISATION AND DUTIES**

**0101 Preamble**

- (a) An able and efficient Organization ensures complete co-ordination and co-operation of all sub-systems and in turn promises better preparedness of CG units to undertake ever increasing maritime challenges at sea.
- (b) Over the past one decade, the region has maintained robust surveillance and projected a formidable deterrence against any maritime misadventures. However, the threat looms large 24 x 7. During last many years, the endeavour has been not to lower the guard and deny opportunity to terror outfits to use sea as medium of infiltration and landings. This has been the key contribution of Coast Guard in the overall National Security effort.
- (c) The enormous Task has been achieved not only by keeping surface and air units at high alert and on extensive deployment but also seeking co-operation from all stakeholders. State Administration, various Central and State Agencies, Port Authorities have always responded to our call. The tradition of joint man ship must go to achieve net maritime security and safety for all in AoR.

**0102 Coast Guard Region (West)**

- (a) Coast Guard Commander (Western Seaboard) has been constituted w.e.f 04 Mar 2015. Command and control structure has been streamlined to exercise operational and administrative control over CGRHQ (W) and CGRHQ (NW). Towards effective discharge of ICG charter and to meet all roles and responsibilities reposed on the service over the year, it is imperative that the Regional commander continue to exercise their authorities/ responsibilities as hitherto and thus are to correspond directly with the CGHQ on all matters, keeping HQ CGC (WS) informed, except on policy issues and such issues that are deviation from the general norm.
- (b) Commander, Coast Guard Region (West), exercises command over all Coast Guard ships, establishments and units in the Region. His flag is normally flown at Headquarters, Coast Guard Region (West) premises or as ordered from time to time.
- (c) The Organisation of Coast Guard Region (West) is placed at **Appendix 'A'**.
- (d) During the absence of COMCG (W) on leave/ temporary duty/ hospitalization, his duties will be carried out by Chief of Staff (CoS). Matters requiring directives of a Senior Officer will be referred to the next senior most (GD) Officer in station, which will be communicated to all concerned.
- (e) All District Commanders, Commanding Officers of CG ships/Stations and Officer-

**RESTRICTED**

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2

in-Charges of establishment are responsible to COMCG (W) for the operational readiness and efficient functioning of their commands / units and have direct access to the Regional Commander.

**0103 Headquarters, Coast Guard Region (West)**

(a) The Regional Headquarters of Coast Guard Region West) is located in Mumbai and is known as Coast Guard Regional Headquarters (West). Its postal address is as follows:-

Headquarters  
Coast Guard Region (West)  
Worli Sea Face, Worli  
Mumbai – 400 030 Maharashtra

(b) The work in Headquarters is executed through Chief of Staff and Chief Staff Officers. They have direct access to and are advisers to the COMCG (W) on matters pertaining to their specialist fields. They are responsible and have authority over the officers and units placed under them. They will be responsible to COMCG (W) for the efficient functioning of all officers, enrolled personnel, staff and Organisation functioning under their respective control. The Chief of Staff will coordinate in all matters involving interaction between two or more departments in the Headquarters.

(c) The Chief of Staff will deputise for the COMCG (W) in all matters. All issues which impinge on the operational efficiency of ships and aircraft, discipline, training and welfare of personnel are to be brought to the knowledge of the Commander through the Chief of Staff. In the event of any Chief Staff Officer appointed by CGHQ senior to the Chief of Staff in the rank, they may interact directly with the Commander in their field of specialization. But at the first available opportunity, the Chief of Staff is to be informed of the outcome of discussions for an effective functioning of the office.

**0104 Areas of Command and Responsibility.** The Commander, Coast Guard Region (West) exercises Command over the maritime zones of the Region and is responsible to the Director General Indian Coast Guard for the Maritime Operations in the Arabian Sea and Indian Ocean with boundaries described as follows:-

(a) The sea areas off state of Maharashtra, Goa, Karnataka, Kerala and UT of Lakshadweep & Minicoy islands, South of Latitude 20 deg 10 min North and a line joining the coordinates 08 deg 18 min 90 North and Longitude 077 deg 04 min 20 East (Puvar) upto the latitude 06 deg 14 min North and Longitude 075 deg 52 min East (Indo – Maldives IMBL), (including island territories within the said area in Arabian Sea) extending from the base line upto the respective state/UT's SRR west limits in the Arabian Sea.

(b) CGHQ may issue specific directives and control certain operations directly, in

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3

specific situations as deemed fit.

(c) The Area of Regional Commander to coordinate with the coastal states/UT authorities is as follows: -

- (i) Maharashtra
- (ii) Goa
- (iii) Karnataka
- (iv) Kerala
- (v) Lakshadweep & Minicoy Islands

0105 **Change of Operational Control (CHOP).** The Procedure for CHOP when ICG assets move from the AoR of one Region to other Region is as follows:-

(a) **Surface Platforms.** Ships on patrol/ passage will shift the operational control from one Region to other Region two hours before they physically cross the respective AoR as enumerated below: -

<b>CHOP between Region</b>	<b>CHOP Position</b>
North-West Region to West Region and vice versa	Crossing Lat 20 deg 10 min N
West Region to East Region and vice versa	Crossing line joining 08 deg 18.90 min N, 077 deg 04.20 min E (Puvar) upto 06 deg 14 min N, 075 deg 52 min E (Indo-Maldives IMBL)
North-East Region to East Region vice versa	Crossing Lat 18 deg 40 min N
North-East/ East Region to Andaman & Nicobar Region and vice versa	Crossing Long 088 deg N 30 min E

(b) **Air Assets.** Aircraft on cross Region transit will continue to remain under the operational control of previous Regions from where they were launched/ tasked until landing in the AoR of the next Region.

0106 **Forces Under COMCG (W).** COMCG (W) exercises:-

(a) Operational and administrative command over all Coast Guard assets allocated to him and operational control and local administration of forces temporarily attached to the Western Region.

(b) Administrative control of Coast Guard units in the Region, whose operational control is exercised by CGHQ such as BUVIK and MRCC (MBI).

(c) Ships of Western Region, when operating in sea areas of other Regions will be

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4

placed under the operational control of the respective Regional Commander by a CHOP (Change of Operational Control) signal.

**0107 Allocation of Ships**

Coast Guard Headquarters, New Delhi will allocate ships to COMCG (W) to meet the operational challenges on the Western Seaboard. The assets are based under COMCG (W), COMDIS-2, COMDIS-3, COMDIS-4, COMDIS-11 and COMDIS-12 in accordance with the Coast Guard Development Plan.

**0108 Guidelines for Preparation of Handing / Taking Over Reports**

The Handing/Taking over report is to be prepared in duplicate, one for the incoming Commanding Officer and other for the Ops Authority in accordance with the Appendix 'B' of CGO 5/2004 and as amended from time to time.

- (a) The report in addition must contain information on the following:-
  - (i) Command vision.
  - (ii) Lessons learnt/experiences during the commission.
  - (iii) Operational, technical and material limitations affecting functional capability of the ship and aircraft.
  - (iv) Issues if any, that are required to be followed up with the Administrative Authority.
  - (v) Refit programme of the ship including modification and addition and alteration being taken up with the Administrative Authority.
- (b) The Head of the Departments may make a departmental presentation during interaction with the new Commanding Officer on the role and functioning of the concerned department.

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**Appendix 'A'**

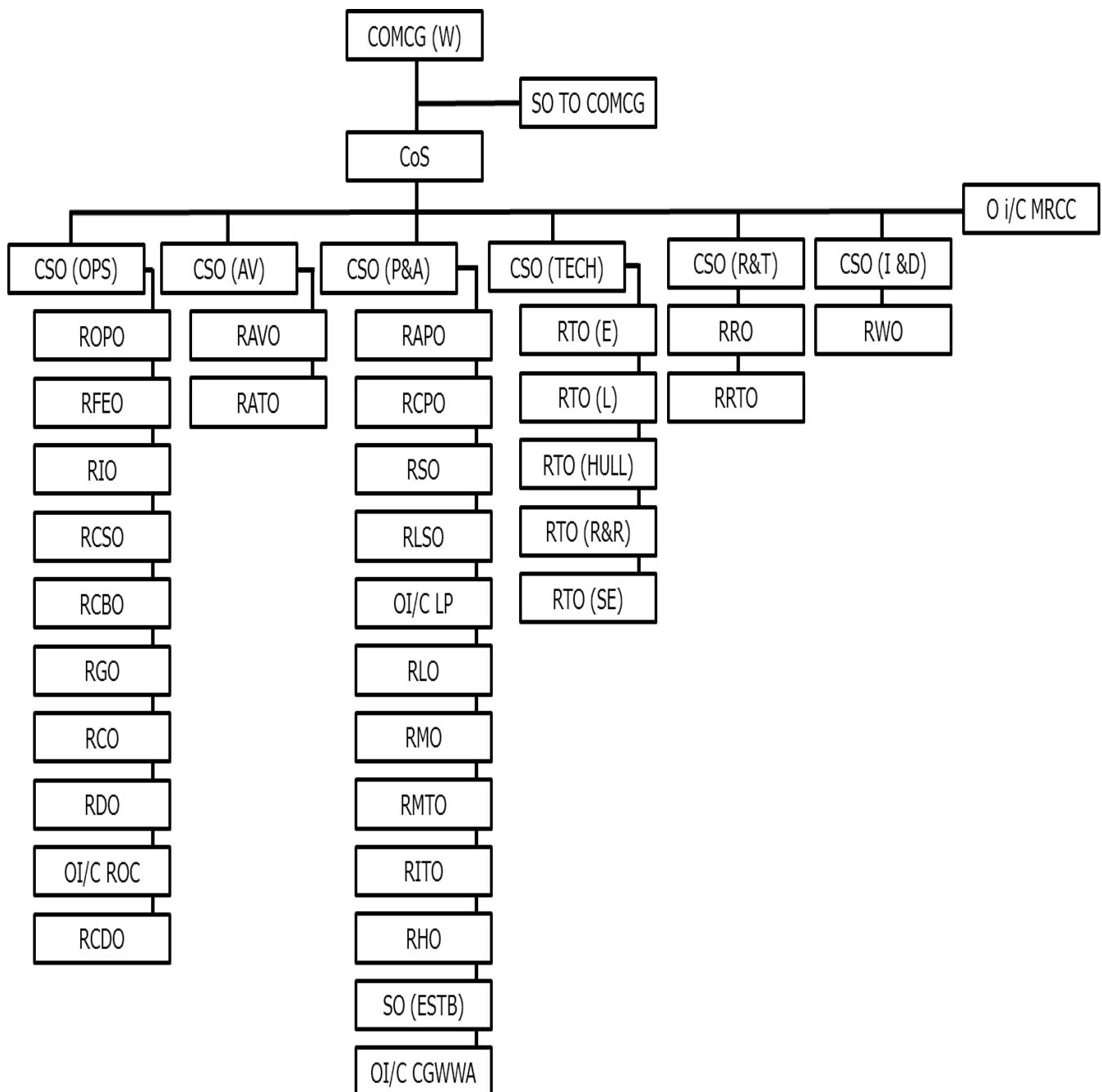
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5

(Refers to Para 0102 (c) of Chapter-I)

**CURRENT ORGANIZATIONAL STRUCTURE- RHQ (WEST)**



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**CHAPTER I**  
**SECTION-II**  
**ROLE AND RESPONSIBILITIES OF CG AUTHORITIES**

**0111 Duties, Functions and Operational Philosophy**

(a) **Duties and Functions** Section 14 of the Coast Guard Act, 1978 broadly enumerates guidelines on the duties and functions of the Coast Guard for performing the task assigned to it at any given time. Section 121 provides additional powers under various legislation to Coast Guard personnel and entrust them with duties and responsibilities to be undertaken at sea. These powers have been given in consonance with the powers of officers of corresponding rank in other Govt. agencies. Hence, the op mission is to be implied as per the following mission statement to perform duties and functions: -

- (i) Safety and protection of artificial islands, offshore terminals, and other structures and devices.
- (ii) Protection of Indian fishers.
- (iii) Assistance to fishers in distress at sea.
- (iv) Preservation and Protection of marine environment.
- (v) Prevention and Control of Marine pollution.
- (vi) Assisting Customs and other authorities in anti-smuggling operations.
- (vii) Collection, collation and dissemination of actionable intelligence inputs as Intelligence Sharing coordinator for the maritime zones of India.
- (viii) Enforcement of Maritime laws in force.
- (ix) Safety of life and property at sea.
- (x) Collection of scientific data.
- (xi) Other duties as and when prescribed by the Government of India.

(b) **Operational Philosophy.** The operational philosophy for the Western Sea board has been derived from the ibid mission statements, current prevailing threat perception and vulnerability vis-a-vis geo-strategic location of the regions. During recent past, the traditional operations philosophy was to maintain EEZ patrol and interdict poachers / suspicious vessels. However, in current maritime scenario, 'constable on the beat' is considered to be the best viable option to keep in check any unlawful activity particularly infiltration from non-state actors and respond immediately to any developing situation at

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sea. Thus, moderate to high level of Coast Guard presence / patrol in the area is required to be maintained for deterrence and quick reaction in case of any contingency. The Op philosophy for the Western Region thus summarised as below:-

- (i) Maintain 24 X 7 patrol as per "Constable on the Beat" concept for coastal patrol off Mumbai.
- (ii) Random patrol by FPV from 10 meters-30 meters sounding line (during fair weather season). Intensive patrol by FPV based on Int inputs.
- (iii) Random shallow water patrol by IBs/ICs/ACVs from shore line till 10 meters sounding line (during fair weather season).
- (iv) In addition to "Sajag", once a month, tasking of all ships to carry out intensive boarding Ops from dawn to dusk to check the documentation of the vessels operating at sea and their compliance to Rules and Regulations.
- (c) ACVs to be utilized for coastal surveillance.
- (d) Maintain one ship between Kerala / L&M Island 24 X 7 to sanitize area for deterrence and quick reaction to any emergent situation including new maritime challenges of piracy attacks / armed robbery in west coast.
- (e) Maintain one ship between Goa/Karnataka 24x7 for area surveillance in fair weather.
- (f) Sail Ready Ship concept for FPVs / IBs / ICs during monsoon for SAR and Coastal Security requirements.
- (g) Deployment of AOPV /OPV with integral helo (whenever possible during fair weather) for EEZ patrol and deployment of FPV / IPV / IB mainly for coastal patrol.
- (h) OPV/PCV and FPV are to be normally deployed (during fair weather) for regular patrol for 96 hrs and 72 hrs duration before being relieved by another ship/OTR.
- (j) In order to conserve ship's main engine hours and achieve optimum exploitation, all ships except IBs are to undertake single engine operations during routine patrol subject to weather conditions
- (k) In addition to ibid, force augmentation to other regions in accordance with CGHQ directives.
- (l) During fair weather 50% of ACV/IB/IC should generally be tasked for daily patrol. In no circumstance, this is to fall less than 33%. If necessary, duration of sorties be suitably curtailed for conjoining timely routines with refit.

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- (m) Cross Region augmentation of resources is to be coordinated between Regions.
- (n) COMCG (W) to be kept informed about all emerging ops situations at any given time. Action on intelligence inputs is to be taken expeditiously and informed to RHQ (W).

**0112 Mission Statement**

The mission statements are interpreted from its duties and functions {Section 14.2 (a) to (f) of the CG Act 1978} and its basic character as an Armed Force of the Union. Accordingly, its peacetime mission statements, are action to be undertaken at sea for following: -

- (a) Offshore Security
- (b) Marine Environmental Security
- (c) Maritime Zone Security(including Coastal Security)
- (d) Marine Safety
- (e) Scientific Support
- (f) Maritime Law Enforcement

**0113 Duties and Functions of District Commanders and Units under Command**

The West Coast of India under jurisdiction of COMCG (W) has a total coast line of 1873.191 Kms with four maritime States and two Union Territories. To maintain effective surveillance of the coastal states and enforce provisions of national legislations, each maritime state under jurisdiction of COMCG (W) has been represented by the Coast Guard District Headquarters namely Coast Guard District No.2 at Mumbai representing Maharashtra, Coast Guard District No. 11 at Mormugao representing Goa, Coast Guard District No. 3 at New Mangalore representing Karnataka, Coast Guard District No.4 at Kochi representing Kerala and U/T of Mahe and Coast Guard District No.12 at Kavaratti representing U/T of Lakshadweep & Minicoy and CGAS Daman also comes under the jurisdiction of COMCG (W) though geographically located in Region North West. The District Commanders are the senior most CG Authority in a Maritime state/ UT and will represent the Coast Guard on behalf of the Regional Commander. The District Commanders exercises the Command and Control of units, surface and air assets placed under them including those on temporary attachment under the overall superintendence of the COMCG (W). The District Commanders will be responsible to the Regional Headquarters for the effective accomplishment of CG charter. In the execution of the responsibilities, the jurisdiction may at times extend/overlap into the adjacent Maritime State. District Commanders may respond/ continue to react to the developing situation which falls geographically in the other District Commander's jurisdiction keeping him informed. Geographical boundary is not to be considered as a limitation for discharge of

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the CG functions. This will however, not exonerate the responsibility of the District Commander under whose jurisdiction the maritime activity primarily falls.

**0114 District Commander No-2 (COMDIS-2), Maharashtra**

The District Commander No. 2 is responsible to the COMCG (W) for all the maritime activities of the State of Maharashtra. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. He is also responsible for the following:-

- (a) To play a supporting role to the RHQ (W) and function under the direct control of Regional Headquarters.
- (b) For effective command and control of CG forces, comprising of establishments, vessels and aircraft allotted to him. He is to maintain close liaison with state intelligence agencies for intelligence gathering and dissemination of information.
- (c) Monthly payment to all the CG personnel borne in various establishments based at Mumbai.
- (d) Maintain the Motor Transport Department.
- (e) Administrative cover for FPV/ ACV/IB's/ Work Boat based at Mumbai.
- (f) Diving assistance to all CG ships at Mumbai and carry out diving operations in Western Region through diving cell.
- (h) Authority of Provost Marshal for preparing/ issuing of the identity cards and dependent cards to all CG Personnel and civilian staff through Identity Card section.
- (j) Destruction of old/ invalid identity cards and dependent cards.
- (k) To conduct and co-ordinate all CG activities on land and sea areas under the jurisdiction of Coast Guard District No.2(Maharashtra).
- (l) Liaison with the State Government/local authorities for meeting CG organizational requirements and other commitments such as recruitment, coastal security, coastal environment and community interaction.
- (m) Ceremonials, discipline, training of personnel, and operational efficiency of the units under command.
- (n) To inspect units under him, periodically in accordance with current orders and render reports to COMCG (W). Assistance of specialist officers may be sought from COMCG (W).

**RESTRICTED**

10

- (p) Periodical conduct of Safety Audits for afloat units under command.
- (q) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safety and protection of life at sea.
- (r) Maintaining close liaison and interaction with the designated court for expeditious disposal of court cases under the MZI Act1981.
- (s) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines (for all stations).
- (t) To interact and co-ordinate with scientific community and provide necessary assistance for collection of scientific data from the ocean.
- (u) To co-ordinate with other District Commanders as required for activities overlapping in different zone of jurisdiction.
- (v) To seek assistance of COMCG (W) for additional forces whenever the CG forces allotted to him is not adequate to perform assigned tasks.
- (w) To provide logistic and trade support to units under command.
- (x) To maintain close liaison with Union agencies/state institutions and authorities and maintain cordial public relations.
- (y) To monitor the maintenance and refit of vessel as per the promulgated maintenance/refit schedule.
- (z) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (aa) To discharge the duties and responsibilities of Commanding Officer, ICGS Mumbai.
- (ab) Maintain close liaison with MES, DEO, MbPT, JNPT, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance of CG assets, etc.
- (ac) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.

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11

- (ad) Recruitment of enrolled personnel and civilians as ordered and also to provide administrative support to visiting CG recruitment team.
- (ae) Liaise with NLAO (Mumbai) for timely audit of records and documents maintained by units under him.
- (af) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (ag) Exercise the vested power of an Estate officer as per the gazette notification which includes allotment, vacation and eviction of all type of accommodation constructed on CG land.
- (ah) Ensuring the safety and security of all CG assets under command.
- (aj) Conduct training for marine police personnel as on required basis.
- (ak) Oversee progress of ROS and RS in Maharashtra Phase-I and Phase-II
- (al) Through SCSOC (Maharashtra) to liaise with various stakeholders' agencies for effective coastal security along the coast of Maharashtra.
- (am) SCSOC (Maharashtra) to coordinate various security exercises along the Maharashtra coast, when ordered.
- (an) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (ap) To provide security to CG assets and family quarters at Mumbai and periodically conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0115 Duties and Functions of ICGS Dahanu**

The Commanding Officer Coast Guard Station Dahanu is responsible to COMDIS-2 for the administration of all assets at ICGS Dahanu. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Dahanu will include following:-

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Dahanu.
- (b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.

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12

- (c) Effective conduct of SAR operations.
- (d) Provide logistic and trade support to units under command and all visiting CG units.
- (e) Maintain liaison with the port authorities for arranging berth, tugs for smooth movement of the ships.
- (f) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.
- (g) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.
- (h) Assist CG ships in handing over of apprehended foreign fishing trawlers and their crew to police authorities.
- (i) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (j) To interact and co-ordinate with the District Administration, police, IB, local Customs, Revenue Intelligence, other security agencies and defence / armed forces for sharing intelligence on anti-national activities and security threats in the area. Liaise with authorities for smooth conduct of JCP operation.
- (k) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (l) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (m) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (n) To collect and issue CBs and SOX publications for ships/units under him.
- (o) Liaise with NLAO (MBI) for timely audit of records and documents maintained by units under him.

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13

- (r) Issue of RIK to officers/EP borne in books of ICGS Dahanu and other units placed under his command.
- (s) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG (W) through COMDIS-2.
- (t) The safety and security of the CG assets under command.
- (u) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (v) Assist police authorities on repatriation of foreign fishing boats and their crew.
- (w) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (x) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0116 Duties and Functions of ICGS Murud Janjira**

The Commanding Officer Coast Guard Station Murud Janjira is responsible to COMDIS-2 for the administration of all assets at ICGS Murud Janjira. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Murud Janjira will include following: -

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Murud Janjira.
- (b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.
- (c) Effective conduct of SAR operations.
- (d) Provide logistic and trade support to units under command and all visiting CG units.
- (e) Maintain liaison with the port authorities for arranging berth, tugs for smooth movement of the ships.
- (f) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.

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14

- (g) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.
- (h) Assist CG ships in handing over of apprehended foreign fishing trawlers and their crew to police authorities.
- (j) Maintain close liaison and interaction with the designated court for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act 1981.
- (j) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (k) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (l) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (m) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (p) To collect and issue CBs and SOX publications for ships/units under him.
- (q) Liaise with NLAO (MBI) for timely audit of records and documents maintained by units under him.
- (r) Issue of RIK to officers/EPs borne in books of ICGS Murud Janjira and other units placed under his command.
- (s) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG (W) through COMDIS-2.
- (t) The safety and security of the CG assets under command.
- (u) Promotion and effective implementation of official language 'Hindi' in the units under command.

**RESTRICTED**

**RESTRICTED**

15

(v) Assist police authorities on repatriation of foreign fishing boats and their crew.

(w) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.

(x) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0117 Duties and Functions of ICGS Ratnagiri**

The Commanding Officer Coast Guard Station Ratnagiri is responsible to COMDIS-2 for the administration of all assets at ICGS Ratnagiri. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Ratnagiri will include following: -

(a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Ratnagiri.

(b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.

(c) Effective conduct of SAR operations.

(d) Provide logistic and trade support to units under command and all visiting CG units.

(e) Maintain liaison with the port authorities for arranging berth, tugs for smooth movement of the ships.

(f) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.

(g) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.

(h) Assist CG ships in handing over of apprehended foreign fishing trawlers and their crew to police authorities.

(j) Maintain close liaison and interaction with the designated court for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act 1981.

**RESTRICTED**

**RESTRICTED**

16

(k) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.

(k) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.

(l) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.

(m) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.

(p) To collect and issue CBs and SOX publications for ships/units under him.

(q) Liaise with NLAO (MB) for timely audit of records and documents maintained by units under him.

(r) Issue of RIK to officers/EPs borne in books of ICGS Ratnagiri and other units placed under his command.

(s) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG (W) through COMDIS-2.

(t) The safety and security of the CG assets under command.

(u) Promotion and effective implementation of official language 'Hindi' in the units under command.

(v) Assist police authorities on repatriation of foreign fishing boats and their crew.

(w) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.

(x) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

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**Duties and Functions of CGAS Ratnagiri.**

The Commanding Officer Coast Guard Air Station Ratnagiri is responsible to the COMCG (W) for the administrative and logistics support to visiting aircrafts as per policies in force from Ratnagiri. He shall lay down detailed orders for the smooth functioning of air assets placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India.

0118 **Duties and Functions of Regional Operating Centre (MBI).** The Regional Operating Centre Mumbai is located at Mumbai and is overall responsible for the operation of CSN on the West Coast. The Regional Operating Centre's receive sensor feeds from the ROSs under them. The combined picture monitoring is carried out by the ROC. The ROCs are required to maintain co-ordination with the neighboring ROSs to monitor the entire coast. The guidelines laid down in the Operating Instructions for CSN forwarded by CGHQ is to be followed religiously. The responsibilities that are to be discharged by the ROC can be summarized as follows:-

(a) **Operational Matters**

- (i) Monitor/ supervise the functioning of all the ROS's under its jurisdiction.
- (ii) Establish communication links with all the ROS's.
- (iii) Co-ordinate actions relating to tracking of suspicious vessels crossing from one ROS to another ROS.
- (iv) Establish communication link with CC regarding report of action taken or being taken for suspicious vessels interdiction/investigation as per policy in force.
- (v) Forward requisition to CSO (OPS)/ ROPO for diversion/ deployment of CG units and other stakeholders' assets for investigation/interdiction, where such action is not possible by the concerned DOPO.
- (vi) Take over control of ROSs once in a day for updating the state of equipment and sensor of respective ROSs.
- (vii) Maintain the log of connectivity with all the ROSs on daily basis.
- (viii) Co-ordinate the functioning of ROSs in case of and operational requirement/supervise ongoing operation.
- (ix) Take over the functioning of ROSs and directly control any operation as required only after approval of the Regional Commander.
- (x) Create data base on fishing pattern on respective coast. The

**RESTRICTED**

18

database to be prepared fortnightly and the same may be re-confirmed with contact reported by Coast Guard assets and saved for future reference. The database be analyzed during the same period each year to achieve fine tuning.

(xi) Record, in digital format, (Interactive/ Non- interactive mode Data, Video, Voice Communication of all important Events/ Operations in nature, so as to produce it for replay in future when need so arises. The log of the created files containing name/ time/ nature of operation to be recorded for future reference.

(xii) Create Baseline, Area of Responsibility (AOR) in COPD, update Electronic Chart, NAVAREA.

**(b) Administrative Matters**

(i) Maintain liaison with M/s BEL for all issues of administrative nature.

(ii) Collate ROS surveillance status and maintain database for entire area of responsibility.

(iii) Render monthly return to Regional Headquarters on the status of all the ROSSs including ROC.

(iv) Liaise with M/s BEL reps for ensuring Ops availability of all ROC equipment. In addition ROC should also liaise for sensors and equipment of RS/ROS when ROS unable to do so issues pending for more than a fortnight.

**(c) Technical Matters**

(i) Maintain a defect list for all ROC equipment and liquidate all defects in co-ordination with M/s BEL.

(ii) Co-ordinate with M/s BEL for operational maintenance support of ROC equipment for next six to twelve months post warranty/ AIAMC.

(iii) Co-ordinate with M/s BEL for all level of maintenance of ROC equipment during the Warranty period of 2 years from acceptance.

(iv) Co-ordinate with M/s BEL and MTNL for bandwidth availability.

(v) Co-ordinate with M/s BEL for AIAMC for effective maintenance of all ROC equipment after completion of warranty period.

**RESTRICTED**

**RESTRICTED**

19

(vi) The technical staff of ROC shall monitor the System Health of ROC every day and take remedial action where necessary.

(vii) Liaise with M/s BEL for availability of requisite spares on site and visit of the technical staff of M/s BEL at ROC/ROS/RS.

(viii) Render monthly report to the Control Centre on functionality of the system at ROS/ROC.

(ix) Planning and implementing quarterly visit to all ROS by ROC staff and surprise visit to remote station for status updation.

(d) **CSS Defect.** Critical Operational defect (in respect of major sensors like EOSS, RADAR, VHF Communication, more than 02 Meteorological Sensors in any particular RS, Data Connectivity and major electricity board supply failure resulting in non-availability of power for more than 24 Hours is to be reported by PRIORITY CONFIDENTIAL signal within 24Hours of defect occurring by ROS/ROC to respective ROC/CC keeping local operational authority and RHQ/CGHQ as information addressees.

0119 **Duties and Functions of Remote Operating Stations (ROS).** The Remote Operating Stations located at Mumbai, Goa, New Mangalore, Kochi and Kavaratti will be responsible for controlling the functioning of all the radar stations of Maharashtra, Goa, Karnataka, Kerala and UT of Lakshadweep clusters respectively. The primary roles of ROSs are as follows:-

(a) Responsible for functioning of all the Radar Stations in its jurisdiction.

(b) Responsible for maintaining watches at ROS.

(c) Responsible for surveillance, tracking, VHF investigation, correlation of AIS data, co-relation of Lloyd's list data and ensure the veracity of information.

(d) Intimate all suspicious contacts to SCSOC/DOPD for necessary action under intimation to ROC including handing over of suspicious contacts transiting from area of responsibility of one ROS to another ROS in writing.

(e) Maintain the necessary database of the fishing villages and fish landing centres in the respective area of jurisdiction and the details of fishing boats registered in those places.

(f) Maintain the necessary database of the non SOLAS vessels, pleasure craft, barge, tugs etc., of the concerned port and coastal area for ready reference.

(g) Monitor sensors of all the Radar Stations sequentially to update the traffic state around the radar stations.

**RESTRICTED**

**RESTRICTED**

20

- (h) Maintain VHF communication log with all the Radar Station on daily basis to check the operational efficiency. The range is to be checked with ships/air craft in area as and when possible.
- (j) Render weekly SITREPs on state of Radar Stations and consolidated monthly return on functioning of ROS to ROC.
- (k) Liaise with M/s BEL reps for ensuring Ops availability of all sensors and DG sets placed at respective Radar Stations.
- (l) Liaise with DGLL authorities for ensuring operational state of sensors and DG sets placed at respective Radar Stations.
- (m) Ensure that regular training is imparted to all the watch keepers.
- (n) Maintain a defect list and liquidate all defects in co-ordination with M/s BEL in addition online defect registration and monitoring of defect rectification through RMC would be responsibility of ROS.
- (p) Personnel of other department may also be considered for training for TDLR.
- (q) Co-ordinate with M/s BEL for maintenance during the Warrant period of 2 years from commissioning for ROS/RS.
- (r) Co-ordinate with M/s BEL for AIAMC for effective maintenance after completion of warranty period for ROS/RS.
- (s) The technical staff of ROS shall monitor the System Health of ROS and all RS under particular ROS through Health Monitoring system every day and take remedial action where necessary.
- (t) Every RS should be visited by CG Staff at least once in a month and record to be maintained covering the status/ observations.
- (u) Every Quarter, the range of EOSS be checked with the Coast Guard Ships or available merchant ships in presence of M/s BEL rep.
- (v) Record, in digital format, (Interactive/ Non-interactive mode) Data, Video, Voice communication of all important Events/Operations in nature, so as to produce it for replay in future when need so arises. The log of the created files containing name/ time/ nature of operation to be recorded for future references.
- (x) Create Baseline, Area of Responsibility (AOR) in COPD, update Electronic Charts, NAVAREA.

**RESTRICTED**

**RESTRICTED**

21

(y) When any suspicious contact moves from area of one ROS to another ROS, the same has to be handed over to next ROS in writing.

0120 **Duties and Functions of MRCC (MBI).** MRCC (MBI) is responsible for providing SAR in ISRR (West) which includes the area of responsibility of North West region also. The duties and functions of Officer in- charge MRCC (MBI) are as follows: -

- (a) Develop, co-ordinate, administer, review and evaluate plans, policies, procedures, standard and training requirement for SAR co-operation and co-ordination.
- (b) Promote SAR systems effectiveness.
- (c) Co-ordinate plans and procedures, with other organizational managers that support, participate in or provide resources for SAR operations.
- (d) Maintain SAR plans, manuals and other SAR directives.
- (e) Maintain SAR data, SAR library and SAR case files.
- (f) Compile SAR statistics and conduct and review of SAR case studies.
- (g) Establish and maintain liaisons with appropriate SAR contacts, nationally, regionally and internationally.
- (h) Improve SAR communication.
- (j) Encourage joint training and exercises leading to development of improved SAR procedures and technology.
- (k) Promote safety programmes to decrease distress incidents.
- (l) Participate in SAR Seminars and Workshops.
- (m) Supervise SAR programme training.
- (n) Supervise and control the function of the MRCC.
- (p) Interaction with DG Shipping, Departments of Space (INMCC Bangalore), Air Force and other agencies for joint SAR operations.
- (q) Promulgation of the Regional SAR Plan including its review and updating.
- (r) Define functions to be performed by participating agencies.
- (s) Responsible for command and smooth functioning of SAR co-ordination and anti-piracy operations within ISRR(West).

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- (t) Overall monitoring the duties and responsibilities of MRSCs.
- (u) Liaise and co-ordinate with other MRCCs as required.
- (v) Co-ordinate with RHQ (NW) when conducting SAR operation in maritime zones under the jurisdiction of RHQ(NW).
- (w) Co-ordinate with MRCC (CH) for requirement of INDSAR plot.
- (x) Act as coordinating MRCC for distress received from DATs.
- (y) Co-ordination on issues pertaining to NMSAR meetings.

**0121 Duties and Functions of CGRPS (Mumbai)**

The Officer-in-Charge CGRPS (Mumbai) is responsible for the following to the Commander, Coast Guard Region(West):-

- (a) Overseeing the inspection activities of CG ships and craft under construction and refit of ships undertaken in commercial yards within the jurisdiction.
- (b) Achieving economical satisfactory and timely completion of all activities of contractors/sub-contractors related to new construction/refit orders of CG ships and craft.
- (c) Ensuring strict compliance of quality control measures for all CG projects in accordance with the contracted specification and drawings.
- (d) Maintaining close contact with the shipyards and firms concerning planning, programming, execution of work, modifications and drawings.
- (e) Providing necessary guidance to the shipyards on user knowledge where specification and drawings are not in detail.
- (f) Ensuring that concern shipyards/firms adhere to the programme of preparation of building and fitting out drawings.
- (g) Monitoring actual progress of work including shop production and sub-contractor's work.
- (h) Carrying out inspection, tests and trials in accordance with relevant specifications, technical document and approved drawings. Advice concerned yard of deviations from programme or specification, well in time for necessary corrective actions.

**RESTRICTED**

23

- (j) Ensuring that adequate precautions are taken by the contractors/ shipyards for the safety of CG ships and their equipment/stores and also that sufficient security measures in respect of classified matters are taken.
- (k) Maintaining close liaison with other units/organizations such as classification societies, MT, NCML, etc., involved with specific activities during the progress of new construction or refit and to ensure their timely inspections, tests and trials.
- (l) Liaison for timely supply of stores material from various sources and carrying out inspection of all equipment/machinery/stores received by shipyards for completeness and timely progress of works.
- (m) Monitoring stage development of new construction and scrutinize/certify the stage payment claims by the yards for satisfactory completion.
- (n) Establishing effective financial control techniques in respect of 'ship building/ship repairs' contracts by keeping a check on labour utilization (for cost plus contracts) against productivity and ensuring economics use of men, material and equipment.
- (p) Ensuring speedy attention by contractors for completion of any deficiencies at the time of acceptance of ship/equipment and rectification of post acceptance defects within the guarantee periods.
- (q) Processing technical/administrative queries from various sources regarding work completed in the past.
- (r) Preparation of preliminary D-448 and monitoring guarantee defects rectification.
- (s) To continue to operate the contract on commissioning of the CG ships in matters relating to guarantee, D-448 liabilities, outstanding issues related to shipbuilding.
- (t) To scrutinise and verify all bills and make adjustments for sub-standard workmanship, modifications, concessions and uneconomical use of labour in respect of cost plus profit orders and also establish necessary cost control techniques in respect of cost plus profit contract.

**0122 Duties and Responsibilities of CGSD(MB)**

The Officer-in-Charge CGSD (MB) is responsible for the following to the Commander, Coast Guard Region(West):-

- (a) Provision of logistics support to the ships and establishments of the Western Region in respect of:-

**RESTRICTED**

**RESTRICTED**

24

- (i) Naval and general stores including oils and lubricants.
  - (ii) Machinery and Spares.
  - (iii) Clothing and mess traps.
  - (iv) Stationery and office equipment only for ships.
- (b) Scrutinise the demands, issue items as per allowance. Wherever, items are not available, NAC/NSB certificate may be issued to units.
- (c) Coordination and undertaking of transportation in and out of Mumbai by road, rail, sea and air of all stores mentioned at sub-para (a) above including air stores.
- (d) Shipment/transportation of any specific project stores as directed by Coast Guard Headquarters.
- (e) Proper accounting, warehousing and preservation of all stores equipment material received in and issued out.
- (f) Liquidation of repairable inventory.
- (g) Disposal of all scrap and BER stores.
- (h) Administration of all matters pertaining to the Coast Guard Store Depot at Mumbai.
- (j) Prompt settlement of audit objections/observations.
- (k) Security and safety of all premises and installations in Coast Guard Store Depot at Mumbai.
- (l) Such other logistics functions pertaining to Coast Guard Region (West) as directed from time to time.

**0123 Duties and Functions of CGAIS (MB)**

The Officer-in-Charge CGAIS (MB) is responsible for the following to the Commander, Coast Guard Region(West):-

- (a) Acceptance inspection of equipment manufactured, installed, repaired or reconditioned within the Coast Guard Service.
- (b) Acceptance inspection of indigenously procured stores where inspection authority is specified as CGAIS.

**RESTRICTED**

**RESTRICTED**

25

- (c) Pre-survey of repairable/defective equipment to determine its condition and extent of rectification required to bring up to the specified standards.
- (d) Material survey of aircraft on as required basis including SNAP inspections.
- (e) Defect analysis and defect investigations raised by units on form A-21 (IN 494) of items within the CG service.
- (f) Re-calibration of electronic and electrical testing equipment and determining of frequency of re-calibration.
- (g) Re-calibration and checking of precision mechanical measuring equipment.
- (h) Quality surveillance of POL.
- (j) Inspection of air equipment in storage on specific requisition from store depots and advice on matters likely to affect condition of equipment in storage.
- (k) Scrutiny of local purchase traders and quotations.
- (l) Non-destructive testing of equipment.
- (m) Assist in aircraft accident investigation.
- (n) Scrutiny of draft modification proposals and evaluation of proof and trial modifications.
- (p) Preparation of draft modification standards for all aircraft.
- (q) Periodic review of SIs/STIs/NTIs/CGTIs/INAMOs/ICGAMOs and maintenance and overhaul schedules with a view for updating the same.
- (r) Screening, selection of personnel for Inspection duties and for arranging subsequent training of qualified personnel employed for aeronautical inspection duties to update their knowledge.
- (s) Investigation for indigenous substitution of air stores.
- (t) Provide field assistance to units operating in remote places not covered by regional organizations.
- (u) Assist in acceptance of Aircraft and equipment from contractors in India.
- (v) Carry out duties as laid down in relevant air publications and other instructions issued by CGHQ from time to time.

**RESTRICTED**

**RESTRICTED**

26

- (w) Responsible to CGHQ for the quality of products inspected by CGAIS.
- (x) Arrange for provision of adequate facilities for inspection, service and ensure that they are properly authorized operated and maintained.
- (y) Administration and control of service personnel borne for CGAIS duties.
- (z) Exercise functional and technical control on Regional Aeronautical Inspection cells, as and when setup.
- (aa) Constant review of establishment of inspection organization and advice CGHQ on necessary changes or improvements.
- (ab) Liaise with COMCG (W), COMCG (E) and COMCG (A&N) for efficient functioning of CGAIS.
- (ac) Arrange for on the job and specialist training of inspection staff and pre-selection of personnel for AIS courses.
- (ad) Control and safe custody of CGAIS stamps and maintenance of stamps registers.
- (ae) Ensure that all orders and instructions affecting inspection and testing are complied with.
- (af) Compilation of instruction.
- (ag) Dissemination of various technical instructions to the staff.
- (aj) Prepare and issue detailed standing orders to ensure efficient functioning of the inspection service.
- (ak) Procurement and safe custody of necessary aircraft publications and ensuring of up-to-date amendment being carried out.
- (al) Preparation and supervision of inspection programme to meet the requirements of CG Aviation.

**0124 Duties and Functions of BUVIK**

The Bureau of Navik (BUVIK) will function under the administrative control of COMCG (W). The BUVIK is directly responsible for the implementation of the policies of CGHQ regarding recruitment, promotion, transfers and release of EPs in the service. He is responsible for the following pertaining to the EPs in the service:-

- (a) Movements and transfers, training, promotion, leave, punishment, hospitalization, change of branch, desertion, computerization of service records,

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discharge on various grounds and the release centre.

- (b) Preparation of manning plan of EP.
- (c) Maintenance of records in respect of next of kin, nomination for pension and legal heirs, verification of marriage, award of GCBs, honours and awards.
- (d) Custody and correspondence pertaining to medical documents of EPs.
- (e) Pensions.
- (f) Service particulars of retired/discharged EPs.
- (g) Revision and printing of all forms forming part of service documents.
- (h) Maintaining statistical data of EPs.

0125 **Duties and Functions of PRT(W)**

The Pollution Response Team (West) located at Mumbai under the Command and Control of the Coast Guard Regional Headquarters (West) will be responding to the contingencies in the Western Region. The responsibilities of this team are:-

- (a) Provide adequate supervision for responses through dedicated trained personnel.
- (b) Provide mechanical recovery inventory for response in contingencies subject to the availability of platform and additional personnel for operating the equipment.
- (c) Provide dispersants application advice for response in contingencies subject to platform and support personnel at remote locations.
- (d) Provide advice on field sampling efforts.
- (e) Provide advice on field documentation support and availability of the latest capitation cost for use by the resource agencies.
- (f) Conduct annual joint PR audit, along with rep of MoPNG/ MoS, of Tier-I preparedness of Ports/ facilities, as per schedule.
- (g) Monitor and follow-up submission of Annual returns on PR capabilities of all major/ minor ports/ OHAs/ facilities to CGHQ by scheduled date.
- (h) Undertake in-depth scrutiny of draft Oil Spill Disaster Contingency Plans (OSDCPs) submitted by the stakeholders and advise them appropriately on its preparation, as and when requested.

**RESTRICTED**

28

- (j) Monitor the stock level of the OSD available with the CG and timely action for replenishment and also that of the resource agencies. Advise and facilitate the disposal of expired OSD held with ICG units.
- (k) Conduct regular training to CG personnel and on request for the members of the resource agencies.
- (l) Maintain the PR equipment in ops state at all times to meet the emergencies/**other requirements**.

**0126 District Commander No-11 (COMDIS-11), Goa**

The District Commander No-11 is responsible to the COMCG (W) for all the maritime activities of the State of Goa. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. He is also responsible for the following: -

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of Coast Guard District No. 11(Goa).
- (b) Effective command and control of CG forces, comprising of establishments, vessels and aircraft allotted to him. Administration of vessel and aircraft under the operational and local administrative control of units temporarily assigned.
- (c) Efficient functioning of MRSC(Goa).
- (d) Liaison with the State Government/local authorities for meeting CG organizational requirements and other commitments such as recruitment, coastal security, coastal environment and community interaction.
- (e) Arranging berthing and movement of the ships at Goa Port.
- (f) Ceremonials, discipline, training of personnel, operational efficiency and readiness of all assets placed under command.
- (g) Inspect units, vessels and aircraft under him, periodically in accordance with current orders and render reports to COMCG (W). Assistance of specialist officers may be sought from COMCG (W) wherever required.
- (h) To interact and co-ordinate with state/central pollution control boards and port authorities to undertake pollution response operations and exercises and conduct of audit of all oil handling agencies for tier-I capabilities as envisaged in NOS-DCP and ROS-DCP.
- (j) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.

**RESTRICTED**

**RESTRICTED**

29

(k) Maintain close liaison and interaction with the designated court at Goa for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act 1981.

(l) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.

(m) To interact and co-ordinate with scientific community and provide necessary assistance as required for collection of scientific data from the ocean.

(n) To co-ordinate with other District Commanders as required for activities overlapping in different zone of jurisdiction.

(p) To seek assistance of COMCG (W) for additional forces whenever the CG forces allotted to him is not adequate to perform assigned tasks.

(q) Provide logistic and trade support to units under command and all visiting CG ships/aircraft.

(r) He is to maintain close liaison with state/central intelligence agencies and conduct Intelligence Sharing Meetings for intelligence gathering and dissemination of actionable information.

(s) To maintain cordial interaction with the civil population in particular with District Administration and State Police.

(t) Monitor the maintenance and refit of vessel/aircraft as per the promulgated maintenance/refit schedule.

(u) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.

(v) To discharge the duties and responsibilities of Commanding Officer, ICGS Goa.

(w) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.

(x) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops

**RESTRICTED**

**RESTRICTED**

30

under him.

- (y) Recruitment of enrolled personnel and civilians as ordered and also to provide administrative support to visiting CG recruitment team.
- (z) To collect and issue CBs and SOX publications for ships/units under him.
- (aa) Liaise with NLAO (Goa) for timely audit of records and documents maintained by units under him.
- (ab) Issue of RIK to officers/EPs borne in books of DHQ-11 and other units placed under his command.
- (ac) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG(W).
- (ad) The safety and security of the CG assets under command.
- (ae) Conduct of diving for surface assets under command.
- (af) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (ag) Conduct training for marine police personnel on as required basis.
- (ah) SCSOC (Goa) liaisoning with various stakeholders' agencies for effective coastal security along the coast of Goa.
- (aj) SCSOC (Goa) is also undertaking various security exercises along the Goa coast.
- (ak) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (al) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.
- (ak) Oversee progress of ROS and RS in Goa Phase-I and Phase-II.

**0127 Duties and Functions of CGRPS (Goa)**

- (a) Overseeing the inspection activities of CG ships and craft under construction and refit of ships undertaken in commercial yards within the jurisdiction.
- (b) Achieving economical satisfactory and timely completion of all activities of contractors/sub-contractors related to new construction/refit orders of CG ships and craft.

**RESTRICTED**

**RESTRICTED**

- (c) Ensuring strict compliance of quality control measures for all CG projects in accordance with the contracted specification and drawings.
- (d) Maintaining close contact with the shipyards and firms concerning planning, programming, execution of work, modifications and drawings.
- (e) Providing necessary guidance to the shipyards on user knowledge where specification and drawings are not in detail.
- (f) Ensuring that concern shipyards/firms adhere to the programme of preparation of building and fitting out drawings.
- (g) Monitoring actual progress of work including shop production and sub-contractor's work.
- (h) Carrying out inspection, tests and trials in accordance with relevant specifications, technical document and approved drawings. Advice concerned yard of deviations from programme or specification, well in time for necessary corrective actions.
- (j) Ensuring that adequate precautions are taken by the contractors/ shipyards for the safety of CG ships and their equipment/stores and also that sufficient security measures in respect of classified matters are taken.
- (k) Maintaining close liaison with other units/organizations such as classification societies, MTU, NCML, etc., involved with specific activities during the progress of new construction or refit and to ensure their timely inspections, tests and trials.
- (l) Liaison for timely supply of stores material from various sources and carrying out inspection of all equipment/machinery/stores received by shipyards for completeness and timely progress of works.
- (m) Monitoring stage development of new construction and scrutinise/certify the stage payment claims by the yards for satisfactory completion.
- (n) Establishing effective financial control techniques in respect of 'ship building/ship repairs' contracts by keeping a check on labour utilization (for cost plus contracts) against productivity and ensuring economics use of men, material and equipment.
- (p) Ensuring speedy attention by contractors for completion of any deficiencies at the time of acceptance of ship/equipment and rectification of post acceptance defects within the guarantee periods.
- (q) Processing technical/administrative queries from various sources regarding work completed in the past.
- (r) Preparation of preliminary D-448 and monitoring guarantee defects rectification.

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32

(s) To continue to operate the contract on commissioning of the CG ships in matters relating to guarantee, D-448 liabilities, outstanding issues related to shipbuilding.

(t) To scrutinise and verify all bills and make adjustments for sub-standard workmanship, modifications, concessions and uneconomical use of labour in respect of cost plus profit orders and also establish necessary cost control techniques in respect of cost plus profit contract.

**0128 Duties and Responsibilities of CGASD (Goa)**

- (a) Receipt and custody of stores as per supply orders placed by CGHQ/ RHQ.
- (b) Clearance of consignment arriving at Goa by Sea, road or by air from various supply agencies and acknowledgment of receipt.
- (c) Depot inspection, accounting, Preservation and custody of all aircraft spares.
- (d) Preparation of receipt voucher and ledger action.
- (e) Scrutiny of demands and judicious issues of stock to Coast Guard aircraft operating units.
- (f) Review of stock and appraisal to CGHQ / COMCG(W) for replenishment.
- (g) Acceptance and scrutiny of survey.
- (h) Disposal of stores and spares declared BER and of salvage and scrap arising within the local financial powers.
- (j) Raising of repair / work orders on various repair agencies.
- (k) Dispatch of critical items having AOG priority under escort to repair agencies.
- (l) Monitoring progress on repair and close liaison with repair agencies.
- (m) Rendering returns on status of rotables and outstanding repair agencies.
- (n) Mustering and updating of records.
- (p) Preparation of Annual Review of Demand (ARD) and reporting of liabilities for provisioning and procurement.
- (q) Apprising and liaisoning with user units on anomalies observed pertaining to demand, issue and survey.
- (r) Constant review of outstanding AOG demands.

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**RESTRICTED**

33

(s) Constant review of barest minimum critical/fast moving spares bases on ASE/GSE promulgated by CGHQ.

(t) Adequate security and safety of stores held in stock from theft, fire and any other loss.

**0129 District Commander No-3 (COMDIS-3), Karnataka**

The District Commander No-3 is responsible to the COMCG (W) for all the maritime activities of the State of Karnataka. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. He is also responsible for the following:-

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of Coast Guard District No. 3(Karnataka).
- (b) Effective command and control of CG forces, comprising of establishments, vessels and aircraft allotted to him. Administration of vessel and aircraft under the operational and local administrative control of units temporarily assigned.
- (c) Efficient functioning of MRSC(NM).
- (d) Liaison with the State Government/local authorities for meeting CG organizational requirements and other commitments such as recruitment, coastal security, coastal environment and community interaction.
- (e) Arranging berthing and movement of the ships at New Mangalore Port.
- (f) Ceremonials, discipline, training of personnel, operational efficiency and readiness of all assets placed under command.
- (g) Inspect units, vessels and aircraft under him, periodically in accordance with current orders and render reports to COMCG (W). Assistance of specialist officers may be sought from COMCG (W) wherever required.
- (h) To interact and co-ordinate with state/central pollution control boards and port authorities to undertake pollution response operations and exercises and conduct of audit of all oil handling agencies for tier-I capabilities as envisaged in NOS-DCP and ROS-DCP.
- (j) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.
- (k) Maintain close liaison and interaction with the designated court at Mangalore for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act1981.

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**RESTRICTED**

34

- (l) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations.
- (m) To interact and co-ordinate with scientific community and provide necessary assistance as required for collection of scientific data from the ocean.
- (n) To co-ordinate with other District Commanders as required for activities overlapping in different zone of jurisdiction.
- (p) To seek assistance of COMCG (W) for additional forces whenever the CG forces allotted to him is not adequate to perform assigned tasks.
- (q) Provide logistic and trade support to units under command and all visiting CG ships/aircraft.
- (r) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (s) To maintain cordial interaction with the civil population in particular with District Administration and State police.
- (t) Monitor the maintenance and refit of vessel/aircraft as per the promulgated maintenance/refit schedule.
- (u) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (v) To discharge the duties and responsibilities of Commanding Officer, ICGS New Mangalore.
- (w) To maintain close liaison with MES, DEO, NMPT, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (x) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops underhim.
- (y) Recruitment of enrolled personnel and civilians as ordered and also to provide administrative support to visiting CG recruitment team.

**RESTRICTED**

**RESTRICTED**

35

- (aa) To collect and issue CBs and SOX publications for ships/units under him.
- (ab) Liaise with NLAO (Kochi) for timely audit of records and documents maintained by units under him.
- (ac) Issue of RIK to officers/EP borne in books of DHQ-3 and the other units placed under his command.
- (ad) To co-ordinate and conduct of CG day activities and events with the prior approval of the COMCG(W).
- (ae) The safety and security of the CG assets under command.
- (af) Conduct of diving for surface assets under command.
- (ag) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (ah) Conduct training for marine police personnel on as required basis.
- (aj) Through SCSOC (Karnataka) establish liaison with various stake holders' agencies for effective coastal security along the coast of Karnataka.
- (ak) SCSOC (Karnataka) to establishment security Pratikshya also undertake various security exercises along the Karnataka coast.
- (al) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (am) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.
- (ak) Oversee Progress of ROS and RS in Karnataka Phase-I and Phase-II.

**0130 Duties and Functions of ICGS Karwar**

The Commanding Officer Coast Guard Station Karwar is responsible to the COMDIS-3 for the administration of all assets at Karwar. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Karwar will include following: -

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Karwar.

**RESTRICTED**

**RESTRICTED**

36

- (b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.
- (c) Effective conduct of SAR operations.
- (d) Provide logistic and trade support to units under command and all visiting CG ships/aircrafts. Liaise with IOC for supply of fuel at Karwar.
- (e) Maintain liaison with the port authorities for arranging berth, tugs for smooth movement of the ships at Karwar.
- (f) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.
- (g) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.
- (h) Assist CG units in handing over of apprehended foreign fishing trawlers and their crew to police authorities.
- (i) Maintain close liaison and interaction with the designated court for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act 1981.
- (m) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (n) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (o) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (p) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (p) To collect and issue CBs and SOX publications for ships/units under him.
- (q) Liaise with NLAO (MB) for timely audit of records and documents

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maintained by units under him.

- (r) Issue of RIK to officers/EPs borne in books of ICGS Karwar and other units placed under his command.
- (s) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG (W) through the COMDIS.
- (t) The safety and security of the CG assets under command.
- (u) Conduct of diving for surface assets under command.
- (v) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (w) Assist police authorities in repatriation of foreign fishing boats and their crew.
- (x) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (y) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0131 District Commander No- 4 (COMDIS- 4), Kerala & Mahe**

The District Commander No-4 is responsible to the COMCG (W) for all the maritime activities of the State of Kerala and union territory of Mahe. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. He is also responsible for the following: -

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of Coast Guard District No. 4 (Kerala) and Union Territory of Mahe.
- (b) Effective command and control of CG forces, comprising of establishments, vessels and aircraft allotted to him. Administration of vessel and aircraft under the operational and local administrative control of units temporarily assigned.
- (c) Efficient functioning of MRSC(Kochi).
- (d) Liaison with the State Government/local authorities for meeting CG organizational requirements and other commitments such as recruitment, coastal security, coastal environment and community interaction.
- (e) Arranging berthing and movement of the ships at Kochi.

**RESTRICTED**

38

- (f) Ceremonials, discipline, training of personnel, operational efficiency and readiness of all assets placed under command.
- (g) Inspect units, vessels and aircraft under him, periodically in accordance with current orders and render reports to COMCG (W). Assistance of specialist officers may be sought from COMCG (W) wherever required.
- (h) To interact and co-ordinate with state/central pollution control boards and port authorities to undertake pollution response operations and exercises and conduct of audit of all oil handling agencies for tier-I capabilities as envisaged in NOS-DCP and ROS-DCP.
- (j) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life atsea.
- (k) Maintain close liaison and interaction with the designated court at Kerala for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act1981.
- (l) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (m) To interact and co-ordinate with scientific community and provide necessary assistance as required for collection of scientific data from the ocean.
- (n) To co-ordinate with other District Commanders as required for activities overlapping in different zone of jurisdiction.
- (p) To seek assistance of COMCG (W) for additional forces whenever the CG forces allotted to him is not adequate to perform assigned tasks.
- (q) Provide logistic and trade support to units under command and all visiting CG ships/aircraft.
- (r) He is to maintain close liaison with state/central intelligence agencies and conduct Intelligence Sharing Meetings for intelligence gathering and dissemination of actionable information.
- (s) To maintain cordial interaction with the civil population in particular with District Administration and State police.

**RESTRICTED**

**RESTRICTED**

39

- (t) Monitor the maintenance and refit of vessel/aircraft as per the promulgated maintenance/refit schedule. Act as the local refit coordinator for ships undergoing refit at Kochi.
- (u) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (v) To discharge the duties and responsibilities of Commanding Officer, ICGS Kochi.
- (w) To maintain close liaison with MES, DEO, Opt, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (x) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (y) Recruitment of enrolled personnel and civilians as ordered and also to provide administrative support to visiting CG recruitment team.
- (z) To collect and issue CBs and SOX publications for ships/units under him.
- (aa) Liaise with NLAO (Kochi) for timely audit of records and documents maintained by units under him.
- (ab) Issue of RIK to officers/EPs borne in books of DHQ-4 and other units placed under his command.
- (ac) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG(W).
- (ad) The safety and security of the CG assets under command.
- (ae) Conduct of diving for surface assets under command.
- (af) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (ag) Monitor the training conducted by the CGTC (K) and act as the training coordinator for CG officers and men undergoing training at various naval schools at Kochi.
- (ah) Monitor the construction, trial and repairs of CG boats at M/s Bristol boats, Kochi and M/s Praga Marine, Kochi.

**RESTRICTED**

**RESTRICTED**

40

(aj) Through SCSOC (Kerala) establish liaison with various stakeholders agencies for effective coastal security along the coast of Kerala.

(ak) SCSOC (Kerala) to also undertake various security exercises along the Kerala coast.

(al) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

(ak) Oversee progress of ROS and RS in Kerela Phase-I and Phase-II

**0132 Duties and Functions of ICGS Beypore**

The Commanding Officer Coast Guard Station Beypore is responsible to the COMDIS-4 for the administration of all assets at Beypore. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Beypore will include following: -

(a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Beypore.

(b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.

(c) Effective conduct of SAR operations.

(d) Provide logistic and trade support to units under command and all visiting CG ships and aircraft.

(e) Maintain liaison with the port authorities for arranging berth, tugs for smooth movement of the ships.

(f) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.

(g) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.

(h) Assist CG ships in handing over of apprehended foreign fishing trawlers and their crew to police authorities.

(j) Maintain close liaison and interaction with the designated court for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act 1981.

**RESTRICTED**

**RESTRICTED**

41

- (q) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilize the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (k) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (l) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (m) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/ troops under him.
- (p) To collect and issue CBs and SOX publications for ships/units under him.
- (q) Liaise with NLAO (Kochi) for timely audit of records and documents maintained by units under him.
- (r) Issue of RIK to officers/EPs borne in books of ICGS Beypore and other units placed under his command.
- (s) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG (W) through the COMDIS-4.
- (t) The safety and security of the CG assets under command.
- (u) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (v) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (w) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0133 Duties and Functions of CGRPS (Kochi)**

- (a) Overseeing the inspection activities of CG ships and craft under construction and refit of ships undertaken in commercial yards within the jurisdiction.

**RESTRICTED**

**RESTRICTED**

42

- (b) Achieving economical satisfactory and timely completion of all activities of contractors/sub-contractors related to new construction/refit orders of CG ships and craft.
- (c) Ensuring strict compliance of quality control measures for all CG projects in accordance with the contracted specification and drawings.
- (d) Maintaining close contact with the shipyards and firms concerning planning, programming, execution of work, modifications and drawings.
- (e) Providing necessary guidance to the shipyards on user knowledge where specification and drawings are not in detail.
- (f) Ensuring that concern shipyards/firms adhere to the programme of preparation of building and fitting out drawings.
- (g) Monitoring actual progress of work including shop production and sub-contractor's work.
- (h) Carrying out inspection, tests and trials in accordance with relevant specifications, technical document and approved drawings. Advice concerned yard of deviations from programme or specification, well in time for necessary corrective actions.
- (j) Ensuring that adequate precautions are taken by the contractors/shipyards for the safety of CG ships and their equipment/stores and also that sufficient security measures in respect of classified matters are taken.
- (k) Maintaining close liaison with other units/organisations such as classification societies, MTU, NCML, etc., involved with specific activities during the progress of new construction or refit and to ensure their timely inspections, tests and trials.
- (l) Liaison for timely supply of stores material from various sources and carrying out inspection of all equipment/machinery/stores received by shipyards for completeness and timely progress of works.
- (m) Monitoring stage development of new construction and scrutinize/certify the stage payment claims by the yards for satisfactory completion.
- (n) Establishing effective financial control techniques in respect of 'shipbuilding/ship repairs' contracts by keeping a check on labour utilisation (for cost plus contracts) against productivity and ensuring economics use of men, material and equipment.

**RESTRICTED**

**RESTRICTED**

43

- (p) Ensuring speedy attention by contractors for completion of any deficiencies at the time of acceptance of ship/equipment and rectification of post acceptance defects within the guarantee periods.
- (y) Processing technical/administrative queries from various sources regarding work completed in the past.
- (z) Preparation of preliminary D-448 and monitoring guarantee defects rectification.
- (aa) To continue to operate the contract on commissioning of the CG ships in matters relating to guarantee, D-448 liabilities, outstanding issues related to shipbuilding.
- (bb) To scrutinize and verify all bills and make adjustments for sub-standard workmanship, modifications, concessions and uneconomical use of labour in respect of cost plus profit orders and also establish necessary cost control techniques in respect of cost plus profit contract.

**0134 Duties and Functions of ICGS Vizhinjam**

The Commanding Officer Coast Guard Station Vizhinjam is responsible to the COMDIS-4 for the administration of all assets at Vizhinjam. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Vizhinjam will include following:-

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Vizhinjam.
- (b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.
- (c) Effective conduct of SAR operations.
- (d) Provide logistic and trade support to units under command and all visiting CG ships and aircraft.
- (e) Maintain liaison with the port authorities for arranging berth, tugs for smooth movement of the ships.
- (f) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.
- (g) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.

**RESTRICTED**

**RESTRICTED**

44

- (h) Assist CG ships in handing over of apprehended foreign fishing trawlers and their crew to police authorities.
- (j) Maintain close liaison and interaction with the designated court for expeditious disposal of court cases under the MZI (Regulation for fishing by foreign vessels) Act 1981.
- (k) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilise the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (l) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (m) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (n) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (p) To collect and issue CBs and SOX publications for ships/units under him.
- (q) Liaise with NLAO (Kochi) for timely audit of records and documents maintained by units under him.
- (r) Issue of RIK to officers/EPs borne in books of ICGS Vizhinjam and other units placed under his command.
- (s) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG (W) through the COMDIS-4.
- (t) The safety and security of the CG assets under command.
- (u) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (v) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.

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**RESTRICTED**

45

(w) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0135 District Commander No- 12 (COMDIS- 12), Lakshadweep and Minicoy Islands**

The District Commander No- 12 is responsible to the COMCG (W) for all the maritime activities of the UT of Lakshadweep and Minicoy. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. He is also responsible for the following: -

- (a) Conduct and co-ordinate all CG activities on land and sea area under the jurisdiction of Coast Guard District No. 12 (Lakshadweep and Minicoy).
- (b) Effective command and control of CG forces, comprising of establishments, vessels and aircraft allotted to him. Administration of vessel and aircraft under the operational and local administrative control of units temporarily assigned.
- (c) Liaison with the UT Government /local authorities for meeting CG organizational requirements and other commitments such as recruitment, coastal security, coastal environment related to oil pollution and civil military liaison.
- (c) Ceremonials, discipline, training of personnel and operational efficiency and readiness of the units as also operational control, deployment and conduct in performance of designated/assigned tasks.
- (d) To inspect units, ships and aircrafts under him, periodically in accordance with current orders and render reports to COMCG(W). Assistance of specialist officers wherever required may be sought from COMCG(W).
- (e) To interact and co-ordinate with UT/central pollution control boards and Island port authorities to undertake pollution response operations and exercises, audit of all oil handling agencies for Tier-I capabilities as envisaged in NOS-DCP and ROS-DCP.
- (f) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.
- (g) To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilise the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (j) To interact and co-ordinate with scientific community and provide necessary assistance for collection of scientific data.

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46

- (k) To co-ordinate with other District Commanders as required for activities overlapping in different zone of jurisdiction.
- (l) To seek assistance of COMCG (W) for additional forces whenever the CG forces allotted to him is not adequate to perform assigned tasks.
- (m) To provide logistic and trade support including supply of fuel to units under command and visiting CG ships/aircraft.
- (n) Maintain close liaison with union agencies/ UT institutions and authorities and maintain cordial public relations. To conduct Intelligence Sharing Meeting with all the Int agencies and disseminate actionable information.
- (p) To monitor the maintenance and refit of vessel/aircraft as per the promulgated maintenance/refit schedule. He is to exercise Command & Control of aircraft detachments.
- (q) To liaise with the local defence and other airfield operating authorities for airfield facilities, extending of airfield operating timings, night landing facilities, ADC/FIC clearance and other facilities required for effective conduct of air operations.
- (r) To exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (s) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (t) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (u) Recruitment of Enrolled Personnel and civilians as ordered and also to provide administrative support to visiting CG recruitment team.
- (v) To collect and issue CBs and SOX publications for ships/units under him.
- (w) Liaise with NLAO (Kochi) for timely audit of records and documents maintained by units under him.
- (x) Efficient functioning of MRSC(Kavaratti).
- (y) Interact with the press and electronic media personnel regularly and maintain healthy rapport.

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**RESTRICTED**

47

- (z) To co-ordinate and conduct of CG day activities and events with the prior approval of the COMCG(W).
- (aa) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG(W).
- (ab) The safety and security of the CG assets under command.
- (ac) Liaison with the marine police / police and customs authorities for the smooth conduct of JCP.
- (ad) Conduct of diving for surface assets under command.
- (ae) Arrange for berth and movement of CG ships at Kavaratti and other ports inUT.
- (af) Promotion and affective implementation of official language 'Hindi' in the units under command.
- (ag) SCSOC (Lakshadweep and Minicoy) liaisoning with various stakeholders agencies for effective coastal security along the coast of Lakshadweep and Minicoy.
- (aj) SCSOC (Lakshadweep and Minicoy) is also undertaking various security exercises along the Lakshadweep and Minicoy coast.
- (aj) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (ak) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.
- (ak) Oversee Progress of ROS and RS in (Lakshadweep and Minicoy) Phase-I and Phase-II.

**0136 Duties and Functions of ICGS Kavaratti**

The Commanding Officer Coast Guard Station Kavaratti is responsible to the COMDIS-12 for the administration of all assets at Kavaratti. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Kavaratti will include following:-

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Kavaratti.

**RESTRICTED**

**RESTRICTED**

48

- (b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.
- (c) Effective conduct of SAR operations.
- (d) Provide logistic and trade support to units under command and all visiting CG units. Liaise with local administration for supply of fuel at Kavaratti/Agatti for smooth conduct of CG operations.
- (e) Liaise with local administration and airport authority for airfield facilities at Agatti.
- (f) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.
- (g) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.
- (h) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilise the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.
- (j) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (k) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (l) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (m) To collect and issue CBs and SOX publications for ships/units under him.
- (n) Liaise with NLAO (Kochi) for timely audit of records and documents maintained by units under him.
- (p) Issue of RIK to officers/EP borne in books of ICGS Kavaratti.
- (q) The safety and security of the CG assets under command.

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- (r) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (s) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (t) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0137 Duties and Functions of ICGS Minicoy**

The Commanding Officer Coast Guard Station Minicoy is responsible to the COMDIS-12 for the administration of all assets at Minicoy. He shall lay down detailed orders for the smooth functioning of units placed under his charge. He is responsible for discharge of CG mandate within state and adjoining Maritime Zones of India. The charter of duties of the Commanding Officer ICGS Minicoy will include following:-

- (a) To conduct and co-ordinate all CG activities on land and sea area under the zone of jurisdiction of ICGS Minicoy.
- (b) Effective command and control of CG forces including assets temporarily assigned and deployment of units in designated areas.
- (c) Effective conduct of SAR operations.
- (d) Provide logistic and trade support to units under command and all visiting CG units. Liaise with local administration for supply of fuel at Minicoy for smooth conduct of CG operations.
- (e) Ceremonials, discipline, training of personnel and operational efficiency and readiness of all assets placed under command.
- (f) Interaction with fishermen community and participate in fisheries meetings to apprise common issues connected with the safeties and protection of life at sea.
- (g) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilise the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.

**RESTRICTED**

50

- (h) Exercise the vested power of an Estate Officer as per the Gazette Notification which includes allotment, vacation and eviction of all type of accommodation constructed on Coast Guard land.
- (j) To maintain close liaison with MES, DEO, local administration and municipal authorities regarding acquisition of land, progressing projects works, maintenance, etc.
- (k) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG forces/troops under him.
- (l) To collect and issue CBs and SOX publications for ships/units under him.
- (m) Liaise with NLAO (Kochi) for timely audit of records and documents maintained by units under him.
- (n) Issue of RIK to officers/EP borne in books of ICGS Minicoy.
- (p) The safety and security of the CG assets under command.
- (q) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (r) Implement Coastal Security mechanism with stakeholders and perform duties of LIA for coastal/ sea borders in AoR.
- (s) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0138 Duties and Functions of CGAS Daman**

The Commanding Officer Coast Guard Air Station is responsible to the COMCG (W) for the administration of all air squadrons/units at Daman. He shall lay down detailed orders for the smooth functioning of units placed under his charge. The charter of duties of the Commanding Officer CGAS (Daman) will include following: -

- (a) Operations and Administrative control over 750 and 841 squadrons(CG).
- (b) To interact and co-ordinate with local Customs and Revenue Intelligence in instituting measures regarding anti-smuggling operations. To conduct LIA meetings at least once a month and coordinate with Int./ security agencies for timely sharing of Int inputs. To monitor and effectively utilise the Int. cells and also task Int. agencies for meeting specific requirements as laid down in MHA and CGHQ guidelines.

**RESTRICTED**

**RESTRICTED**

51

- (c) Undertake SAR, Pollution Response and other operations as directed by RHQ (W).
- (d) Sea-air co-ordination patrol as and when launched. Maintain listening watch on HF DSC Alert equipment.
- (e) Custody and maintenance of aircraft including STS. Place and remove aircraft from STS as directed by RHQ(W).
- (f) Ensure all pilots and observers are current and rated.
- (g) Regular and systematic training of aircrew for conversion and consolidation.
- (h) Assistance to civil authorities during natural calamities with the approval of RHQ(W).
- (j) Maintain liaison with airport authority of India, IAF stations at Mumbai, Gandhinagar, Bhuj and Naliya for effective aerial surveillance.
- (k) Surveillance of offshore installations including data buoys.
- (l) Provide operational and logistics support to 750 Sqn (CG) and 841 Sqn (CG).
- (m) Provide airfield/technical facilities to other service and civil aircraft as directed by RHQ (W).
- (n) Administer and functioning of the CG Public School.
- (p) Maintain airfield facilities in operational state including VOR/DME and NDB.
- (q) Exercise control, ensure security and safety over all CG assets at Daman.
- (r) Maintain close liaison with the MES, DEO, local administration regarding acquisition of land, progressing projects works, maintenance, etc.
- (s) Monitor the maintenance of aircraft as per the promulgated maintenance schedule. Undertake second line servicing of Dornier and Chetak aircraft at AED/ALD.
- (t) Ensure MT and specialist vehicles are in road worthy conditions.
- (u) To take such measures as deemed necessary to ensure general welfare and morale, conduct of sports and adventure activities for the CG units under command.

**RESTRICTED**

**RESTRICTED**

52

- (x) Effectively implement the central technical management policy of air station promulgated by CGHQ.
- (y) Oversee the functioning of bulk petroleum installation handed over to M/sIOC.
- (z) To exercise the vested power of an estate officer as per the gazette notification which includes allotment, vacation and eviction of all types of accommodation constructed on CG land.
- (aa) Promotion and effective implementation of official language 'Hindi' in the units under command.
- (ab) Liaise with NLAO (MBI) for timely audit of records and documents maintained by units under him.
- (ac) Issue of RIK to officers/EPs borne in books of Daman.
- (ad) To co-ordinate and conduct CG day activities and events with the prior approval of the COMCG(W).
- (ae) To provide security to CG assets and family quarters at Mumbai and periodical conduct of security exercise 'Saksham' and comply with security orders Pratikshya when order to maintain required level of security to share assets.

**0139 Duties and Functions of 842 SQN (CG)**

The Commanding Officer, 842 Sqn (CG) is responsible to the COMCG (W) for the following:-

- (a) Operational readiness of the helicopters assigned.
- (b) Administration, maintenance, management and operational readiness of air squadron/flights and their ground equipment based and disembarked at 842 Sqn CG.
- (c) Air Search and Rescue operations.
- (d) Embarked operations from OPVs/AOPVs.
- (e) Limited air surveillance.
- (f) Assistance to customs in anti-smuggling operations.
- (g) Logistics support.
- (h) Casualty evacuation.

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- (j) Consolidation of pilots posted after conversion from helicopter training school.
- (k) Limited combat role with 7.62 MMGs (air version).
- (l) Monitoring of merchant vessels for pollution, traffic regulations, suspected movements, etc.
- (m) Assisting fishers in distress.
- (n) Other tasks as assigned by CGRHQ(W).

**0140 Duties and Functions of CGAE Goa**

The CGAE Goa consists of 800 Sqn CG, CGASD (Goa), AED and ALD (not activated). The duties and functions of each unit are as follows:-

**(a) CGAE(Goa)**

- (i) Provide administration and logistic support to 800 Sqn (CG) and CGEFU (Goa).
- (ii) Provide ground facilities for visiting aircraft detachments.

**(b) 800 SQN(CG)**

- (i) Air Search and Rescue operations.
- (ii) Embarked operations from OPVs/AOPVs.
- (iii) Limited air surveillance.
- (iv) Assistance to customs in anti-smuggling operations.
- (v) Casualty evacuation.
- (vi) Consolidation of pilots posted after conversion from helicopter training school.
- (vii) Limited combat role with 7.62 MMGs (Air version).
- (viii) Monitoring of Merchant Vessels for pollution, traffic regulations, suspected movements, etc.

**RESTRICTED**

54

**0141 Duties and Functions of CGAE (Kochi)**

- (a) Provide administration and logistic support to Kochi Ctk Flt Sqn (CG).
- (b) Victualling support to units based at Kochi and visiting ships.
- (c) Provide ground facilities for visiting aircraft detachments.

**0142 Duties and Functions of 747 SQN (CG)**

The Commanding Officer, 747 SQN CG is responsible to the COMCG (W) for the following:-

- (a) Operational readiness of the helicopters assigned.
- (b) Administration, maintenance, management and operational readiness of air squadron/flights and their ground equipment based and disembarked at 747 Sqn CG.
- (c) Air Search and Rescue operations.
- (d) Embarked operations from OPVs.
- (e) Limited air surveillance.
- (f) Assistance to customs in anti-smuggling operations.
- (g) Logistics support.
- (h) Casualty evacuation.
- (j) Consolidation of pilots posted after conversion from helicopter training school.
- (k) Limited combat role with 7.62 MMGs (air version).
- (l) Monitoring of merchant vessels for pollution, traffic regulations, suspected movements, etc.
- (m) Assisting fishers in distress.

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**CHAPTER-I**  
**SECTION -III**

**DUTIES AND FUNCTIONS OF OPS HEADQUARTERS STAFF**

- 0151 **Operations Division.** The Operations Division comprises of Operations sub-division, Communication sub-division, Fisheries &Environment sub-division, Gunnery sub-division, Intelligence sub-division and Coastal Security sub-division and Diving sub-division . Each sub-division functions through various offices/ centres which include Operations Centre, Regional Operating Centre (ROC), Communication Officer, Communication Station (COMSTAN), Diving Cell, Telephone Management Cell, Gunnery Section, Intelligence and Coastal Security Section. The officers manning the division include Chief Staff Officer (Ops), Regional Ops and Plans Officer, Regional Communication Officer, Regional Diving Officer, Regional Gunnery Officer, Regional Pollution Response Officer, Regional Intelligence Officer, Regional Fisheries and Environment Officer and the Officer In-Charge Regional Operating Centre.
- 0152 **Duties of Officers in OPS Division.** The 'Ops Division' is supervised by the Chief Staff Officer (Operations) and the sub-divisions of the Operations Division are supervised by Regional Operations and Plans Officer (ROPO), Regional Communication Officer (RCO), Regional Gunnery Officer (RGO), Regional Diving Officer, Regional Int Officer and Officer In-Charge Regional Operating Centre. The duties of the officers are as follows:-
- (a) **Chief Staff Officer (Ops).** The responsibilities of CSO (Ops) are enumerated below:-
- (i) Co-ordinate and oversee the functioning of Ops division.
- (ii) Ensure operational preparedness of all surface assets in the Region.
- (iii) Advise the Regional Commander in Ops planning as well as co-ordinate and conduct all operations as per directives.
- (iv) Issue necessary directives to Ops division for conduct of ops rehearsals and ops related exercises.
- (v) Carryout necessary liaison with Naval Command Headquarters for co-ordination of operations/exercises.
- (vi) Plan and conduct ops exercises/ ops discussions/ conferences.
- (vii) Review operational requirements of the region and take up case for augmentation.
- (viii) Conduct intelligence sharing meeting every month for effective sharing of intelligence between security and intelligence agencies.

**RESTRICTED**

56

- (ix) Maintain liaison with other local/ civil agencies viz. State Administration, Police, Marine Police, Port Management Board, Directorate of Fisheries, Directorate of Environment and Forest, etc. for effective execution of Coast Guard charter of duties.
- (x) Analyse doctrines, concept papers, committee reports at service level and recommend structural changes.
- (xi) Review policies on operational matters and issue amendments, if required.
- (xii) Issue new policies on operational matters taking stock of threat perception.
- (xiii) Institutionalize measures for ensuring safe custody of Charge Books.
- (xiv) Institutionalize measures for ensuring safe custody of secret letters/documents.
- (xv) Ensure timely destruction of secret letters and Charge Books.
- (xvi) Institutionalize measures for snap checks/ sea safety checks for ensuring ops readiness.
- (xvii) Attend meetings related to Ops matters at various levels with other agencies.

(b) **Regional Operations and Plans Officer (ROPO).** The responsibilities of Regional Operations and Plans Officer (ROPO) are enumerated below:-

- (i) To advise Chief Staff Officer (Ops) regarding Coast Guard operations within the area of jurisdiction and the availability of all surface and air assets for operational deployment.
- (ii) Expedited response to each and every incident to discharge ICG Charters within AOR i.a.w Art 14 of ICG Act.
- (iii) Optimum surveillance of entire AOR by avoiding duplication/ repetition of patrol and through deployment/ tasking of ships/ aircraft.
- (iv) To ensure availability of overall maximum force levels at sea at all times.
- (v) Closely monitor operational status of ships/ aircraft for optimum exploitation and update status of OPDEFs.
- (vi) To draw up the monthly programme for deployment of ships and

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**RESTRICTED**

57

aircraft.

- (vii) To ensure Ops Centre maintains updated records of all ships at sea.
- (viii) To conduct Ops briefing as required.
- (ix) To chart out long cast programme for work-up.
- (x) Ensure operational preparedness of ships work up by CGWO/ Local Workup Team.
- (xi) Analysing Work-Up reports and forward recommendations to CGHQ.
- (xii) Allocation of berths to Coast Guard ships at Mumbai.
- (xiii) Booking of tugs and pilot as required at MbPT.
- (xiv) To advise Chief Staff Officer (Ops) regarding co-ordination of all SAR operations/ Pollution Response/ other ICG Charter of duties at sea within the area of jurisdiction.
- (xv) Scrutinize and process Pilotage claims.
- (xvi) Liaise and co-ordinate with ROPO of other Regions for joint operations and exercises.
- (xvii) Liaise with Aviation sub-division for sea-air co-ordinated surveillance.
- (xviii) Co-ordinate shifting berth movements of ships at Mumbai.
- (xix) Co-ordinate examination services and port security checks.
- (xx) Plan annual inspections of ships and establishments.
- (xxi) Analyse annual inspection reports of DHQs/ Stations and forward recommendations to CGHQ.
- (xxii) Consolidate and prepare a monthly ops summary to CGHQ by 10<sup>th</sup> of every month.
- (xxiii) Carry out duties of divisional officer for enrolled personnel of ops sub-division.
- (xxiv) Care and custody of all BRs, Charge Books and Keys issued to Ops Centre.

**RESTRICTED**

**RESTRICTED**

58

(xxv) Drawing out watch and quarter bill in respect of all enrolled personnel borne in ops sub-division.

(xxvi) Co-ordination for Offshore Security Coordination Committee (OSCC) meetings and implementation of actionable agendas.

(xxvii) Co-ordination of the IMBL meetings including implementation of actionable agendas.

(xxviii) Co-ordination for Regional Coordination Committee (RCC) meetings and implementation of actionable agendas.

(xxix) Co-ordination for COMNAVGUARD meetings and implementation of actionable agendas.

(xxx) Promulgate Daily Orders and maintain DSO Roster.

(c) **Regional Communication Officer (RCO).** The responsibilities of Regional Communication Officer (RCO) are enumerated below:-

(i) Drawing out watch and quarter bill in respect of all enrolled personnel borne in communication sub-division.

(ii) Carry out duties of divisional officer for enrolled personnel of communication sub-division.

(iii) Responsible for the efficient functioning of the communication office, COMSTAN and TMC.

(iv) Care, custody, maintenance and operational availability of communication equipment fitted in communication sub-division.

(v) Care and custody of all BRs, charge books and keys issued to COMSTAN.

(vi) Maintenance and disposals of signal logs as per currents orders in vogue.

(vii) Timely rendition of returns to concerned authorities.

(viii) Carryout training for afloat/ ashore units of the region.

(ix) Ensure personnel are detailed on duty for efficient handling of traffic.

(x) Timely dispatch, correct reception, and circulation of all signals to all

**RESTRICTED**

**RESTRICTED**

59

concerned addressees.

- (xi) Timely destruction of documents and orders as per instructions.
- (xii) Responsible for smooth functioning of EPABX.
- (xiii) Ensure timely mustering of charge books and crypto related equipment (e.g. SECFAX, SECTEL and Crypto PC).

(d) **Regional Gunnery Officer (RGO).** The responsibilities of Regional Gunnery Officer (RGO) are as follows:-

- (i) Ensure gunnery requirements of all ships based at Western Region including visiting ships are met.
- (ii) Necessary approvals for safe custody of arms/ ammunition during refit of ships.
- (iii) Co-ordinate training programme of all ships in small arms and conduct small arms firing as required.
- (iv) Ensure operational readiness of main armament of afloat units.
- (v) Monitor timely submission of demand for arms and ammunition.
- (vi) Accord approval for transfer of ammunition.
- (vii) Ensure all ships hold Established Proportion (EP) or Outfit Allowance(OA).
- (viii) Make necessary arrangements for sending sample of ammunition for annual inspection at Naval Armament Depot (Karanja).
- (ix) Liaise with Naval Dockyard and Naval Armament Depot, for collection of arms and ammunition.
- (x) Liaise with ND (MBI) for defect rectification of armament.
- (xi) Conduct gun trials on completion of series inspection.
- (xii) Liaise with Naval Armament Depot, (Karanja) for completion of series inspection of main armament.
- (xiii) Arrange small arms firing once in a quarter.
- (xiv) Conduct guard & parade during change of command and other

**RESTRICTED**

**RESTRICTED**

60

ceremonial occasions.

(xv) Assess gunnery evolutions, small arms and main armament firing during annual inspection.

(xvi) Carry out duties of divisional officer for enrolled personnel of gunnery sub-division.

(xvii) Drawing out watch and quarter bill in respect of all enrolled personnel borne in gunnery sub-division.

(e) **Responsibility of Regional Diving Officer (RDO)**. The responsibilities of Regional Diving Officer (RDO) are as follows:-

(i) All matters pertaining to diving and underwater defence operations connected with sabotage.

(ii) Keeping himself informed of the latest developments in diving/ salvage operations and anti-saboteur techniques.

(iii) All matters regarding salvage of sunken vessels/ aircraft and diving salvage during SAR duties.

(vi) Advice regarding diving assistance to all outside authorities (including civil authorities).

(v) Liaise with CCDT(MBI) for conduct of aptitude test for diver volunteers.

(vi) Co-ordinating all activities and operations of the Region, concerning diving, salvage and organizing regular diving practice for divers of the Region.

(vii) Keeping himself acquainted with the state of diving training and equipment within the Region, bringing to the CSO(OPS)'s notice any material deficiency.

(viii) Keeping himself informed of/ associated with the trials of diving equipment which can enhance the diving capabilities of the service.

(ix) In conjunction with CSO(Tech), keeping himself acquainted/ associated with all alterations and additions to HP air charging arrangements on board ships of the Region.

(x) In conjunction with CGSD(MBI), keeping himself informed of matters relating to the supply and survey of all diving stores required for Coast Guard Ships and diving teams.

(xi) Inspection of diving equipment held by ships/ CGSD(MBI) and

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recommending steps for re-distribution and maintenance of equipment for optimum utilization of available stock of equipment/spares.

(xii) Transfer of diving stores/ equipment on temporary loan within the Region.

(xiii) Analysis of all diving returns in the Region.

0153 **The Role of Sub-Divisions.** The role and responsibilities of the various sub divisions are enumerated in the succeeding paragraphs.

(a) **Operations Sub-Division.** Operations sub-division is responsible for undertaking/ coordinating all maritime operations including surveillance in the area of responsibility. The sub-division functions in cohesion with the aviation sub-division for undertaking sea-air coordinated operations in the region. The Ops sub-division functions through Operations Centre which is the hub of all ops activities of the Western region. The 'Ops centre' functions under the Regional Operations and Plans Officer (ROPO) through a subordinate officer who is responsible for day-to-day functioning of the sub-division. The functions of the 'Ops centre' are as follows:-

- (i) Act as a coordinating office for operations in progress.
- (ii) Maintain an updated plot of the operations in progress.
- (a) Maintain log and records of all operations undertaken by the Regional Headquarters.
- (b) Receive and disseminate information to various other nodes of the Regional and District Headquarters on operations related issues as well as to CGHQ when required.
- (c) Act as a coordinating office between Headquarters and various defence and civil agencies such as Indian Navy, State Administrations, Police, Port Management Board, Fisheries Department, etc. for issues related to operations.
- (f) Maintain totes/ boards with updated data on units deployed at sea, ops and non-ops status of ships, fishing vessels operating in regional EEZ, important civil telephones numbers, data on weather/ weather warnings in area, fuel/ water state of ships etc.
- (g) Prepare Ops Matrix.
- (h) Maintain files and folders in respect of operations completed.

**RESTRICTED**

62

(j) Maintenance/ upkeep of conference room at RHQ(West).

(b) **Communication Sub-division.** Communication sub-division is the hub for correct and efficient communication between ship/ ashore units of the Region, other units/ establishments of Coast Guard, and with other service Headquarters. The department functions under Regional Communication Officer (RCO) through Communication Station (COMSTAN), Communication Office and Telephone Management Cell (TMC). The functions of the COMSTAN, Communication Office and TMC are as follows:-

(c) **Communication Station.** The functions of the COMSTAN are as follows:-

- (i) Ensure messages are assigned serial number prior routing.
- (ii) Correct and expeditious handling of signals as per precedence.
- (iii) Scrutinize signals originated from Regional Headquarters. Messages with discrepancy are to be returned with SIN (Signal Irregularity Note) for necessary correction.
- (iv) Allot Date Time Group (DTG) to messages.
- (v) Co-ordinate with COMCEN for timely dispatch/ receipt of signals.
- (vi) Distribution of signals as per the DIGs to all concerned divisions of the Headquarters.
- (vii) Forwarding the signals to other authorities at Mumbai.
- (viii) Telephonic action for outstation units subject to security classification in case of messages of urgent nature.
- (ix) Maintain signal traffic disposition board.
- (x) Provide crypto guard cover to CG units and ships in harbour including ships undergoing refit.

(d) **Communication Office.** Communication office is responsible for all activities of the communication sub-division. The functions of the office are as follows:-

- (i) Maintenance of all communication equipment and liaise for defect rectification of the equipment.
- (ii) Maintenance of all files, folders and records of communication sub-division.
- (iii) Accounting of general messages (CG and IN both).

**RESTRICTED**

**RESTRICTED**

63

- (iv) Ensure timely destruction of signals.
- (v) Co-ordinate communication training of afloat units.
- (vi) Prepare duty roster of COMSTAN.
- (vii) Periodical mustering of charge books and crypto related equipment (e.g. SECFAX, SECTEL and Crypto PC).

(e) **Telephone Management Cell.** The telephone management cell functions under the communication sub- division of the Ops division. The responsibilities of the TMC are as follows:-

- (i) Maintain liaison with MTNL for effective management of official and residential telephones.
- (ii) Ensure all phones are working.
- (iii) Put up cases for sanction of office and residential telephones.
- (iv) Maintenance of EPABX, EPABX power backup system, EPABX extensions, all telephone cabling and telephone instruments.
- (v) Maintain liaison with OEM/ PAC firms for defect rectification of EPABX system.
- (vi) Payment of office and residential telephones bills to MTNL and preparation of contingent bills.
- (vii) Assessment of telephone bills as per prescribed ceiling limits and prepare brief on excess call charges on office and residential telephones for perusal of Regional Communication Officer.
- (viii) Maintain up to date record of all contingent bills and other documents.
- (ix) Ensure safe custody of all telephone instruments/ equipment in the custody of TMC.
- (x) Future expansion plans for EPABX connectivity, programming, cabling of extensions and telephones.
- (xi) Sensitizing personnel on telephone security.

(f) **Gunnery Sub-division.** The gunnery sub-division functions under the Regional Gunnery Officer (RGO) who is assisted by Regional Gunnery Instructor

**RESTRICTED**

**RESTRICTED**

64

(RGI). The functions of the gunnery sub-division are as follows:-

- (i) Co-ordinate all gunnery related requirements of afloat and ashore units.
- (ii) Co-ordinate small arms training programme of all units in the region.
- (iii) Co-ordinate and conduct small arms firing of ashore units at Mumbai, once in a quarter.
- (iv) Co-ordinate series inspection for main armament of afloat units.
- (v) Co-ordinate for safe custody of arms/ ammunition of afloat units during refits.
- (vi) Co-ordinate timely dispatch of inspection sample ammunition to Naval Armament Depot, Karanja.
- (vii) Liaise with Naval Dockyard and Naval Armament Depot, Visakhapatnam for collection/ defect rectification of arms and ammunition.
- (viii) Co-ordinate and conduct all guard, ceremonial divisions at Mumbai.
- (ix) Liaise with Police or Navy for band requirements.
- (x) Liaise with OF Medak, BEL Mumbai, WATT (V), NAD (V) and NAI (V) for timely completion of HAT/ SAT of CRN 91 gun and SOP.

(g) **Diving Cell.** In the absence of Regional Diving Cell, a well-equipped CGDT is established at Mumbai under the Administrative Control of CGDHQ-2 to provide diving assistance to ships for underwater routine checks. The regional diving cell functions under Regional Diving Officer (RDO), RHQ (West). The Regional Diving Officer is responsible for all diving operations at Mumbai and co-ordinates diving activities during special operations. All divers borne in CG units at Mumbai form part of Regional Diving team and are pooled in for diving operations. The functions of the diving cell are as follows:-

- (i) Provide diving assistance to ships for routine underwater checks.
- (ii) Provide diving assistance to civil authorities when requisitioned.
- (iii) Undertake underwater surveys when requisitioned.
- (iv) Undertake life guard duties as and when required.
- (v) Undertake limited repair as well as proper maintenance and upkeep of diving gears.

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- (vi) Undertake underwater operations during disaster relief operations.
  - (vii) Carry out underwater operations during special exercises/ SAR missions.
- (j) **Intelligence Sub Division.** Assist Regional Intelligence Officer in effective functioning of Regional Int Cell and daily basis. Co-ordinate all Int related issues and prompt dissemination of information to CGDHQs, stakeholders and Int agencies.
- (k) **Coastal Security Sub-Division.** Assist Regional Coastal Security Officer in effective functioning of Coastal Security Sub-division. Co-ordinate all coastal Security related issues and maintaining enhanced security state as and when threat perception are received.

**0154 Duties of Officers at RHQ(W)**

(a) **Duty Commander.** All the officers up to the rank of Commandant with 04 years of seniority or those officers completing 20 years of service whichever is earlier, shall be required to carry out Duty Commander duties as promulgated by Chief of Staff other than those officers on DSO duties for monitoring and promulgation of security/exercise related orders during heightened security state/ as and when ordered by Int Agencies/ AA.

(b) **Duties of Duty Staff Officer (DSO), RHQ(W)**

(i) All the officers up to the rank of Commandant with 04 years of seniority or those officers completing 20 years of service whichever is earlier and those officers who attains 50 years of age (for departmental promote only),other than CSOs/ Oi/C (Signal addresses) borne in shore establishments at Mumbai (except 842 Sqn CG)will carry out the duties of Duty Staff Officer, RHQ(W) during off working hours in accordance with the daily orders promulgated by the Regional Operation & Plans Officer for RHQ(W) signed by ROPO.

(ii) The DSO is to close up at Headquarters Ops room. In case of any urgent contingencies of DSO, the standby DSO will automatically takeover the duty of DSO. The duty hours for DSO are as follows:-

(aa) Working days - from 1700h to 0900h the next day.

(ab) Sundays & Holidays - from 0900h to 0900h the next day.

(iii) Coast Guard Region (West) being the largest region of Coast Guard and Mumbai area being very sensitive, DSO are required to be alert and keep themselves abreast with the developments during their duties besides running general administration. It should be the endeavor of the DSO to keep themselves

**RESTRICTED**

66

updated with all situations existing or emerging within the Region and initiate prompt action. Further, The DSO will be responsible for all operational matters during non-working hours. The DSO shall be aware of following at all times: -

(aa) **Command Situation.** The availability / schedule of the Command and his directives, if any, are to be known and executed promptly.

(ab) **Operational Situation.** The existing and present operational situation including disposition of units at sea shall be known to DSO. The time is of essence in any operations, hence DSO should not hesitate to call ROPO, CSO (Ops) or concerned officers to clarify his/ her doubt. DSO should utilize manpower/ resources available to him/ her judiciously for effective outcome. In case of an ongoing operation, information be shared with all concerned officers for effective information management or as directed.

(ac) **Administration Situation.** In addition to dealing with operational situation, the DSO shall ensure safety of CGRHQ (W) premises by effective control measures. He may also have to handle administrative issue requiring immediate solutions in consultation with concerned Chief Staff Officer. The DSO shall invariably be available in Ops Centre and not in DSO room or his/ her own office. It shall be the endeavor of DSO to take general rounds of office premises either him/ her or delegate responsibility to Duty SO to ensure general security.

(ad) **Reports.** DSO to make rounds report to the Chief of Staff at 2000 hrs. DSO is also to inform receipt of any important fax meriting attention to concerned CSO.

(iv) The DSO is to take briefing from Regional Operations and Plans Officer (ROPO) on information regarding exercises/operations/ movements of ships scheduled during his duty prior to closing for duty at 1645h working day and 0845h from the previous DSO.

(v) He is responsible for the correct and up to date maintenance of all plots in the Op centre.

(vi) On his duty day, he is to take custody of all books, publications and orders available in the MSO.

(vii) He is to ensure that all operations and necessary actions are taken as per check off list in the event of SAR, Pollution response operations and other CG related operations.

(g) He is to initiate action on all urgent signals, correspondences and other matters of administrative nature brought to his notice. When in doubt about the course of action to

**RESTRICTED**

**RESTRICTED**

67

be taken, he is to seek guidance from the respective Chief Staff officers of RHQ(W).

- (h) He is to encrypt/decrypt and arrange distribution of SECRET/ TOP SECRET signals, during non-working hours.
- (j) Any other instruction given by CSO(Ops) are to be adhered to.
- (k) The following additional activities are to be carried out by DSO/ ADSO: -
  - (i) Strict compliance of manning of main gate by DSO during movement of Flag Officers.
  - (ii) DSO of previous day to attend briefing (0930hrs/ as promulgated) on Mondays and following a closed holiday.
  - (iii) In the absence of DSO attending Ops briefing, the main gate will be manned by Officers of Asst Commandant rank borne in HQ, CGC (WS)/ CGRHQ (W)/ CGDHQ-2 as promulgated by CGRHQ (W).
  - (iv) The Senior Watch Keeper to form a pool officer comprising of Asst Commandants borne at CGRHQ(W)/ CGDHQ-2 for the ceremonial duties and Co-ordinate.

0155 **Excuse from Duties.** The following Subordinate officers/ EPs shall be excused from the daily duties or at the discretion of concerned respective CoS/ CSOs as mentioned below (subject to service exigencies) : -

- (a) SO-in-Charges of Ops Centre, COMSTAN, P&A and Tech Section.
- (b) SO/EP attained 50 years of age.
- (c) SO/EP carrying out duties in COMCG & CoS secretariats.
- (d) SOs carrying out duties of Staff Officer duties of all CSOs at RHQ(W) and District/ Station Commanders.

0156 **Daily Order.** The duties mentioned and standby duties are promulgated through a daily order issued by the Regional Gunnery Section and same is to be duly vetted by ROPO. In case any Officer, SO/ EP unable to close up on time, the standby officer, SO/ EP to close up immediately. It will be the responsibility of absentee to intimate reasons for non-closing up to the Chief Staff Officer (Ops), in case of officers and SO i/C, Ops Centre in case of EPs. He will also be responsible for personal and timely intimation to the standby officer/ EP.

**RESTRICTED**

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68

0157  
To Spare  
0160

**RESTRICTED**

**RESTRICTED**

69

**CHAPTER-I**  
**SECTION-IV**  
**MEETINGS**

**0161 General**

Meetings are generally conducted to discuss and deliberate issues and arrive at a decision when other forms of action are not appropriate. Meeting of this nature are conducted with an agenda and decisions are disseminated for compliance.

**0162 Meeting/Briefing**

Following meetings/ briefing will be held in the Headquarters Region (West), Mumbai: -

(a) **Ops Briefing**. Briefing on operations in the region will be conducted in the RHQ (W) conference room on daily basis at 0930h (excluding holidays). Briefing will be chaired by the COMCG (W) and attended by Chief of Staff, Chief Staff Officers and other officers as directed. CSO (Ops) will coordinate and ROPO conducts the briefing on Tuesday and Friday. The designated subordinate officer will take Ops briefing on Monday and Thursday.

(b) Following Weekly/ Monthly/ Quarterly/ Half yearly and yearly ops related meetings are conducted in the Region:-

<b>Sl</b>	<b>Event</b>	<b>Month/ Day/ Time</b>	<b>Chaired/ Attended by</b>
(i)	Ops Briefing	Schedule for Ops briefing is promulgated by Ops division.	
(ii)	Berthing meeting at ASD (MBI)	Every Thursday/or as Promulgated	COY/ COO, NO of CG SOPA
(iii)	JVOPAC	Quarterly	FODAG/ CSO (Ops)
(iv)	DCC	Half yearly	COMCG (W)/ Dist Commanders' & O i/c
(v)	RCC	Half yearly	COS, HQWNC/ CSO (Ops)
(vi)	Standing Group Coordinating Meeting	Quarterly	Atomic Energy Committee/ CSO (Ops)
(vii)	OSCC Meeting	Half yearly	DGICG/ Members
(viii)	NMSAR Board meeting	Annually	DGICG/ Members
(ix)	NOSDCP	Annually	DGICG/ Members

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**RESTRICTED**

70

(c) **Quarterly Review Meeting.** Quarterly Review Meeting will be conducted at CGRHQ(W) and chaired by CGC(WS) to address all the key issues being confronted by the region. The unresolved issues are being addressed to relevant authorities for smooth functioning in particular and within the shortest possible time.

(d) **ROS-DCP Meeting.** A Regional level Oil Spill Disaster Contingency Plan meeting will be conducted at Mumbai half-yearly with all oil handling and resource agencies. The meeting will be chaired by the COMCG (W) and attended by COS, CSO's of Headquarters, all COMDIS, CO, CGAS Daman, Oi/c PRT(W) and representative from CGHQ. The points for the discussions are to be received from the agencies in adequate time and first deliberated internally on file prior the conduct of the meeting. The minutes of the issues deliberated during the meeting are to be promulgated by the Regional Pollution Response Officer for compliance of all agencies.

(e) **District Commanders Conference.** District Commanders Conference will be conducted at Mumbai half-yearly. The meeting will be chaired by the COMCG (W) and attended by COS, CSOs of Headquarters, all COMDIS, CO CGAS Daman, Oi/c of independent establishment and other officers as directed. The agenda points for the discussions are to be received from the units well in time and first deliberated internally on file prior conduct of the conference. The minutes of the issues deliberated during the conference are to be promulgated by the Staff Officer to the COMCG (W) for compliance.

0163 **PR Preparedness Meeting.** CGDHQ shall conduct PR meetings (or as promulgated with Ports/ OHA's/ other PR stakeholders for discussion on issues towards PR preparedness including availability of approved OSDCP. The meeting will be chaired by the COMDIS and attended by rep of CGPRT (W) in addition to other local officers as required. The points for the discussions are to be received from the agencies in adequate time and first deliberated internally on file prior the conduct of the meeting. The minutes of the issues deliberated during the meeting are to be promulgated, with a copy to CGRHQ(W) and CGPRT(W), for compliance of all agencies.

0164 **Intelligence Sharing Meeting/ Workshops.** CGDHQs and ICG station shall conduct at least one ISM every month. In addition, one day conclave/ workshop/ lectures by reps from INT agencies/ Customs/ DRI etc., be conducted at least once a year and report be forwarded.

0165

to Spare

0170

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**CHAPTER-I**  
**SECTION-V**  
**WORK UP AND INSPECTION**

- 0171 **Workup Policy.** All ships/ ACVs will be programmed for Workup by RHQ (West) whenever due. But in no case shall the period exceed more than ten weeks after being due for Workup. The only exception to this may be made, if a ship is commencing refit within two months of being due for Workup and in such cases, the ship shall be put through sea safety checks in lieu of a full Workup. Ships are to be designated 'Due for Workup' on the following occasions.
- (a) On commissioning, after part IV trials are completed
  - (b) After NR and above. Also when short refit has extended to a period as long as that of NR for that class of ship.
  - (c) If not proceeded to sea for one year or longer, for any reason.
  - (d) 24 months after the last Workup.
  - (e) If more than 30 % of the crew has changed.
- 0172 **Ship's Workup.** The workup of OPV/PCV will be undertaken by INWT/ LWT (West). The workup of FPV will be undertaken by the Coast Guard Workup Organisation (CGWO) at respective Base Port. The Workup of ACVs based at Mumbai/ New Mangalore will be undertaken by CGWO at Base Ports. The operational control of Coast Guard ships during Workup will be with the local administrative authority of Indian Navy at the port of Workup for OPV/ PCV class of ships and with the local Coast Guard authority at the port of Workup for other ships/ ACVs. The operational control of consort ship would also be the same as for the ship undergoing workup for the duration of OSTDEP.
- 0173 **Pre-Workup Shakedown Requirements (PWSR).** Ships are to be prepared for workup as per the Pre-workup Shakedown Requirements (PWSR). The readiness of the ship for Workup is to be assessed by the operational authorities at least two weeks prior to commencement of Workup. Deficiencies, if any, are to be informed, in writing.
- 0174 **Readiness Report.** Units nominated for workup are to forward material state and ops readiness reports to administrative authority well in advance. The reports are to be analysed and forwarded to CGHQ, FOST/ CGWO with observations/ recommendations of the administrative authority so as to reach at least one week prior to commencement of Workup.
- 0175 **Post-Workup Requirements.** On completion of Workup, the ship will be assessed by the concerned administrative authority at first available opportunity and feedback will be rendered to CGWO/ LWT under intimation to RHQ (West). On receiving the detailed report on Workup, RHQ will forward paragraph wise comments on Workup observations to CGHQ under intimation to all concerned.

- 0176 **Safety Checks.** The Operational Authority is to undertake Sea Safety Checks (SSC) for Bridgeman ship, Fire Fighting and Damage Control, and machinery trials prior to ship being put to sea for the first time after refit or positioning the ship for Workup.
- 0177 **Self Workup of Ships.** With a view to develop professional knowledge and skill of the personnel, ships would be subjected to self-workup once in a quarter. During the self-Workup, ships are to undergo sea safety checks and be tested for various evolutions at sea such as towing, boarding ops, SKBDL and OOW maneuvers etc.
- 0178 **Snap Inspections.** All afloat/ operational ashore units are to be inspected once in a quarter by the administrative authority for ensuring that the SOPs are being followed and books and records are being maintained as per policies in vogue. All units are expected to maintain proper records/ ledgers, correctness of charts and, follow SOPs as promulgated from time to time by various higher authorities. All ships are required to undertake corrective measures as promulgated by administrative authority.
- 0179 **Safety Stand Down Drill.** To adhere SOPs and culture of safety/ Safety Audit regular Safety Stand down drills are be observed all units to identify risks and institute mitigation mechanisms.
- (a) All Units/ Establishments to conduct lectures/ instructions on: -
- (i) Small Arms handling by QRT and sentries
  - (ii) Secure Station Drills
  - (iii) SOPs/ Safeties while handling/ Maintenance/ Repairs of explosives/ Armament and stowage of Ammunition
  - (iv) Operation of fixed fire-fighting systems
  - (v) Fire Fighting arrangements and Organisation
  - (vi) Use of Personnel protective clothing/ devices
  - (vii) Upkeep of batteries and charging compartments
  - (viii) Safeties during conduct of hot work
  - (ix) Road Safety and driving discipline
  - (xi) Pollution response

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73

- (b) Afloat Units to undertake following additionally: -
- (i) Review of safety check off lists/ SOPs/ Procedure
  - (ii) Navigational safety and Bridge-MCR integration
  - (iii) Sea boat operations and checks of rope and safety preventer for RIBs
  - (iv) Securing Life Rafts
  - (v) Locking arrangement for Armory and Magazines
  - (vi) Electrical Hygiene audit/ insulation checks
  - (vii) Checks of fixed and portable H2S sensors in STP and related compartments
  - (viii) Operation and Maintenance checks of fire/ flood alarm systems and serviceability of Portable/ Fixed FF and DC equipment
  - (ix) Operational maintenance and training on EPIRB and SART
  - (x) Use of Emergency life saving equipment
  - (xi) Management of FOD and Flight Safety Issues
  - (xii) ROR/ Bridge reporting management refresher capsule for Personnel
  - (xiii) First Aid Training
  - (xiv) Checks of emergency safety alarms/ devices and cut outs of equipment law maintops
  - (xv) Fixed shoring arrangements for underwater hatches
  - (xvi) Boarding Operation and Casualty Evacuation
- (c) Shore Units/ Establishments to undertake following additionally: -
- (i) Checks for covers of static tanks and manholes
  - (ii) Load testing of lifting appliances
  - (iii) Electrical Hygiene audit in shop floors/ office spaces
  - (iv) FOD/ Bird menace Management
  - (v) POL Hygiene and Tool control

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- (vi) Proving of all FF systems and Organisation in residential areas with special emphasis on high rise buildings
- (vii) Checks of lighting conductors/ earth pits of all buildings
- (viii) Functional checks of fixed FF arrangements

0180 **Annual Inspections.** The Regional Commander will carry out the annual inspection of DHQ's, Stations, OPV/ PCV and establishments based at Mumbai including BUVIK, CGPRT, Store depots and CGRPTs of Western Region once every year. The ship's based under DHQ's/ stations will be normally inspected by respective COMDIS/ Station Commander unless promulgated otherwise by the Regional Commander. The procedure for the conduct of the annual inspection is outlined in the CGO 14/87 and 09/2001 is as follows: -

- (a) **Annual Inspection Programme.** The Ops Division of the RHQ (West) would prepare and promulgate the Annual Inspection programme of the units for the year in the month of Jun/ Jul. Units are to prepare as per the programme promulgated and be ready for Annual Inspection.
- (b) **Annual Inspection Brief.** Units are to prepare an Annual Inspection brief as per the policy in vogue covering all aspects. Units are required to forward 03 copies of the brief to the District/ Regional Headquarters as applicable, at least three weeks prior to the commencement of the inspection. The brief is to include the action taken report on the points brought out during previous Annual Inspection. The details required to be covered in the brief along with format is placed at **Appendix 'A'**.
- (c) **Conduct of Annual Inspection.** The annual inspection of a unit will be conducted in two days. In general, the first day will be scheduled for inspection of books and records by inspecting staff officers and second day for divisions, rounds and sea inspection by administrative authority. The programme for conduct of annual inspection will be forwarded to the unit at least one week in advance. The list of books to be produced are as per RHQ(W) letters 701/4 dated 29 Jun 07 and 701/4 dated 05 Sep 18 during Annual Inspection.
- (d) **Reports.** DHQs/ Stations are to prepare an inspection report as per the policy in vogue and forward the same in respect of units under their command to RHQ(W) within two weeks of the completion of the Annual Inspection. The reports received from DHQs/ Stations are to be analysed and forwarded to CGHQ after endorsement of comments by the RHQ staff.

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75

(e) **Returns.** On completion of the inspection, units are to forward a follow up report highlighting actions initiated for improving efficiency, material state, sea going capability and liquidation of defects if any. The report is to be discontinued on liquidation of points brought out by the inspecting team and making good the shortcomings.

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76

**Appendix 'A'**

(Refers to Para (b) of Art 0180)

**FORMAT FOR ANNUAL INSPECTION BRIEF**

<b><u>SR</u></b>	<b><u>REMARKS</u></b>	<b><u>TOPICS</u></b>
01	Section I	Introduction
02	Section II	Executive/ Ship's Husbandry/ NBCD
03	Section III	Navigation
04	Section IV	Gunnery
05	Section V	Communication
06	Section VI	Logistics
07	Section VII	Medical
08	Section VIII	Diving
09	Section IX	Engineering
10	Section X	Electrical
11	Appendix 'A'	Nominal Roll of Officers
12	Appendix 'B'	Nominal Roll of EPs
13	Appendix 'C'	Nominal Roll of Key EPs
14	Appendix 'D'	Follow-up Report
15	Appendix 'E'	Proposed Programme
16	Appendix 'F'	Rounds Route
17	Appendix 'G'	Division Layout

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77

**CHAPTER- II**  
**SECTION-I**  
**PROGRAMME AND EXERCISES**

**0201 Programme of CG Ships**

The long cast programme of ships of the Western Region is formulated three months in advance. The monthly deployment programme is prepared in line with the long cast. The District/Station Commanders are to forward the long cast for the ships under their command by first week of the last month of the quarter. Changes any required in the monthly programme is to be intimated by second week of every month for making necessary incorporation in the monthly deployment programme. IBs/ICs & ACVs are deployed by the respective District/Station Commanders in their area of jurisdiction.

**0202 Exercises at Sea**

CG ships are generally deployed on independent specific tasks and therefore every opportunity should be availed by the Commanding Officers to exercise their ships in all facets covering the entire charter of Coast Guard functions. Due emphasis should be laid on achieving proficiency in helicopter operations, boarding operation, pollution response exercises, small arms firings and other exercises stipulated in the reaction exercise manual promulgated by the CGHQ.

**0203 Harbor Exercises**

Ships stay in harbour should be utilized for imparting instructions on various Coast Guard functions. Centrally controlled harbor exercises will be programmed on weekly basis, by the SOPA. In addition, ships are to depute suitable reps as directed by SOPA for participation in the harbor training programme.

**0204 Firing Exercises at Sea**

Ships are to carry out live firing exercises away from fishing/shipping lanes. Ships are responsible for range clearance for both aircraft and surface craft and observe standard safety precautions. DHQ/Units to seek approval of RHQ for practice firing of HE rounds from main armament, if required by respective units.

**0205 EEZ Patrol Areas CG Ships/Aircraft of Western Region**

The areas for EEZ patrol by Coast Guard ships and aircraft of Western Region have been promulgated separately. These lettered patrol areas will be used in Coast Guard operation orders as and when required. These areas are coded and promulgated by RHQ (W) on quarterly basis.

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**0206 Central Coordinates for CG Air Search Areas**

The areas for air search by Coast Guard aircraft of Western Region are being promulgated separately. These lettered patrol areas will be used in Coast Guard operation orders as and when required.

**0207 Reporting of Positions in Search Areas**

Positions/ Contacts are to be reported in latitude and longitude and also with reference to range and bearing from the nearest prominent landmark {eg:-18 deg 57.27 N, 072 deg 42.33 E (310 prongs Lt 07)}.

**0208 Sea and Action Drills**

All operational ships, when in harbour, are to periodically (at least once a week) exercise their crew at 'Sea and Action' drills, as applicable to the class of ship. The Commanding Officers of the ships are to draw up suitable procedures when carrying out Sea and Action drills the following is to be ensured:-

- (a) Manning of machinery, equipment and systems should be as per the ship's watch and station bill and every effort is to be made to ensure that the crew, particularly the weapon crew is closed up at action stations.
- (b) Sea and Action drill is to be carried out in accordance within the laid down time frame. However, necessary modifications may be made by the departments depending upon the material state and operational efficiency of the equipment and systems. It is important that the activities laid down are meticulously followed with the requisite precision.
- (c) The deficiency and defects observed during the Sea and Action drills are to be rectified by the engineering or electrical department, as the case maybe.

**0209 Operational Defects**

(a) **OPDEF.** Defects on operational ships that directly affect the ships fighting and sea going efficiency and cannot wait for rectification till next AMP/SMP are to be reported by signal to COMCG (W). When operational defect is rectified, signal is to be made for OPDEF cancellation. CGO 55/2002 is relevant in this regard.

(b) **OPDEF STA.** With a view to differentiate the critical defects and material/spares shortages of nature that prevents a ship from being seaworthy, the OPDEF and STOREDEM signals should be suffixed with STA (Ship Tied Alongside). All such signals are to be repeated to CGHQ. In case of OPDEF suffixed with STA, a signal is to be made by the administrative authority within six hours giving a SITREP on the specific nature of defects followed by 12 hourly reports until the OPDEF is

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79

liquidated. In case of spares/material hold ups, CGSD (MBI) is to indicate within 12 hrs, by a signal to the administrative authority, the availability/supply of items to the ships or the arrangements/actions initiated. The ships are to make every endeavour to identify the specific defects to enable the repair/material agency to undertake early defect rectification/supply of spares.

**0210 Self/ Assisted Maintenance Period**

- (a) Self-Maintenance Period (SMP) is generally undertaken by the ship staff to carry out routines, which are due with the assistance of the trade. Besides SMP, ICG ships are periodically placed under Assisted Maintenance Period (AMP) during operational cycle, for planned maintenance and routines as well as for liquidation of outstanding defects on equipment and systems.
- (b) With a view to ensure accuracy of records at all levels as to the period of operational status of ships, the period spent by ship in refit, OPDEF-STA and at extended notice only is to reckoned as non-operational period.
- (c) AMP period is to be reckoned as operational period unless the ship is placed at extended notice for motoring by the Administrative Authority (AA). A ship would be placed at extended notice depending upon the nature of the repairs/ routines or maintenance planned during a particular AMP. When placed at extended notice, upon completion of job that required it to be placed at Extended Notice, the AA shall cause the ship to be reverted to normal notice for motoring. The extended notice may also be extended by AA as deemed necessary until completion of job.

0211  
to Spare  
0220

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80

**CHAPTER II**  
**SECTION-II**  
**MOVEMENTS**

**0221 Sailing Orders**

(a) Sailing Orders are issued by COMCG(W) for the ships being deployed from Mumbai and in other places by the respective Operational Control Authorities (OCA) such as District Commanders and Station Commanders in accordance with current CGO 05/2001 based on MDP promulgated by RHQ. To reduce signal traffic, the policy has been reviewed and following amendments are made with respect to addressees of Sailing order, Mission Task and Air Task signal: -

- (i) The info addressee of Sailing Order with respect to IBs may be limited to COMCG (W) only.
- (ii) The info addressees of Sailing Orders and Mission Task with respect to FPVs and ACVs may be limited to CGC (WS) only.
- (iii) CGHQ is to be kept as info addressee in Sailing Orders with respect to OPVs/ PCVs.
- (iv) Sailing order/ Mission Task signals in respect of units on OSD and Inter-Region deployment may be kept as info addressees.
- (v) Ship on patrol in a designated area is to be relieved by incoming/ tasked unit having at least four hours overlapping period in the designated area or as promulgated in Ops Instructions.

(b) The Commanding Officer/Navigating Officer of the ship (senior ship when sailing in company) is to contact the Regional Operations and Plans Officer (ROPO) 48 hours in advance to enable the sailing order to be issued at least 24 hours before the ship is due to sail. In case the ship is the inner ship, the sailing authority is to make suitable arrangement in advance for the ship to sail at stipulated time.

**0222 Sail Ready Ship**. The Hot/ Cold Movements of operational ship is to be carried on the basis of Sailing Orders issued by the Competent Sailing Authority. These Movements are designated as 'Sail with Assistance'. The Ship at anchorage experience higher asymmetric threat. In addition, all major systems are continuously running and personnel are closed up at various places of duty. Sail Ready Ship (Ready Duty Ships) are adequately manned at all times and all relevant machinery and equipment are prepared and kept ready for proceeding to sea at short notice. Accordingly, a Sailing Order is to be issued by the Sailing Authority to the Sail Ready Ship for the entire duration of the duty of the Sail Ready Ship. Firm date and time for the unit to proceed to sea is to be issued as a separate signal/ order by the concerned Sailing Authority for specific deployments. The Signal format to be used

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for the 'Sail With Assistance' and Sail Order for 'Sail Ready Ship' are placed at **Appendix 'A'** and **Appendix 'B'** respectively.

**0223 Arrival and Departure**

(a) Arrival and departure at Mumbai are as follows:-

- (i) **ETA.** For purposes of arrival time at Mumbai, a position 7 cables east of Sunk Rock light is to be used and this time will be the ETA signaled. The time alongside will be 25 minutes after ETA.
- (ii) **Time Alongside.** ASD (MBI) will allot berths and indicate time alongside allowing 15 minutes after signaled ETA. For berthing at MbPT ship's to reach 30 min prior at Pilot Boarding Station.
- (iii) No permission is required to leave/enter Mumbai harbour. If arrival is unscheduled then ships are to signal ETA in good time. However, ships are to take permission to enter/leave the tidal basin from NSS.
- (iv) At other ports, the arrival time at fairway buoy will be the ETA. This time is to be signaled for seeking permission to enter harbour from respective CG authorities at port of call.
- (v) CG ships are to monitor the inbound and outbound merchant traffic for reasons of safe pilotage in restricted waters and also to maintain listening watch on the appropriate VHF communication channel with VTMS.

**0224 Notice for Getting Underway**

(a) **Normal Notice.** Normal notice for getting underway in sheltered harbours is to be as follows:

- (i) For all ships - Eight hours
- (ii) For IBs/ ICs - Four hours
- (iii) Ready Duty Ship - Four hours

(b) **Reverting to Normal Notice.** On arrival in harbour, ships are to automatically revert to normal notice for getting underway or are to comply with port orders. The Commanding Officers of ops units on return to harbour are to ensure that they are ready for sea within the prescribed notice. Towards this end, embarkation of fuel, fresh water, stores, ammunition, ration etc., is to be carried out at the earliest opportunity after returning to harbour.

(c) **Open Anchorage.** In open anchorage or on potentially lee shore no ship should be at more than two hours' notice.

(d) **Commanding Officer's Overriding Responsibility.** Even if a Senior Officer is present, the Commanding Officer of a ship that may be in a more awkward berth than the remainder is solely responsible for adjusting the notice for getting underway of his ship.

(e) **Extended Notice.** Ships taken in hand for normal refit/ERDD/AMP will be placed at extended notice as ordered by COMCG (W). The signal placing a ship on extended notice is to include CGHQ. The duration and reason should be included in the signal.

(f) **Request for Extended Notice.** Ships requiring to go on extended notice are to observe following procedures:-

(i) **Ships at Mumbai.** Ships at Mumbai are to obtain approval of COMCG (W).

(ii) **Ships at Other Ports.** Approval may be obtained by the ship from the local shore authority keeping COMCG (W) informed if this is in accordance with the promulgated programme. Any unscheduled AMP, is to be duly approved by COMCG(W).

(iii) **Ships from Other Region.** Approval from COMCG (W) is to be obtained when ship is at Mumbai. When at other ports, approval of the local CG shore authorities should be sought if it is in accordance with the promulgated programme.

(iv) **Extension of Extended Notice.** Ships are to automatically revert to normal notice on completion of extended notice period. Any request for extension of extended notice period should be made at least 48 hours before the expiry of such period.

## **0225 Speed while Entering/Leaving Harbour**

While entering and leaving harbour, ships should proceed at such speeds that the wash may not cause damage to boats and ships berthed / anchored in the vicinity. Further, speed limits mentioned in Port Orders is to be adhered with.

## **0226 Economical Speed**

(a) Ships are to proceed at their economical speeds unless otherwise ordered. Ships may resort to single engine motoring whenever feasible. Except in an emergency, ships should not exceed economical speeds. The reasons for exceeding economical speed should be recorded in the ship's log.

- (b) When ships in different economical speeds are sailing in company, the senior officer is to order the most economical average speed.

**0227 Movements in Restricted Waters**

When ships are required to manoeuvre in restricted waters, in the port, tidal basin, arrangements should be made for tug(s) to standby whenever possible. Similarly, when ships are required to berth/unberth from alongside or enter/leave harbour or dry dock, tug(s) are to be invariably kept standby.

**0228 Pilotage and Tugs**

(a) Coast Guard ships normally carry out their own pilotage in the port off Mumbai.

(b) Pilotage is compulsory for ships entering/leaving commercial docks in Mumbai.

(c) Ships are to signal their requirements of pilots, tugs, etc., at least 48 hours in advance to the CG authority at port of call.

(d) Tugs for berthing/unberthing and other movements in the Naval dockyard are provided by the Commodore of the Yard. When sufficient naval tugs are not available or tugs with higher bollard pull are required for ships movement, Port Trust tugs will be arranged by the CG authority.

(e) The responsibility for the safety of the ship, when pilot and tugs are requisitioned, is as follows:-

(i) The pilot embarked onboard for navigating the CG Ship cannot substitute the Commanding Officer's responsibility towards safety of the ship which always remains with him despite this delegation of the authority for navigation to the pilot. The CO has the freedom to interfere legally with the pilot's actions so long as he acts reasonably and with good intentions under the circumstances. Conversely, if he or his Navigating Officer fail to interfere where instincts based on professional skills and knowledge require not remaining silent, he could eventually be adjudged to have contributed to any resulting accident. Notwithstanding, the command responsibility for ensuring navigational safety of the ship while being under his pilotage charge.

(ii) The Bridge team, especially the CO, NO and OOW need to be extra cautious when ship is being navigated/ handled by a pilot in a less known domain such as foreign ports, rivers etc., exist. In such situations, the basic aspects and SOPs of watch keeping should be adhered to, which include maintaining sharp lookout through available means, regular plotting of ship using two or more independent methods, monitoring sounding and referring bridge check of lists for all emergencies/ evolutions.

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84

(iii) When only tugs are requisitioned, the Tug Masters are to be thoroughly briefed by the Commanding Officer both in case of 'Hot Move' and 'Cold Move'. The responsibility of the safety of the tugs will be that of the Commanding Officer who is carrying out the movement.

**0229 Use of Tugs for Movements of Ships with Power on Main Engine**

(a) For the movement of ships with power on the main engines to and from wharves, the standby tugs will only render assistance, if specifically requested for by Commanding Officers.

(b) **Usage of Tugs during Monsoon.** Gusting on shore winds are an associated feature of the changed wind pattern in harbour during monsoons. Commanding Officers are to ensure adequate planning and necessary precautions during movement of ships in harbour. Tugs are to be utilized judiciously while casting off/coming alongside for preventing a close quarter situations/unwarranted damages.

**0230 LOGREQ**

Ships from other base ports arriving Mumbai, are to raise the LOGREQ to COMDIS-2 keeping FOCINC (West), COMCG(W), ASD(MB), BVO(MB) and NSOD(MB) as info addressee. COMDIS-2 is to liaise and provide supply to visiting ships. The LOGREQ signal should ideally be made prior departure from the previous port. Ships based at Mumbai are to raise fuel demand on NSOD(MB) as per WENCO(Ops) atleast 24 hrs in advance.

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85

**Appendix 'A'**  
(Refer to Para 0222)

**DRAFT SAILING ORDER FOR SAIL WITH ASSISTANCE**

DTG	PRIORITY/ PRIORITY
FROM	RHQ/ DHQ/ STATION CONFIDENTIAL
TO	NAME OF THE SHIP
INFO	OP AUTHORITY ASD/ ASY/NSRY (AS APPLICABLE) CONCERNED ADDRESSEES

=====

CDS/NDS (ADDITIONAL DIGs AS REQUIRED (.)) SAIL WITH ASSISTANCE

- (A) DATE AND TIME OF MOVEMENT
- (B) BERTH – FROM
- (C) BERTH – TO
- (D) UNDER OWN POWER/ COLD MOVEMENT
- (E) TUGS (NUMBER) AVAILABLE FOR MOVEMENT
- (F) UNBERTHING ASSISTANCE TO BE PROVIDED BY
- (G) BERTHING ASSISTANCE TO BE PROVIDED BY
- (H) ADDITIONAL DETAILS IF ANY

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86

**Appendix 'B'**  
(Refer to Para 0222)

**DRAFT SAILING ORDER FOR SAIL READY SHIP/ CRAFT**

DTG	PRIORITY/ PRIORITY
FROM	RHQ/ DHQ/ STATION CONFIDENTIAL
TO	NAME OF THE SHIP
INFO	OP AUTHORITY ASD/ ASY/NSRY (AS APPLICABLE) CONCERNED ADDRESSEES

=====

CDS/NDS (ADDITIONAL DIGs AS REQUIRED)(.) SAIL READY SHIP/ SAIL READY PATROL CRAFT

- (A) DATE AND TIME TO ASSUME DUTIES
- (B) SHIP/ CRAFT BEING RELIEVED OF SAIL READY DUTIES
- (C) ADDITIONAL DETAILS IF ANY

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87

**CHAPTER-III**

**SECTION-I**

**REGIONAL CONTINGENCY PLAN FOR  
DAMAGE TO OFFSHORE PLATFORMS AND ONGC SUPPORT VESSELS (TURANT)**

**0301 Aim**

To activate appropriate response operations for handling emergencies arising in Off-shore platforms/ support vessels in ODA, Indian Navy Coordinates operation TURANT and exercise 'PRASTHAN'. The plan for Off-shore western ODA Coast Guard units also participate in the operation/ exercise.

**0302 Nature of Emergency**

Emergencies in the off-shore oil exploration region to rigs or oil platforms/support vessels can arise due to the following:-

- (a) Collision between an OSV/Ship and a platform or between ships
- (b) Grounding of a ship
- (c) Breakdown of propulsion/ steering system
- (d) Struck by lightning
- (e) Breakout of fire
- (f) Bad weather
- (g) Affected by blow out
- (h) Damage by underwater objects
- (j) Sabotage

**0303 Sources of Information Regarding Contingencies**

Information regarding such emergencies will be received from one or more of the following agencies:-

- (a) ONGC Radio Room (Hotline).
- (b) By any ship/ helicopter aware of the incident
- (c) Juhu HeliPad
- (d) MOC/ JOC
- (e) Coast Guard Unit
- (f) Air Ports
- (g) State/ District Administration

**0304 Action by RHQ(W) on Receipt of Emergency**

The following actions are to be initiated on receipt of order '**TURANT**': -

- (a) Inform COMCG(W), COS, COMDIS-2, CSO(Ops), CSO(Tech), CSO(P&A), Oi/C PRT(W), RPRO, ROPO, RAVO, RCO, RTO (E), RAPO and RMTO.

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- (b) Establish telephone/ hotline communication with JOC (MB)/ MOC(MB).
- (c) Bring operational ships and aircraft to immediate notice for motoring and report to Regional Contingency Committee (RCC) at MOC (MB) on telephone.
- (d) Inform CGAS (Daman), 842 Sqn (CG) and CG Ships to recall Coast Guard personnel.
- (e) Deploy assets as required by RCC.

**0305 Action by Coast Guard Units**

On receipt of order to execute '**TURANT**', the following actions are to be taken by Coast Guard units:-

- (a) Bring ships to immediate notice for motoring.
- (b) Recall personnel.
- (c) Establish communication with RHQ/ DHQ.
- (d) Embark diving and medical team as ordered/ required.
- (e) Embark additional life rafts and life jackets provided by CMP (MB)/ CGSD(MB) or on ty loan from non-ops ships of Coast Guard.
- (f) Embark Pollution Response Team.
- (g) Embark additional pollution response equipment as required.
- (h) Embark additional stores as ordered by RCC.

**0306 Command and Control**

The Regional Contingency Committee (RCC) will meet automatically at the office of the Chief of Staff, Headquarters, Western Naval Command as soon as information of such an emergency is received through a message 'Execute **TURANT**'. The RCC will, thereafter, exercise overall command and control of evolution through MOC (MB). The Coast Guard Co-ordination Committee (CGCC) comprising of COMCG (W), CoS, COMDIS-2, CSOs, ROPO, RAVO, RCO, RTO(E), RAPO and RMTO will meet at Ops room, RHQ(W) for the execution of the response plan.

**0307 Exercises**

The procedure indicated above will be exercised periodically. A signal will be initiated to conduct the exercise. Code name for such exercise will be '**PRASHTAN**'. All signals pertaining to this exercise should be preceded by a code word '**PRASHTAN**'.

**0308 Check-off list for Exercise '**PRASHTAN**'**

The following is the check off list for exercise '**PRASHTAN**':-

- (a) Execute exercise '**PRASHTAN**'.

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89

- (b) Inform COMCG (W), COS, COMDIS-2, CSOs, ROPO, Oi/c PRT(W), PRO, RAVO, RCO, RTO (E), RAPO and RMTO.
- (c) Inform 842 SQN (CG) and CG ships for recall of personnel.
- (d) Inform ships at sea to close scene of emergency.
- (e) Establish telephone/ hot line communication with MOC(MB).
- (f) Bring operational ships and aircraft to immediate notice.
- (g) Sail ships with divers, equipment and medical personnel embarked as required by RCC.
- (h) Inform MOC (MB) availability of ships and aircraft for immediate deployment.

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90

**CHAPTER III**  
**SECTION-II**  
**SECURITY OPERATIONS/EXERCISES**

**0311 Introduction**

These are operations against sabotage on military installations and ships berthed alongside/at anchorage from infiltrators and under water saboteurs and controlled by the Naval Authorities located at various ports.

**0312 Operation SEAHAWK/ Exercise SEAGULL**

Operation Seahawk is the code given to the operations conducted for defence against all forms of terrorist attack and under water sabotage. FOCINC's may periodically order ships under their jurisdictions including Coast Guard ships to exercise Seagull (code for simulated operations Seahawk). The Commanding Officers are to ensure that all concerned are fully aware of the actions to be taken as laid down in TRIDENT orders. Check off lists for operation Seahawk and exercise Seagull should be readily available at the gangway for execution by the OOD.

**0313 SAKSHAM**

Saksham is conducted every quarterly exclusively for shore establishments. Coast Guard establishment being close to coast are susceptible to attack or sabotage. Since, there is no dedicated security agencies providing security to Coast Guard establishments apart from sentries from (private security firms) at main gates and duty staff available at headquarters and stations will take action as per SOP's and Station Orders and as per SOP on Saksham. Thus, exercise Saksham was introduced in the region to review security arrangements of CG shore establishments. Observations and recommendations received post conduct of exercise are deliberated and necessary directives, if any, are issued to the units. SOP for Saksham has been promulgated vide this headquarters letter 784/Policy dated 09 Apr 14. The dates for exercise will be promulgated by COMCG(W).

**0314 Pratyaksha**

(a) Coast Guard infrastructure by virtue of being defence establishments and located close to coast are also susceptible to attack or sabotage. Moreover, there are no dedicated security agencies providing security to Coast Guard establishments apart from sentries from (private security firms) at main gates who are not adequately armed or trained to thwart any external attack or threat. Moreover skeletal duty staff available at Headquarters and Stations will be the first to take any action as per SOP's and Station Orders.

(b) Presently, the security states are promulgated by IN authorities and actions to be taken by units are elucidated by fax message in view of absence of any standing instructions on the measures to be taken when Security State is enhanced or lowered.

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91

Therefore to spell out the actions to be taken to protect our shore based assets as per the level of threat, a security operation code name **Pratyaksha** has been formulated to define the actions by ICG shore establishments during various levels of security.

(c) Order for **Pratyaksha** contingency Plan for CG shore establishments/ married Accommodation and the additional content catering to the specific unit security needs be incorporated by the concerned District Commanders/ Station Commanders in their District /Station Security Plan at the relevant section, for implementations has been issued vide this headquarters policy letters 01/2019 dated 20 Aug 2019.

(d) Ships on Naval berth are to adhered to orders issued by LNA in addition to existing security orders at ICG in force.

(e) Additionally, independent aircrafts operating station such ICGAS Daman and ICGAS Ratnagiri (TBC) need to augment perimeter security to protect high value assets as ordered.

0315  
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92

**CHAPTER-III**  
**SECTION-III**  
**SLOC MONITORING & IMBL OPERATIONS**

- 0321 **Sea Lanes of Communication (SLOC).** The geo-strategic location of the western coast is highly dynamic and poses a huge security risk due to the presence of the Offshore Development Area (ODA), commercial capital Mumbai and large number of strategic assets all along the coast. The operation of large number of traders being encountered transiting from/to major ports on West Coast and the same is going to increase in near future.
- 0322 **SLOC Monitoring.** Ships/ aircraft of Western Region may be tasked to monitor SLOC passing from South of Sri Lanka to Gulf of Aden, Makran and Persian Gulf especially in response to any actionable intelligence. The ships on SLOC monitoring or when encounter shipping traffic during patrol are to establish communication with vessels and obtain MEREP in addition to information available on AIS. Vessels of Interest viz., vessels entering and leaving Pakistan or Pakistan Master/ crew and entering in Ports of AoR are to be monitored, if required, vessels be shadowed till Port limits or till such area as deemed fit to monitor for any nefarious activities. The ships are not to rely totally on AIS data and must collect MEREP data on VHF to cross check details being shown on AIS. The AIS fitted onboard CG ships are to be set to passive mode except when entering/ leaving a busy ports controlled by VTMS.
- 0323 **IMBL Operations.** Ships and Aircraft of Western Region are tasked in North West AoR regularly to augment surveillance at or near Indo-Pak IMBL. The operations conducted close to IMBL for surface units is defined as operation within two nautical miles of IMBL and operations when CG ship is required to cross IMBL. CG Dornier's (MR aircraft) are not to fly within 10 km of each other's air space including the Air Defence Identification Zone (ADIZ). Aim of IMBL operations is to display the presence of ICG ships, enforce maritime regulations and contain IMBL violations (Ref: CGHQ letter OP/ 0144 dated 06 Feb 08, OP/ 0144 dated 25 Oct 01 and CCGO 01/ 2001). The ships patrolling close to IMBL are to adhere to SOPs and guidelines.
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93

**CHAPTER-III**  
**SECTION-IV**  
**ANTI-SMUGGLING OPERATIONS**

**0331 Introduction**

Assistance to Customs, DRI, NCB and similar Central agencies in anti-smuggling operations at sea is one of the charters of duties of the Indian Coast Guard. Majority of the anti-smuggling operations are undertaken by the Coast Guard on the information and intelligence from these agencies. The operations may be required either to be launched in coastal waters or on the high seas of the west coast of India. The Coast Guard will employ ships and aircraft and other assets for early detection, identification and apprehension of suspected vessels, craft with or without the representatives of the Customs/ DRI/ NCB embarked on vessels deployed on tasks. The anti-smuggling operations in the vicinity of harbour, where IBs have been based, will invariably be carried out by the IBs.

**0332 Anti-Smuggling Operations by CG Ships and Aircraft**

The AOPVs/OPVs and aircraft are normally employed for anti-smuggling operations at distant places from the base ports and in deep waters. These operations are usually launched after detailed mutual discussions by the RHQ/Ops staff with the customs/DRI/NCB personnel in the Coast Guard premises. These operations usually last up to 2 or 3 days.

**0333 Operational and Administrative Control of FPVs/IPVs, IBs at Mumbai**

FPVs/ IPVs, IBs, based at Mumbai have been placed under the administrative control of COMDIS-2 and operational control is retained by the COMCG (W).These ships will be provided to customs for anti-smuggling operations as per the case.

**0334 Requisition of ships by Customs/DRI at Mumbai**

It has been decided that all requirements by the Customs Department will be forwarded by the rummaging and intelligence department of the Mumbai custom directly to the Coast Guard Regional Headquarters without reference to the Customs M&P wing in the interest of security. Similarly, all IB requirements by the DRI will be projected by them directly to COMCG (W). The IB requirement by these agencies will be projected to COMCG (W) intimating the details of case by fax and justifying the requirement of ship. The final decision on request is vested with COMCG(W).

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94

FROM ASST COLLECTOR RUMMAGING AND INTELLIGENCE/ DRI MUMBAI

TO COMCG (W)

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**SHIP REQUIREMENT**

(A) ONE SHIP

(B) AT \_\_\_\_ HRS \_\_\_\_\_ AT MOLE STATION DURATION \_\_\_\_\_  
HRS

(C) OFFICERS FROM R AND I/ DRI WILL BOARD IB AT MOLE  
STATION

2(.) PLEASE CONFIRM

**0335 Confirmation of Availability of ship**

The Ops Room on receipt of the requisition of ship for anti-smuggling operation confirms the availability of from Ops-Division and will inform the requisitioning agency by telephone/fax.

**0336 Directives for Deployment of Assets**

COMCG (W) will sail a ship or issue a signal to COMDIS-2 (on handing over of operational authority in future) to provide ships to Customs/ DRI for anti-smuggling operations.

FROM COMCG (W)

TO COMDIS-3

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CDS(.) REQUESTSAILONESHIPFORCUSTOM/ DRI/  
NCB REQUIREMENT AT \_\_\_\_\_ OFF MUMBAI FOR DURATION \_\_\_\_\_ HRS

2(.) CONSTANT COMMUNICATION ON \_\_\_\_\_ SET BETWEEN SHIP/ RHQ(W)  
TO BE MAINTAINED FOR DURATION OF OPERATIONS

3(.) CUSTOMS/ DRI/ NCB PARTY WILL BOARD AT MOLE STATION

**0337 Action on Receipt of Sailing Directive For Ships under Operational Control of COMDIS-2.** COMCG (W) will issue Sailing Order to units under COMDIS-2 at Mumbai for routine patrolling.

**0338 General Aspects of Anti-Smuggling Operations.**

(a) **Feedback on completion of sortie by agencies.** Irrespective of the seizure of contraband or not, the custom/ NCB/ DRI agency would forward a report on completion of each anti-smuggling sortie undertaken as a combined operation with the Coast Guard.

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(b) **Procedure for Finalizing Award on Seizure of Contraband.** On completion of each successful anti-smuggling operations, the Commanding Officer of CG unit concerned is to forward a list of officers and EPs participated in the operations along with the details of the entire operations to RHQ (W) in duplicate for processing and preparation of the comprehensive list of awardees for forwarding to customs authorities for awards. The custom authorities after processing the value of goods and the list of awardees as intimated by the RHQ (W) will forward the awards to the concerned CG authorities for disbursement to individuals subject to the condition that a certificate is forwarded by the concerned CG authorities that no vigilance case is pending against any of the award winners under their command.

(c) Authorities to be Informed of Seizure of Contrabands/Craft Violating MZI Act. Regional Headquarters will render a detailed report to CGHQ on all anti-smuggling operations undertaken giving details of contraband seized. This will be in addition to the monthly return on deployment of IBs for anti-smuggling operations. Cases forwarded for awards and their progress will also be intimated to CGHQ.

**0339 Requirement of Indemnity Bond.**

The Coast Guard because of its multifarious charter of duties deals with numerous external agencies and is required to embark the representatives of such agencies as a matter of commitment. In all such cases, the Commanding Officers are responsible for obtaining indemnity bond from the individual concerned. However, this requirement may be waived in case of customs/DRI/NCB personnel after obtaining blanket approval.

**0340 Action to Receive Contraband Carrying Vessel Off Mumbai**

CG ships will inform COMCG (W) about the seizure by an 'Ops Immediate' signal intimating the time of arrival of the contraband carrying vessel embarked by the Boarding Party off Prongs Lt. On receipt of this signal Ops Centre will inform COMCG (W), COS, CSO(Ops), ROPO and RLO. Thereafter Customs/ DRI officials, Yellow Gate Police Station are also to be informed.

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96

**CHAPTER-III**  
**SECTION-V**  
**ANTI-PIRACY OPERATIONS**

- 0341 **Piracy at Sea.** The reports from International Maritime Bureau and ReCAAP indicate rise in incidences of petty theft, armed robbery, and attacks by pirates on merchant ships and ocean going tugs anchored in/ transiting through Indian territorial waters, including coasts of Gujarat and Kerala. There is an urgent need to adopt a proactive approach to curb this menace at early stages to avoid Indian coast being declared as piracy prone zone by the international organisations. Armed robbers have boarded several ships at anchorage in the past and have carried away cash and equipment from the ships. Most of these incidents have involved the use of long knives, handmade guns and other lethal weapons.
- 0342 **Anti-Piracy Efforts by DHQ/ CG Stations.** District/ Station Commanders and units are to undertake following measures: -
- (a) Sensitive areas are to be identified and anti-piracy contingency plan be updated.
  - (b) Deploy ACV/IB/IC under command on regular basis for anti-piracy patrol in port/ anchorage areas.
  - (c) Co-ordinate and liaise with local CSP and port authorities to initiate proactive measure to check petty thefts whilst ships are within port limits.
  - (d) Ensure ships proceeding on deployment/ entering harbour and returning base post deployment undertake anchorage patrol and board at least one vessel during fair weather.
  - (e) Aircraft to establish communication with ships at anchorage on VHF channel 16 to ensure operations normal.
  - (f) Awareness be generated amongst the fishing community through community interaction about fallout of these petty theft/ piracy attacks.
  - (g) Port authorities and CSP are to be advised to carryout regular checks on fishing boats/ dinghies operating close to the ships at anchorage.
- 0343 **Anti-Piracy Patrol by Ships/ Aircraft.** ICG units (including Aircraft) on anti-piracy patrol are also to contact ships/ ocean going tugs at anchorage and advise them to initiate following measures:-
- (a) Establish ship security plan by lighting arrangements and radio alarm procedures.
  - (b) Maintain round the clock watch on VHF CH-16.
  - (c) Secure access to bridge, crew accommodation and stores.

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97

- (d) Exercises discretion while disseminating information while passing details of cargo/ valuables onboard.
- (e) Suspicious activity to be immediately reported to port control.
- (f) Take photographs of boat and culprits in case of attacks.
- (g) Illuminate all suspicious contacts by search lights and have high pressure water hoses for deterrence.

0344 **Anti-piracy Co-ordination.** MRCC (MBI) would co-ordinate anti-piracy operations in the region in addition to the responsibilities of conduct and co-ordination of maritime SAR operation. Any incident of piracy attack is to be reported as per existing procedures in vogue.

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0350

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**CHAPTER-III**  
**SECTION-VI**  
**ANTI-POACHING OPERATIONS**

- 0351 **General.** Coast Guard has been entrusted with the responsibility of protecting Maritime and other National interests in the Maritime Zones of India as per Coast Guard Act, 1978. Coast Guard is thus the principal agency for enforcing all National Legislations in the Maritime Zones of India.
- 0352 **Maritime Zones of India Act, 1976.** India being one of the signatory of the United Nations Convention on the law of the Sea III (UNCLOS-III) is empowered to enforce various regulations in the Maritime Zones. With a view to enforce maritime regulations in the Maritime Zones of India, the concepts of Territorial Waters, Continental Shelf and Exclusive Economic Zone (EEZ) have been enacted in the Maritime Zones of India Act, 1976. Under the act, India has claimed full sovereignty over the territorial waters and sovereign rights for the purpose of exploration, exploitation, conservation and management of all natural living and non-living resources in the EEZ.
- 0353 **Maritime Zones of India Act, 1981.** To curb poaching activity by foreign fishing vessels, including those under Special Import License by the Indian parties in our Exclusive Economic Zone and to protect our fishermen from the hardships, caused by poaching vessels, the Maritime Zones of India (Regulation of fishing by foreign vessels) Act, 1981 has been enacted. The Maritime Zone of India 'Regulations of Fishing by Foreign Vessels' rules, 1982 have also been made under the provisions of MZI Act 1981.
- 0354 **Authorized Officers.** Coast Guard is the primary agency for the enforcement of provisions of Maritime Zones of India Act, 1981. Besides the officers and subordinate officers of the Coast Guard, the Central Government has notified Naval and Police Officers as authorised officers under section 9/19 of MZI Act, 1981 vide SO 385(E) dated 02 Jun 82, SO 127(E) dated 19 Feb 83, SO 560(E) dated 05 Aug 83, SO 36(E) dated 22 Jan 87 and SO 831(E) and SO 832(E) both dated 17 Sep 87.
- 0355 **Powers to Authorised Officers.** The authorised officer for the purpose of enforcing the provisions of the Act and rules made there under are empowered to stop a foreign vessel in Maritime Zones of India to carry out search of such foreign vessel for fish or equipment used or capable of being used for fishing.
- 0356 **Prohibited Species.** A number of marine species have been prohibited by the government under the Regulation of Fishing by Foreign Vessels Rules, 1982 covered under the Maritime Zones of India Act. Vessels operating for fishing of such species are to be apprehended under the MZI Act violations.
- 0357 **Regulation of Fishing by Indian Vessels.** Indian fishing vessels and country crafts are regulated under the state's Maritime Fisheries Regulation Acts. Registration of fishing vessels/ dinghies and fishing license is issued by Fisheries Department.

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99

0358 **Fishing by Foreign Vessels.** No fishing by foreign vessels is allowed in Indian waters.

0359 **Issue of Letter of Permit (LOP).** Issue of LOP to Indian deep sea fishing vessels has been stopped and all LOPs were cancelled in Mar 17. LOP scheme was rescinded by Govt. of India w.e.f 30 Jan 17.

0360 **Seizure of Foreign Fishing Vessels.** Foreign vessels observed indulging in any unauthorized fishing, are to be seized and vessels are to be handed over with inventory of items and fittings held onboard along with other documents specified in the MZI Act, 1981 to the concerned police authorities for prosecution by the courts. On seizing the vessel, units are to signal the apprehension of the foreign vessel as per the format specified in CGO 7/87. A copy of the format is placed at **Appendix 'A'**

0361 **Use of Force.** Graduated use of force is to be adhered to during anti-poaching operations at sea and guidelines contained in Coast Guard Tactical Guidelines 2/91 and other relevant policies in vogue are to be strictly complied with. The same has been further amplified by CGHQ letter OP/0501/Policy dated 10 Sep13.

0362 **Specified Ports and Designated Courts.**

The list of designated courts in India vide gazette notification no. SO 15 (E) dated 12 Jan 82 is as follows:-

- (a) Mumbai
- (b) Ratnagiri
- (c) New Mangalore
- (d) Goa
- (e) Kochi

0363 **Actions by DHQs/ Stations.** DHQ/ Stations are to ensure that actions as per para 58 to 64 of CGO 7/87 are initiated for vessels apprehended in their respective area of jurisdiction. DHQ/ Stations are to liaise with the port and police authorities to arrange for berthing facilities for apprehended vessels at a specified port. The ETA of the Coast Guard Ship is to be so adjusted that the vessel arrives in the forenoon to enable handing over of the apprehended vessel to police before sunset. However, if for some reasons the Coast Guard ship and apprehended vessel cannot enter the harbour prior sunset, the ship and vessel is to be kept at anchorage and is to be shifted to alongside berth the subsequent morning. The Ships apprehending the Foreign fishing vessels are to forward additional details to RHQ (W) for carrying out further analysis not later than four hours of apprehension. The list is placed at enclosure **Appendix 'B'**. The DHQs/Stations where the boat is being handed over is to inform the RHQ (W) about the revenue generated from the fish auctioned.

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100

- 0364 **Custody of Vessels.** The custody of apprehended vessel will be handed over to CSP alongwith inventory including live body receipt. On receipt of signal from the Coast Guard Ship regarding the apprehension of foreign vessel, the RHQ, respective DHQ or station is to liaise with the CSP and port authorities to ensure immediate handing over of the arrested/ detained master/ vessel for preparation of a formal seizure memorandum (Panchnama). The information regarding the arrival of the apprehended vessel will also be made to the local representative of the Fisheries Department, FSI for assisting the police in examination and valuation of quantity/ quality of the fish on board the apprehended/ detained vessel and its disposal under court orders. In case of a poaching vessel, the Fisheries Department may also be required to inform the approved valuer, if any, appointed by the Ministry of Agriculture to assess its value of catch as per Section 9 (4) of MZI Act, 1981. DHQs/ Stations are to forward revenue generated by fish auction monthly to this headquarters.
- 0365 **Apprehension, Seizure and Joint Investigation.** All apprehension made by the Coast Guard ships under MZI act, 1981 will be reported to the CSP for further investigation and subsequent prosecution. However, it is the duty of Regional Law Officer for ensuring speedy disposal of these cases by keeping a constant liaison with the civil police/ public prosecutor. The respective DHQ/ Stations are to ensure seizure memo is prepared by the CSP at the earliest in the presence of the Boarding Officer. The seizure memo must contain the complete list of inventories of items of the vessel. A copy of the seizure memo should be taken over by the Boarding Officer from the CSP and forwarded to RHQ along with the detailed report. The Regional Headquarters will scrutinize the report and forward comments including discrepancies observed in the report and its enclosures to Coast Guard Headquarters. A joint investigation of apprehended vessels is to be conducted by the concerned DHQ/ Station to verify the motives of the apprehended foreign nationals.
- 0366 **Boarding Clearance Certificate.** Instructions contained in para 37 and 54 of the CGO 7/87 are to be strictly followed for documentation. The Commanding Officer and Boarding Officer must obtain a boarding clearance certificate from the master of the apprehended vessel. The police officer preparing seizures memo should also sign the certificate as witness. A format of the certificate is placed at **Appendix 'C'.**
- 0367 **Anti-Poaching Patrol.** Regular anti-poaching patrols are undertaken by Coast Guard ships to ensure that no foreign fishing vessels indulge in poaching activity in our Exclusive Economic Zone. The Regional Headquarters or the District Headquarters would update the Coast Guard ships on patrol about the Deep Sea Fishing Vessels operating in the eastern region EEZ.
- 0368 **Documentation in Anti-Poaching Operation.** Coast Guard ships are to maintain MZI patrol register, boarding diary, log book, navigational charts, photographs, and photographic and video graphic evidence on apprehension of the poaching vessel. The documents are to be preserved for submitting to court as evidence.

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101

0369 **Check off List.** A detailed check off list on anti-poaching operations is required to be prepared by all the ships and kept in the Bridge File. RHQ, DHQs and Stations are required to keep the check off list in Ops Centre for ready reference. Units are to ensure that adequate numbers of copies of various boarding forms are readily available in the bridge.

0370 **Instructions when CG Aircraft Used for Anti-poaching Operations.** Coast Guard aircraft may be used in connection with detection of offences under the MZI Act, 1981. Coast Guard air crew may also be required to appear as witnesses in courts to give evidence relating to sighting of a foreign vessel in prohibited areas/ indulged in poaching in Indian waters. Coast Guard Air Stations/ Air Enclaves and Coast Guard ships having detached flight are to issue appropriate orders to ensure the following:-

- (a) Detailed reporting of place of sighting.
- (b) Proper maintenance of records.
- (c) Proper handling of information given by CG Dornier/ Helo.
- (d) Proper handing/ taking over of escaping vessels.

0371 **Quarterly Progress Report of Court Cases.** The District/ Station Commanders and the Commanding Officer of Coast Guard Air Enclaves are to forward quarterly report on progress of Coast Guard cases to the Regional Headquarters by 10<sup>th</sup> of Jan, Apr, Jul and Oct as per the prescribed Performa.

0372 **Incidents of alleged Harassments of Indian Fishermen by Foreign Navy/ Fishermen.** There is a marked increase in reporting of alleged harassments of Indian fishermen by the Foreign Navies/fishermen especially when operating close to the IMBL. The alleged attacks on fishermen are reported to the Fisheries department who in turn report it to the Coast Guard. In order to take up the matter with the Ministry of External Affairs, GoI, a incident Processing Form has been promulgated which is placed at **Appendix 'D'.** The Stations/ DHQs are to ensure that such incidents are to be reported by fisheries to ICG only through this form.

0373

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0380

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102

**Appendix 'A'**  
(Refers to Art 0360 Chapter III)

**FORMAT FOR REPORTING VIOLATIONS UNDER MZI**

FROM UNIT OPS IMMEDIATE/ PRIORITY  
TO COMCG (W) RESTRICTED  
INFO CGHQ  
CONCERNED DHQ/STATION

---

MZI REP (.)

- (A) VESSEL (NAME/ NO./ NATIONALITY) WITH DATE AND TIME OF APPREHENSION
- (B) MASTER (NAME/ NATIONALITY/ IDENTITY CARD NO.)
- (C) NUMBER OF CREW AND THEIR NATIONALITY
- (D) NATURE OF VIOLATION
- (E) PERMIT NO. (IN CASE OF CHARTED VESSEL)
- (F) POSITION OF APPREHENSION AND DISTANCE FROM NEAREST LAND
- (G) QUANTITY OF FISH FOUND ONBOARD
- (H) QUANTITY OF FRESH FISH IF ANY
- (J) NAME OF SPECIFIED PORT WHERE VESSELS BEING ESCORTED
- (K) ANY OTHER INFORMATION

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103

**Appendix 'B'**

(Refers to Art 0363 Chapter III)

**SIGNAL DETAILS - APPREHENDED FOREIGN BOATS**

- (A) PORT OF DEPARTURE
- (B) DATE AND TIME OF DEPARTURE
- (C) PORT OF REGISTRATION
- (D) TYPE OF FISH ONBOARD INCLUDING BAIT
- (E) TYPE OF BAIT CARRIED
- (F) EQUIPMENT FITTED
- (G) AMOUNT OF FUEL CARRIED
- (H) BALANCE OF FUEL HELD
- (J) DURATION PLANNED TO BE IN AREA
- (K) PLANNED AREA OF FISHING
- (L) TYPE OF FISHING NETS
- (M) AVERAGE SPEED OF THE BOAT
- (N) LENGTH OF FISHING BOAT
- (P) QUANTITY OF RATION HELD
- (Q) PHOTOGRAPH OF THE BOAT THROUGH E-MAIL

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104

**Appendix 'C'**  
(Refers to Art 0366 Chapter III)

**FORMAT OF BOARDING CLEARANCE CERTIFICATE**  
**PART I**

I.....of Coast Guard ship.....pursuant to the authority vested in me under the Maritime Zones of India (Regulation of Fishing by Foreign Vessels) Act, 1981 and rules made there under as amended to enforce this law have boarded and inspected the vessel and its documents namely:

or

I.....of Coast Guard ship.....pursuant to the authority vested in me under the Letter of Permission (LOP) issued by the Ministry of Agriculture, Department of Animal Husbandry, Dairying and Fisheries as amended from time to time towards inspection of Deep Sea Fishing Vessels for compliance of provisions of LOP have boarded and inspected the vessel and its documents namely:-

.....and  
(Name of the vessel)

.....  
(Particulars of the vessel)

In position.....  
(Latitude and Longitude with range and bearing)

On.....time.....

(Date) (GMT/IST)

Signature:\_\_\_\_\_

Name of the officer:\_\_\_\_\_

Rank of the Officer:\_\_\_\_\_

Coast Guard Ship:\_\_\_\_\_

**PART II**

I.....master of vessel.....certify that:-

- (a) I have received a copy of the above referred boarding clearance certificate.
- (b) No loss or damage was caused to any part of my vessel and its contents during the boarding/ inspection. (or)
- (c) Following loss/ damage was caused to my vessel and its contents during the said boarding/inspection
  - (i)
  - (ii)

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105

**Countersigned**

(Name of the Master) \_\_\_\_\_

Seaman Certificate No.\_\_\_\_\_

Name of the Vessel\_\_\_\_\_

Date: -

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106

**Appendix 'D'**  
 (Refers to Art 0372 Chapter III)

**INCIDENT PROCESSING FORM**  
**(TO BE USED BY AUTHORITY RECEIVING REPORT OF ANY ALLEGED ATTACK  
 ON INDIAN FISHERMEN AT SEA)**

1	Boat Particulars			
2	Boat Name			
3	Registration Number			
4	Place of Registration			
5	Port/ Place of Departure			
6	Date/Time of Departure			
7	No. of crew			
8	List of Crew Details			Attach as Annexure 1
	Name	Age	Pass No	Address
9	Equipment	GPS		
		VHF		
		Any other equipment		
10	Incident Particulars			
11	Witness	Name		
		Age		
		Address		
12	Incident Date			
13	Incident Time			
14	Incident Position			
15	Name of Accused Vessel			
16	Pennant no. of Accused Vessel			
17	Instrument of Attack	Firearms		
		Knives		
		Iron Rods		
		Wooden Sticks		
		Ropes		
		Stones		
		Rubber	Rods	
		Any Other		
18	Death	Number of deaths		
		Details		
19	Injury	Attach as annexure 2		
		Number injured		
	Nature of Injuries			

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107

		Details	Attach as annexure 3
20	Hospitalisation	Hospital name	
		Address	
21	Damages	GPS	
		Echo Sounder	
		Mobile	
		Fish Catch	
		Fishing Net	
		Diesel	
		Any Other	
22	Port/ Place of return post incident		
23	Date/ Time of return post incident		
24	Post Incident Formalities		
25	Authority Whom incident reported	Name	
		Designation	
		Department	
26	Joint Interrogation	Date	
		Place	
		Report	Attach as annexure 4
27	FIR Particulars	Number	
		Date	
		Place	
		Report	Attach as annexure 5
28	Incident Photographs		Attach as annexure 6
29	Date	Name	
30	Place	Signature	

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108

**CHAPTER-IV**  
**SECTION-I**

**NAVIGATIONAL CHARTS AND PUBLICATIONS**

- 0401 **Navigational Charts and Publications.** The Charts and publications are issued to Coast Guard ships as per scale laid down by Coast Guard Headquarters. The Naval Chart Depot, Mumbai supplies charts and navigational publications to the ship. Units are to ensure that all navigational charts and publications are demanded and maintained onboard as per the regulations on the subject. All charts and publications are to be promptly corrected as per latest notice to mariners and NAVAREAs. In case of any delay in receipt of notice to mariners, same could be downloaded from [www.hydrobharat.org](http://www.hydrobharat.org).
- 0402 **Electronic Navigation Charts.** All CG Ships are fitted Electronic Chart Display and Information System (ECDIS). As per the regulations laid down by International Hydrographic Organisation (IHO). The encrypted ENC licenses valid for laid down period and generated uniquely for a particular system identifiable by 28 digit ECDIS ID. The following are to be adopted for ENC licensing in respect of ICG Ships: -
- (a) ICG Ships are to demand ENC licenses through respective administrative authority quoting their 28 digit ECDIS ID.
  - (b) Administrative authority to compile the demands and forward to Regional Headquarters through proper channel.
  - (c) Regional Headquarters would submit consolidated demand alongwith 28 digits ECDIS IDs in respect of all ships under command to CGHQ/ Dte of Ops so as to reach by 15 Nov every year.
  - (d) CGHQ shall forward the demands to NHO, Dehradun.
  - (e) Further, Units can download ENCs/ Updates using login credentials issued by NHO as per guidelines issued vide CGRHQ(W) fax 750/9/ENC dated 28 Feb 19.
  - (f) Units are to ensure appropriate measures for confidentiality of credentials/ data.
- 0403 **Additional Chart Folios.** The ships nominated for overseas deployment require additional charts and navigational publications. On being nominated or on receipt of the final programme, ships are to forward the demand for charts and publications to District/ Regional Headquarters. These charts and publications would be procured by the Headquarters and supplied to the ships.

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- 0404 **Navigational Aids.** The units are to ensure that all navigational aids like Radar, Echo Sounder, EM Log, Gyro, DGPS, Magnetic Compass and other optical instruments etc. are serviceable at all times. Defects on these equipment are to be notified immediately to Headquarters. Long outstanding defects or defects requiring considerable time for rectification are to be closely monitored keeping the Headquarters informed on the progress.
- 0405 **Calibration of Navigational Aids.** The ships are to ensure that all navigational aids and optical instruments are calibrated at regular intervals and a record of the same is to be maintained in the ship's Navigation Data Book. The notation on the correction to be applied to the readings/ observations for getting correct observations is to be pasted on the equipment for easy reference.
- 0406 **Navigation Data Book (NDB).** The ships are to maintain navigation data book as per BR 45 (Vol. I). The Commanding Officer is to ensure that the book is kept updated at all times. Navigating Officer's impressions are to be recorded after every sortie and the Commanding Officer's impressions on handing over of command.
- 0407 **Navigating Officers Workbook/Notebook.** Ships are to maintain Navigating Officer workbook and notebook as per BR 45 (Vol.I).
- 0408 **Check off List.** The ships are to prepare check off lists for reference of OOD/ OOW as per the policy in vogue (the details of check off lists to be maintained are placed at **Appendix 'A'**. All check off lists are to be kept updated at all times and be readily available at bridge at sea and at gangway in harbour.
- 0409 **Navigation Warning.** Units are to ensure that all the NAVAREA warnings in force and other navigation information's are held onboard. NAVAREA register and NAVAREA in force file along with tote is to be maintained and updated at all times.
- 0410 Spare

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110

**Appendix 'A'**  
(Refers to Art 0408 Chapter IV)

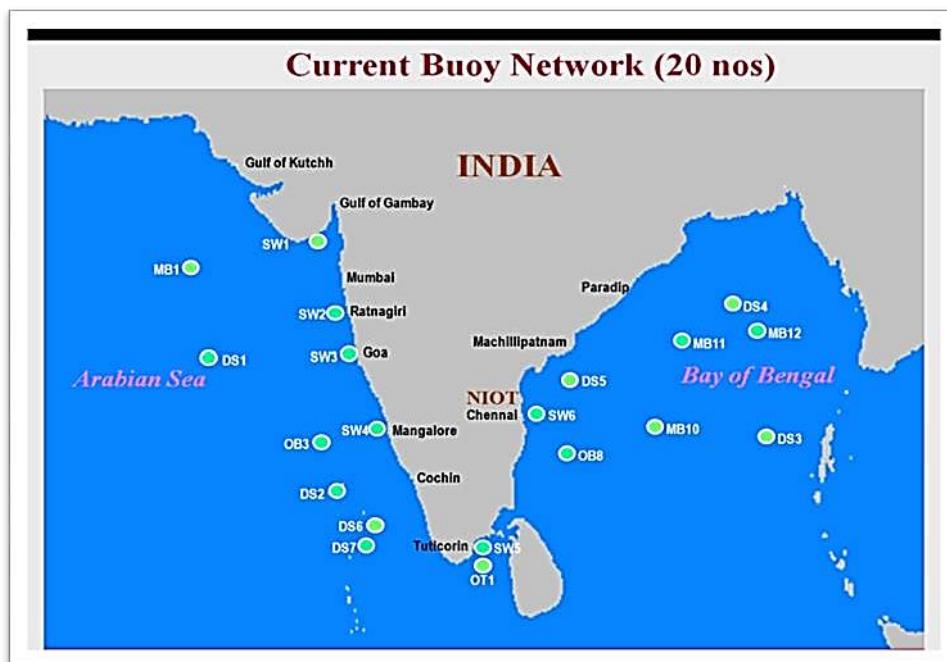
**CHECK OFF LISTS TO BE MAINTAINED BY NAVIGATION DEPARTMENT**

1. Bridge Checklists.
2. Bridge Emergencies and Breakdowns.
3. Bridge Data and Helo Operation.
4. Trawler and Patrol Guide.
5. Tactical Guidelines.
6. Bridge Safety Guide (Weapon and Sensors).
7. OOD File with Check off List.
8. OPS Room Check list.

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**CHAPTER-IV**  
**SECTION-II**  
**NAVIGATIONAL INFORMATION**

- 0411 **Offshore Activities.** The general area of offshore oilrigs, platforms and seismic survey are indicated on navigation charts. The details of co-ordinates of all jack up/ floater rigs deployed offshore are always available with the Ops Centre, Regional Headquarters. The position and coordinates are also promulgated by NAVAREAs. Ships are to ensure that all charts are updated with the latest position/ coordinates of oilrigs/ platforms. Ships during patrol are also to make efforts to communicate with oil rigs/ platforms/ survey vessels.
- 0412 **Data Buoys at Western Sea Board.** The various data buoys have been laid in the Bay of Bengal. Ships on patrol are to make efforts to sight the buoys physically and intimate the headquarters about sighting in routine SITREPs. Change in positions noticed if any, should also be intimated through SITREPs. The present data buoys network in India is as follows:-



- 0413 **SSD/ Bridge Organisation.** SSD and Bridge Organisation assist ship in efficient functioning during operations and ensure safety of ship during emergencies. Safety of ship at sea is of primary importance and the ship possesses various navigational aids for fixing and finding the position of the ship. Though these navigational aids are reliable but it is unsafe to depend on a single system for position fixing as no system is perfect. Ships are therefore to use multiple systems for position fixing and cross check the position by alternate methods/ systems. Commanding Officers are to ensure that a viable SSD/ Bridge Organisation is instituted onboard and is trained

regularly. This would also ensure efficient conduct of various operations/ exercises at sea. The following needs to be undertaken for safety of ship:-

- (a) Conduct of briefing prior entering/ leaving harbour and commencement of exercise/operation.
- (b) Preparation of pilotage plan for restricted waters. Briefing of plan conducted prior execution.
- (c) Fix ship by conventional methods of fixing and use GPS as supplementary aid to cross check position.
- (d) Use largest scale chart appropriate to the purpose.
- (e) Use ECDIS with AIS feed effectively as supplementary system and include reporting of ship's position from ECDIS during conduct of pilotage.

0414 **Astronomical Observations.** The astronomical observations are alternate means for fixing ship and regular practice is required for correct observations. The Astro plotting software can be used for plotting and calculation. The Navigating Officer is to ensure that all GD officers including under trainee officers practice astronomical observations during sorties and achieve proficiency.

0415 **Turning Trials.** The data on advance, transfer, distance to next course, tactical diameter etc. add to safety of the ship and enable the navigator to maneuver the ship in restricted waters with precision. These data are to be calculated for the ship by undertaking turning trials once in a year. The data obtained is to be compared with the data obtained by the ship on earlier trials and also with the data from the same class of ship for analysis of change, if any. The data is to be recorded in the ships NDB with date, position and prevailing conditions.

0416 **Speed Trials.** Coast Guard ships are very often required to proceed with dispatch to undertake SAR ops at sea. Time is a critical factor for the success of the operation and speed is one of the prime factors. Therefore, all ships are to ensure exploitation of main engines at designed maximum speed for at least two hours in each sortie and maintain a database of speed achieved. In case ships are unable to attain the designed maximum speed, the same is to be reported to the administrative authority keeping CGHQ informed. In this regard CGHQ policy letter OP/0176 dated 06 Jan 06 is relevant.

0417 **Magnetic Compass Swing.** Magnetic compass enables ship to be steered during occasions of gyro compass failure and is also a supplementary to the gyro compass. Ships are to ensure that the magnetic compass is swung on completion of refit/ ERDD and/ or atleast once a year in an operational cycle. The latest deviation card made is to be pasted on the steering console. The entering/ leaving magnetic courses of all important harbours are to be indicated on relevant charts.

- 0418 **Calibration of Radar.** Radars have index error and applicability of the error is necessary for getting correct readings for fixing the ship and for conduct of blind pilotage. Ships are to calibrate radar at every opportunity including leaving and entering harbours and apply the index error for position fixing and blind pilotage. The radar index error is to be separately calculated for different range scales and different displays.
- 0419 **Calibration of Echo Sounder.** The requirement of calibrating Echo Sounder should be projected to local administrative authority for seeking assistance of OEM/PAC firms during refits/ dry docking and as and when required. In addition, basic method of hand lead line is to be used alongside for checking the correctness of Echo Sounder.
- 0420 **Training.** Regular training of officers and men on procedures laid down needs to be undertaken to achieve proficiency and hence deal with any emergency onboard. The Commanding Officers are to ensure that the officers and men of their ship are trained well to perform the charter of duties and to deal with any emergent situation.
- 0421 **Tropical Revolving Storms.** Tropical Revolving Storms originate in the tropics or subtropics and quite often form up in Bay of Bengal. The East coast of India is prone to tropical storms and thorough knowledge of TRS is required for safety of the ship and regular lectures on TRS is to be conducted for proficiency of the ship's company and officers.
- 0422  
to Spare  
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**CHAPTER-V**  
**SECTION-I**  
**WEATHER**

- 0501 **Seasons.** The area over east coast is dominated by the SW monsoon in summer and the NE monsoon in the winter. The moist SW monsoon prevails from Jun to Sep and the NE monsoon from Dec to Mar. The SW monsoon is normally moderate in strength but occasionally fresh or strong. It is very warm and very humid by day and night, with persistent cloud and frequent rain, often heavy. The NE monsoon is rather more variable in speed and direction but the strength is moderate to fresh between N and NE for long spell over most of the area when well established. The cooler drier air, with brighter weather, provides a welcome relief for most of the region but the SW sector is cloudy with considerable rain along the coast. The spring transition, or pre-monsoon period, during Apr to May is the hot season with very variable weather and thunder squalls. Somewhat similar conditions prevail during the autumn or post-monsoon season during Oct and Nov.
- 0502 **Storm Warnings.** The general system of storm signals in use at various ports is described in pilots and local port orders. Ships are to keep extracts of storm signals readily available for reference in OOD check off list.
- 0503 **Calibration of Barometers.** The Barometers held onboard are required to be compared and calibrated whenever fitted new/ after major repairs and every half yearly. Services of command/ Port Meteorological Offices are to be utilized for the purpose. Ships are to project requirement to local administrative authority and liaise with met office for calibration.
- 0504 **Weather Broadcasts.** Indian Metrological Department issues fleet forecast and storm warnings for the Indian seas. The forecasts are edited by the Command Met officer of HQWNC and promulgated by the COMNETCEN on broadcast, as 'All Concerned' messages. For forecast outside Indian waters reference is to be made to ALRS Vol.III.
- 0505 **Routine Forecasts.** The Command Meteorology Office issues the following forecasts:-
- (a) Local weather forecast for an area covering 25 NM radius valid for 24 H from 1400 H.
  - (b) Fleet forecast for Bay of Bengal and Andaman sea valid for 12 H from 1530 H.
  - (c) Monthly weather summary, climatology and forecast for Bay of Bengal and Andaman Sea.

0506 **Weather and Cyclone Warnings.** The weather and cyclone warnings are issued as 'OPS IMMEDIATE' signals to 'All Concerned' by the Command Met Office, HQWNC whenever adverse weather affects the Bay of Bengal and the adjoining east coast of India. The text has 'WEATHER WARNING' as first words in the case of weather systems below depression and 'CYCLONE WARNING' for depressions and above. The signals are issued at 04/ 06/ 08 hourly intervals depending on the intensity of the system viz. cyclone/ deep depression/ depression respectively. Operational Guidelines for ICG response during Cyclonic disturbances is as under: -

(a) **On issuance of Weather Warning by IMD/ Other Source**

- (i) Closely monitor the weather developments through various sources.
- (ii) Maintain highest level of operational readiness to mitigate/respond to emergent maritime SAR and disaster relief contingencies.
- (iii) Institute appropriate safety measures for ICG assets in the likely affected areas.
- (iv) ICG operational units to be put on high alert and kept standby for deployment towards impending response measures.
- (v) Following measures for weather advisory/ warning to fishermen in local language be implemented by ICG units:-
  - (aa) ICG units already at sea to regularly broadcast weather advisory/ warnings to fishermen.
  - (ab) ROSs/ ROC are to regularly broadcast weather advisory/ warning to fishermen.
- (vi) Requirement of additional manpower and resources for response and relief measures are to be appreciated and worked out in advance.
- (vii) MRCC to consider activation of International Safety Net (ISN) message and coordinate safety advisories through NAVTED system and other means at regular interval.
- (viii) Areas of dense fishing activity may be identified in order to shepherd/ mitigate SAR operation in case of deterioration/intensification of the weather conditions.
- (ix) Coordinate with local authorities, State/District Emergency Operating Centre, Fisheries, All India Radio (AIR), NGOs, Volunteers etc. for sharing of weather information and advisories to fishermen.

(x) Liaise, integrate with Coastal States/ UTs/ local administration and civil authorities for disaster impact assessment, resource integration and preparedness of response measures for impending contingencies.

(xi) Advise Coastal States/ UTs/ local Fisheries authorities to direct fisher folks not to venture into sea for fishing activities and institute precautionary measures to advise fishermen operating at sea to return to the safety.

(xii) Inform/advise Coastal Marine Police/ Coastal Security Group for necessary precaution, preparedness and response measures.

(xiii) Advise Port Authorities/ VTMS for necessary precaution, preparedness and safety measures in their area of responsibility including safety of vessels at anchorage & derelicts keeping DG Shipping informed.

(xiv) Formulate Core Grout/ Coordination Cell at Station/ District/ Regional level with appropriate manning for coordination with inter/ intra- ICG authorities.

(xv) A Single Point of Contact (SPOC) may be established at each level for speedy communications and exchange of information. Whatsapp group may be formed, if appropriate.

(b) **On Intensification of Weather/ Cyclonic Disturbance**

(i) Closely monitor the weather movements and forecasts to advise all concerned authorities for prompt appropriate response actions.

(ii) Deploy additional ICG units for weather warning dissemination, shepherding fishermen to safety and response to Search and Rescue requirements at sea.

(iii) MRCC, MRSC, ROS, ROC and ICG units at sea are to intensify weather broadcast and advisories in local languages for guiding fishermen and mariners for safety. Additional options to relay/ broadcast messages through other sources/ agencies be also coordinated.

(iv) MRCC to reinforce promulgation of safety message through ISN/ NAVTEX and also coordinate promulgation of NAVAREA to caution mariners with request to advise fishermen for safety as appropriate.

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117

- (v) Need for mobilisation additional life saving and rescue gears may be contemplated and accordingly planned for mobilisation from all possible sources.
- (vi) A high level of operational readiness be maintained for coordination of Search and Rescue requirements at sea. Advise/requisition other resource agencies (IN, IAF, Ports, etc.) for requirement of coordinated maritime SAR efforts, as appropriate.
- (vii) Activate ICG Core Group/ Coordination Cell for close liaison and coordination with State/ UT/ Local & Civil Administrative and Fisheries Authorities.
- (viii) Integrate with State/ UT/ District/ local Disaster/ Emergency response authorities and centres for rescue and relief contingencies.
- (ix) In case of launch of large scale and extended Maritime Search and Rescue efforts, the Operation to be code-named, in consultation with CGHQ.
- (x) Units at sea to forwarded photographs and video of the operations undertaken by the fastest means. Real time information is considered critical.
- (xi) Coordinate with Fisheries and Port authorities of cyclone affected and adjoining States for accounting of fishing boats operating at sea and returning harbour for shelter/ safety. Real time information from Fisheries authorities on disposition of fishing boats (in harbour or at sea) is essential for accounting and research.
- (xii) Assist Civil Authorities in rescue and relief efforts in the aftermath of cyclonic disasters alongwith other Military, Para-military and Civil organizations i.a.w guidelines laid down in CGBR 842.
- (xiii) Maintain seamless communication with all the participating and resources agencies and at all level.
- (xiv) In case of Cyclone affecting the Islands Territories, deploying ICG Units for transportation of essential commodities, food medical and relief items may be appreciated depending on requirements and factored in the Operational Planning.
- (xv) Shore based medical assistance may be undertaken in coordination with State and local medical authorities.

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(xvi) MRCC to consider liaisoning with MRCCs of neighbouring countries for Search and Rescue assistance to stranded fishermen and relaying alert messages in their AOR, if required.

(xvii) Search, rescue and relief operations by ICG units may be scaled down/ terminated in consultation.

(c) **Documentation**

(i) Regular SITREPs are to be forwarded by ICG units, participating in search, rescue and relief operations to Operational Commander(s), who in turn to forward consolidated report to CGCs and CGHQ.

(ii) Diary of events to be maintained at all level.

(iii) Accounting of number of assets deployed including ship days and flying time including collated details of fishing boats (separately for rescued and assistance provided, if feasible)

(iv) Detailed report alongwith photographs, lessons learnt and recommendations, if any, be forwarded to CGHQ on completion of operation.

(d) **Miscellaneous**

(i) Maintain/ manage efficient Media Management and regular Press release/ update for ICG efforts.

(ii) Identify potential modes of media inputs and may also maintain linkages with fisheries association heads and leaders.

**Note:-** These operational guidelines, to be read in conjunction with CGBR-842, are by no means exhaustive and the Operational Commander(s) may draw out Standard Operating Procedure (SOP), as deemed appropriate, for response measures by ICG during Cyclone related contingencies under respective area of jurisdiction.

0507 **Radio Navigational Warnings.** Radio navigational warning relating to important hydrographic information in waters around India is issued as NAVAREA VIII messages. These messages are also transmitted through INMARSAT/ NAVTEX as per the GMDSS regulations. Ships are to receive these messages and maintain a log of NAVAREA warnings.

0508 **Weather Bulletins.** In addition to the weather forecast issued by HQWNC, Indian Metrological Department issues a number of weather bulletins and warnings for the benefit of ships at sea and can be downloaded from IMD website. These are of the following categories:-

(a) **Coastal Weather Bulletins.** These are intended to give detailed information on elements of weather of a particular coast by coast radio station situated in various states.

(b) **GMDSS.** Daily two weather bulletins are transmitted at 0900 UTC and 1800 UTC through INMARSAT-C.

0509 **Types of Weather Bulletins.** Weather bulletins issued by Coast Radio Stations are of the following types:-

(a) 'Daily' bulletins are routine bulletins issued twice a day during normal weather.

(b) 'Extra' bulletin is issued, if considered necessary, when the weather is disturbed. However, an 'extra' bulletin is invariably issued when a depression is formed.

(c) If a cyclonic storm has developed, three additional 'Storm' bulletins are issued. When a cyclonic storm has formed, six bulletins are issued including one extra and two daily bulletins.

(d) If observations received indicate unexpected development of weather, a 'Special' bulletin is issued at any hour.

0510 **Coastal Weather Bulletins.** The Coastal Weather Bulletin consists of the following:-

(a) Name of the coastal areas for which the bulletin is issued.

(b) Important weather system, if any, affecting the weather over the coastal areas and its movement in cases of extra/ storm bulletins.

(c) Period of validity of forecast.

(d) Forecast of wind, weather, visibility and state of sea for the coastal area.

(e) Information about storm warning signals, if any, hoisted at ports on the coastal areas concerned.

(f) Information of storm surges/ tidal waves is given whenever necessary.

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120

(g) In the event of disturbed weather, depression, cyclonic storm etc. significantly affecting weather in the coastal areas, the bulletin for that area will be preceded by the International Safety signal (TTT) and the weather bulletin will contain the following items in the order given below:-

- (i) International Safety Signals (TTT).
- (ii) Statement of type of warning (warning, gale- warning, cyclone-warning etc.).
- (iii) Time of disturbance in UTC, in the international six figure date time group.
- (iv) Type of disturbance (depression, monsoon-gale, cyclonic storm etc) with a statement of central pressure in milli bars in the case of cyclonic storm.
- (v) Location of disturbance in degree and tenths, where possible, of latitude and longitude.
- (vi) Forecast direction and speed of movement of disturbance (speed of storm centre is given in knots, direction may be given to nearest of 16 points of compass or in degrees to nearest ten).
- (vii) Extent of affected areas.
- (viii) Speed and direction of wind in various sections of the affected area. (wind speeds are given, if possible for different distances from the centre in the various sectors of the storm area. Wind speeds are given in knots: distance in nautical miles).
- (ix) Further indications (if any).

0511  
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**CHAPTER V**  
**SECTION-II**  
**EMERGENCY MEASURES DURING**  
**BAD WEATHER AND FIRE HAZARDS**

**0521 Storm Precautions/Warnings**

The general system of storm signals in use at various ports is described in Pilots and Port Orders. The storm warning signals are displayed by day and night at Port Signal Station in all ports. Ships are to keep extracts of storm signals for ready reference.

**0522 Precautions against Bad Weather.** If inclement weather is expected (storm signal 3 and upwards), the following additional measures are to be taken to ensure safety of the ships: -

- (a) Pass additional berthing and hurricane hawsers.
- (b) Keep collision mats ready in case of ships dragging and colliding.
- (c) Set watch on harbour broadcast with Navy/maintain communication link with DHQ/ Station.
- (d) Raise power and come to immediate notice for motoring.
- (e) Request tug assistance for ships without own propulsion.
- (f) Have one pump standby in case of ship developing leak.
- (g) An executive officer of suitable seniority and experience to remain on board at all times until bad weather passes or no longer imminent.
- (h) Sufficient number of hands to raise power and handle ship in an emergency, such as shifting berth should be available on board at all times.
- (j) Liberty of personnel should be restricted. Personnel be warned to report immediately in case recalled.
- (k) The exact whereabouts of CO and Heads of Departments should be known to the Officer of the Day (OOD).
- (l) Increase frequency of rounds.
- (m) Continuously monitor weather/ barometric pressure.

0523 **Storm Precautions for Small Crafts**

Small crafts should be properly secured to the moorings and a watch should be kept on the moorings. If the weather becomes stormy, these crafts should immediately be shifted to a protected area.

0524 **Storm Precautions for Shore Establishments.** A storm may cause damage to the buildings ashore as well as transports and stores, etc. Therefore, on receipt of storm warning following precautions are to be taken:-

- (a) Secure all doors/windows properly.
- (b) All books/ files/ papers should be cleared off the tables and locked up.
- (c) All moveable items like transport, computers, Xerox machine, other office automations, etc., should be removed to secured places.
- (d) Cover all stores and equipment properly to protect them from wind and rain.
- (e) All vehicles should be garaged.
- (f) Movements of all transports should be restricted.
- (g) Electric current is to be switched off when necessary to avoid electrocution. Hurricane lanterns and torches are to be provided.
- (h) Fire/ rescue parties should be kept in readiness.
- (j) Shelter of personnel under trees should be avoided.
- (k) All flight commanders are to ensure the security of the aircraft and all their associated equipment.
- (l) Latest weather reports will be passed to the ships/establishments by Naval Signal Centres at various ports for information and for necessary action.

0525 **Fire-Fighting**

Fire is one of the hazards which can cause loss of life and property. It is the responsibility of every individual borne either onboard ship or in the establishment to fight general/oil/electric fire. The Fire-Fighting Officer is responsible to the Commanding Officers during working hours and the officer of the day during non-working hours.

**0526 Fire-Fighting Equipment**

- (a) Fire-Fighting equipment is for the purpose of Fire-Fighting and is not to be used for any other requirement. For identification purposes, such gears will be marked with appropriate colour except the hoses.
- (b) NBCDO is to ensure that the equipment is kept charged at all times to meet any contingency. If any equipment is used, it should be replaced/ recharged immediately.

**0527 Action in Case of Fire**

- (a) Prompt and correct action is the key to successful fire-fighting. The first person fighting a fire is to raise alarm by shouting FIRE, FIRE, FIRE, at the same time trying to extinguish the fire by means available to him.
- (b) Any person hearing such an alarm is to assist in fire-fighting and at the same time is to inform the duty personnel of the out-break of fire and its location.
- (c) Ring the bell continuously and inform officer of the day.
- (d) The officer of the day is to inform the CO, EXO, Engineer Officer & NBCDO and at the same time arrange for the fighting equipment while proceeding to the scene of action.
- (e) All personnel not involved in fighting the fire are to remain well clear of the scene of fire.
- (f) All personnel are to be mustered in the common place and deputed to fight the fire till the time fire is extinguished.
- (g) All engine room sailors will proceed to the scene of fire and assist in fire-fighting and operate trailers and equipment as required.
- (h) All electrical sailors will proceed to transmitting station or communication centre as required to start emergency generator.
- (j) If fire breaks out onboard any CG ship in harbour shore authority will render maximum assistance from sources within the concerned Port, the local and Navy Fire-fighting brigades.

**0528 Fire Precautions During Ship's Refit.** Coast Guard ships may undergo refits at commercial or naval yards. In addition to existing SOPs, instructions issued on the subject by the yard are to be strictly adhered to.

0529 **Monsoon Preparedness**

(a) The South-West monsoon generally sets in during early June every year. With the onset of monsoons the operational preparedness of all Coast Guard units is required to be enhanced. In addition to routine patrols, there is a spurt in SAR requirements during the monsoonal period. Keeping in mind the problems likely to occur during monsoons, certain precautions are needed to be taken by all ships and establishments that require thorough planning and foresight in order to maximize the operational efficiency and minimize the damage to ships, equipment and CG assets.

(b) A few precautions that are required to be undertaken by units in harbour, sea and at air stations are as follow:-

(i) **In Harbour**

(aa) Monsoon enhances corrosion and therefore proper hull maintenance including protection of upper deck fittings is to be ensured.

(ab) Adequate berthing/hurricane hawsers are to be available onboard to secure the ships during inclement weather. Damage control and fire-fighting equipment are to be available and fully operational.

(ac) All equipment related to search and rescue to be made available and checked for operational efficiency.

(ad) Availability of operational meteorological equipment to be confirmed.

(ae) Ships company to be sensitized to the requirement of sailing ships at short notice whenever required.

(af) Adequate monsoon gears to be stocked up.

(ag) Training/lecture on TRS avoidance and ship handing in heavy seas.

(ah) Serviceable state of life saving equipment (Life Rafts/Life Jackets) etc., may be ensured.

(aj) Lecture on use of all such equipment may be undertaken at regular intervals.

(ak) Ship's company to be regularly exercised at emergency stations, boat stations etc.

(al) District/Station Commanders are to review situations in harbour under their jurisdiction and provide adequate protection including fenders/berthing hawsers/ safe berths for ships under their command. They are to draw their own plans to ensure the safety of ships under their jurisdiction depending on the geographical features of the respective harbours. Also adequate measures to maximize operational efficiency are to be initiated by the District/Station Commanders in liaison with respective state authorities.

(ii) **At Sea**

- (aa) Lectures to be conducted on ship handling in heavy seas and TRS avoidance.
- (ab) SOPs be formulated for investigation of fishing boats/merchant ships in rough weather.
- (ac) Standing Sea Fire Party and DC party to be promulgated on all ships and exercised regularly.

(iii) **At Air Stations**

- (aa) Squally weather and gusty winds are a normal phenomenon during south-west monsoons. It is prudent that air stations methodically undertake risk assessment of surrounding areas/infrastructure and initiate remedial measures to prevent damage to assets.
- (ab) Units are to continuously and proactively monitor impact of monsoons on surrounding environment and diligently adhere to instructions enumerated in INAP 2 ART 8310 regarding structural integrity.

(iv) **Protection to Fishermen.** It has been the past experience that the maximum SAR cases occurring during the monsoons are related to fishermen. Therefore, efforts may be made by District/Station Commanders to liaise with respective state fisheries departments and ensure that following is adhered to by the fishing community.

- (c) Weather updates to be constantly obtained prior proceeding to sea.
- (d) Fishing boats be advised to operate in pairs/groups for safety.
- (e) Probable areas of monsoon fishing be identified so as to help search and rescue operations.
- (f) Inspection of boats by Assistant Director, Fisheries to ensure sea worthiness and presence of life saving equipment prior proceeding to sea.

(g) Measures of passing information while in distress be disseminated to the fishermen.

(h) Importance of heeding to weather warnings be emphasized to the fishermen.

(j) Community interaction be held and precautions to be undertaken during monsoon be emphasized.

0530 **Tsunami.** Consequent to Tsunami disaster on 26 Dec 04 in the Indian Ocean Region, there has been recurrence of fresh tremors in the tectonic plate around the area. The possibility of frequent tsunamis under these unstable conditions cannot be ruled out. In order to maintain high level of preparedness to meet any eventuality, SOPs have been promulgated by CGHQ vide letter OP/0209/Madad dated 29 Jun 13. The units are to ensure following:-

(a) **Monitoring.** MRCC, MRSCs and Operations Centres of CG ashore units are to monitor internet websites of INCOIS, NOAA and ITIC for tsunami early warning. Inputs from local conditions and additional sources including television news are also to be monitored.

(b) **Reporting.** Any shore unit observing a Tsunami warning is to alert the administrative Authority, units under jurisdiction, RHQ (W) and CGHQ through fastest available means and also by signal as per format promulgated in CGHQ letter ibid. The unit is also to alert respective local government authorities. A ship at sea observing any abnormal rise/ fall in sea level or excessive vibrations is to report immediately to respective Ops Authority, RHQ and CGHQ. Ships observing such abnormal activity are to keep away from coast till confirmation of normalcy from Ops Authority.

(c) **Tsunami Log.** A log book titled 'Tsunami Log' is required to be maintained and updated by the Duty Staff Officer in all the operation centres of the regions/ districts/ stations.

(d) **Exercises.** Coast Guard Headquarters or the Regional Headquarters may at times inject tsunami disaster situations periodically as paper exercises in order to validate the concept, revise and update SOPs and enhance preparedness at all levels. Such exercises will be prefixed with 'Tsunami Paper'.

(e) **SOPs.** The standard operating procedures are to be established as per CGHQ policy letter OP/0209/Madad dated 29 Jun 12.

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**CHAPTER-VI**  
**SECTION I**  
**COMMUNICATION GENERAL GUIDELINES**

**0601 Introduction**

The aim of this section is to provide guidelines to all users of CG/Naval communication in general and Signal Communication Officers in particular on various aspects of communication. The Coast Guard communication facilities are at infant stage, hence naval communication facilities are continued to be used. These orders are to be read in conjunction with the latest Coast Guard Orders, Navy Orders and other local orders/directives issued by higher authorities from time to time.

**0602 Initiating and Drafting Signals**

Commanding Officers are to ensure that Navy Order "Signal Series" **7/2015** (Chapter-1) on the subject 'Initiating and Drafting Signals' is brought to the notice of all officers authorised to draft/release signals. District Commanders/ Commanding Officers/Officer-in-Charges will normally release all signals. They may, in **exceptional cases** authorise another officer to release signals. The names of all officers authorised to release signals along with their specimen signatures are to be forwarded to respective COMSTANS and COMNETCENs by all units in Western Region. Use of Hand messages is recommended for all messages of administrative nature. Detailed instructions regarding **drafting and releasing of signals** are laid down in **Art. 101 of NO'S' 7/2015**.

**0603 Proliferation of Signal Traffic**

(a) Over the years, the volume of signal traffic is continuously on the increase and experience shows that this is largely due to the convenient procedure in case of signals in comparison to letter writing. Despite advent of equally faster and efficient commercial systems such as telephone, fax and e-mail, signals continue to be used as parallel action. Further, large numbers of signals are addressed to higher authorities as information addressees, just to draw the attention or for favorable action by the concerned unit/organisation. On every occasion prior to making a signal, the originator must bear in mind whether the signal is necessary or other modes will do instead. It is recommended that a signal must be followed by a letter for record keeping as signals have limited life and are not permitted for retention.

(b) The introduction of CG Gram, Navy Gram, Fax systems and E-mail were a step to reduce the load on the COMSTANS/ COMNETCENs. All originators must ensure that guidelines laid down in NO 'S' 7/2015 (Guide to Users of Naval Communication) and other policy directives issued from time to time are followed in letter and spirit. Unnecessary signal traffic be curbed to facilitate efficient functioning of existing communication organisation. Detailed instructions regarding unnecessary signal traffic are laid down in Art. 101(d) of NO'S' 7/2015.

0604 **General Messages – Collective Addressees**

An address indicating group is an address designator consisting of the letters AIG followed by figures, e.g. AIG 1248, which represent a list of action and/or information addressees. Address Indicating Groups (AIGs) and collective addressees are to be in accordance with those promulgated in current NO 'S' 5/2004 and CG Orders. Allocation out of block given to Coast Guard will be made by letter/signal as and when required. Following AIGs are presently available to COMCG (W) for passing a message collectively to all DHQs, stations, ships and establishments in the western region.

AIG 2067 (WCG)	FROM	COMCG(W)
	TO	ALL SHIPS AND ESTABLISHMENTS UNDER OPERATIONAL AND ADMINISTRATIVE CONTROL OF COMCG (W)
AIG 2068 (WCGS)	FROM	COMCG(W)
	TO	ALL SHIPS UNDER OPERATIONAL AND ADMINISTRATIVE CONTROL OF COMCG (W)
AIG 2069 (WCGA)	FROM	COMCG(W)
	TO	ALL SHORE AUTHORITIES UNDER OPERATIONAL AND ADMINISTRATIVE CONTROL OF COMCG (W)

0605 **Flag Shift / Admin Move / Flag Move/ Moverep**

(a) Flag shift signals of COMCG(W) will be promulgated as WCG messages keeping CGHQ as information addressee whenever COMCG(W) desires to shift his flag on one of the afloat units under his command. Remaining all movements to establishments outside Mumbai will be promulgated by Admin Move signals. The security classification depends upon the circumstances, but it should not be less than 'RESTRICTED'. "Rear Link" procedure will be brought into force, whenever the flag shift is for more than 24 hours. Detailed instructions regarding the **Rear Link procedure** are laid down in **Art. 206 of NO'S 7/2015**. The format of flag shift and admin move signals are as follows (**Appendix 'C' of NO'S 7/2015**):-

- (i) DIG (.) **FLAG SHIFT**
  - (a) Appointment
  - (b) Movements and time
  - (c) Whether Rear link procedure is to be enforced
  - (d) Route for flag traffic
  - (e) Route for correspondence
- (ii) DIG (.) **ADMIN MOVE**
  - (a) Place(s) of visit
  - (b) Date of Commencement and termination of movement
  - (c) Name of senior officer to whom matter requiring urgent/ personal attention may be referred to

(b) Flag Move signals for COMCG(W) will be promulgated through FOCINC (WEST/SOUTH) to cover COMCG(W) movement in Naval Dockyard (MBI) and other Naval establishments in Mumbai/Kochi. In all other places Flag Move signals will be promulgated by respective COMDIS/Station Commander as and when required. Format of Flag Move signal and movement of officers is as follows (**Appendix 'C' of NO'S 7/2015**):-

(i) DIG (.) **FLAG MOVE**

- (A) Appointment
- (B) Date and Time of Move
- (C) Details of Movement
- (D) Dress
- (E) Any other relevant information ( e.g., Ships being passed negative Guard)

(ii) DIG (.) **MOVEREP**

- (A) Rank, Name, P. No and Appointment
- (B) Purpose
- (C) ETA
- (D) Transport
- (E) Accommodation
- (F) Duration of stay
- (G) Mobile Number

0606 **Minimise**

Minimise may be ordered to impose the restrictions on the use of Communications, telephone and telex and FAX/SECFAX circuits so that vital traffic connected with the current situation/operation is not delayed. NHQ is the only authority which will impose minimize in entire communication networks or between commands. Administrative authorities may also impose minimise within their respective commands by a Command General Message keeping NHQ as INFO addressee for promulgation as IG message. Minimise can only be lifted by the authority who originally imposed it by a signal, 'Cancel Minimise'. During the period of minimise the level of officers authorised to release signals may be raised appropriately and releasing officer is to add the words '**Not Withstanding Minimise**' against his signature when releasing signals. Detailed instructions regarding **minimise** are laid down in **Art. 201 of NO'S 7/2015.**

0607 **Maintenance of Signal Files**

All ships, Communication stations and other authorities are to maintain message files as per lists given in **Art. 228 of NO'S 3/2016**. Ships are to compare and update

**RESTRICTED**

130

the logs on arrival with those kept at RHQ/DHQ and COMSTAN'S. The following message files are to be maintained, depending upon the size of the ship or establishment.

- (a) **Daily/ Monthly File.** This file will have the following:-
- (i) Authority chit (original copy) and a fair (typed/duplicated) along with clearance and route chits of signals of classification **Confidential** and below. CAT'B' signals are to be filed separately.
- (ii) Acquaint chits for **Exclusive, Top Secret** and **Secret** signals.
- (b) **General Messages.** Fair (typed/duplicated) copies of general messages classified **Confidential** and below and acquaint chit for **Secret** series are to be filed in the appropriate General Message file.
- (c) **Encrypted Versions.** Cryptograms together with clearance chits, where used are to be filled in this file.
- (d) Secret Messages.
- (e) Top Secret Messages.
- (f) Exclusive Top Secret/ Exclusive Secret Messages.
- (g) Exclusive Confidential/ Exclusive Restricted Messages.
- (h) Broadcast or Fixed Circuit files.
- (j) Ship-shore files.
- (k) **FAX Files.** Only office copy. The concerned department to whom the fax is addressed would be responsible for record keeping and further action/ distribution.
- (l) **SECFAX Files.** Only office copy. The concerned department to whom the fax is addressed would be responsible for record keeping and further action/ distribution.

**Note :** Standardised format for Fax is promulgated vide **CGHQ Letter AD/0100 dated 11 Aug 14.**

0608 **Stowage of Files** Message files are to be stowed as follows **(Art 229 of NO'S' 3/2016)** :-

**RESTRICTED**

(a)	<b>Daily/ Monthly</b> (Confidential and below)	Main Communication Office/ Distribution Office
(b)	<b>General Messages</b> (Confidential and below)	Main Communication Office/ Distribution Office
(c)	<b>Secret and Top Secret</b> (locked in steel safe)	Special cryptographic Office/ SCO's safe
(d)	<b>Exclusive Restricted and Exclusive Confidential</b> (locked in steel safe)	Special cryptographic Office/ SCO's safe
(e)	<b>Exclusive Top Secret and Exclusive Secret</b> (locked in steel safe)	Special cryptographic Office/ SCO's safe
(f)	<b>Cat 'B' Confidential</b> and below	Main Communication Office
(g)	<b>Cat 'B' Secret and Top Secret</b>	Special Crypto Office
(h)	Fax/Secfax Files	Main Communication Office/ Concerned department

**Note :-**

- (i) The keys for the exclusive safes should be kept by an Officer authorised to handle exclusive signals. However, the sailor authorised to handle exclusive signals may have an access to the Exclusive Confidential and Exclusive Restricted safe.
- (ii) In most of the CG units, special cryptographic office is collected with MSO.

**0609 Disposal of Message Files**

- (a) Ships and COMSTAN are required to keep message files as mentioned below  
**(Art. 230 of NO'S' 3/2016) :-**

S No.	File/ Logs	Retention period	Remarks
1	2	3	4
(i)	<b>Secret / Top Secret</b>	Till completion of action but not later than 03 months	--
(ii)	Message files	03 months	--
(iii)	Encrypted versions (cryptograms and TP rolls)	01 month	--
(iv)	General messages	Self-cancelling for 01 month on completion of action and the	--

**RESTRICTED**

132

remaining for as long as  
they are in force

(v)	Routine weather Messages	01 month	--
(vi)	NC 10 Sheets	02 years	--
(vii)	NC-16 (IN/OUT Record Sheets)	03 months	--
(viii)	NC 18 (EW Log)	12 months	--
(ix)	SOX publications IG/CB	02 years	With CBO
(x)	OPDEFs	Till defects is Outstanding	Generally CAT 'B' signals to be accounted and safe-guarded as appropriate
(xi)	Telegrams and messages passed through commercial channels (radiograms/cablegrams)	02 years	--

(b) Before disposal/destruction of signals, ships and COMSTAN's are to muster all signals with IN/OUT record sheets and a record of destruction is to be maintained on a separate register.

(c) BGs are to be filed separately and are to be stored in crypto office. Where there is no separate crypto office, the BGs are to be adequately safeguarded as per crypto regulations. Ships on prolonged deployment are to destroy their W/T operator's Logs (NC-11) only on return to base port, after establishing the fact that there is no query pending.

(d) Destruction certificate of CAT 'B' signals is to be retained with respective unit and record for the same is to be maintained accordingly (***vide CGHQ letter CM/0208 dated 16 Jun 17***).

0610 **Communication Data Book**

Ships and establishment of the western region are to maintain communication Data Book for radio equipment held. The books should contain peculiar characteristics of each equipment fitted. Detailed instructions are laid down in current orders **Art.1304 of NO'S 1/2017**. The Communication Data Book should contain the following information as applicable: -

**RESTRICTED**

**RESTRICTED**

133

- (a) Record of Inspections.
- (b) Commanding Officer's signature and remarks.
- (c) Name of O/ic/SCO.
- (d) Equipment fitted.
  - (i) VS
  - (ii) WT
  - (iii) EW
  - (iv) Printer
  - (v) Aerial – Polar diagrams to be placed in the book
  - (vi) Cryptographic equipment
  - (vii) Crystals held
- (e) Aircraft communications-performance and results.
- (f) Record of ranges obtained on V/UHF sets.
- (g) Remote control facilities available.
- (h) Radio hazards. A diagram of ships Radio Hazards Board is to be placed in the book.
- (j) Record of calibration and performance and performance checks  
Calibration curves are to be placed in the book.
- (k) Records of important tactical exercise /operations
  - (i) COMPLAN/EW Task
  - (ii) Performance
  - (iii) Lessons learnt
- (l) Record of visit to foreign countries
- (l) Record of alteration/ addition on equipment
- (m) Record of EMC / EMI trials
- (p) Impression of Oi/C /SCO

**0611 Promulgation of General Messages in force**

General messages remaining in force are to be promulgated as follows **Art.231 of NO'S 3/2016:-**

- (a) **IG and CG Messages.** By an IG and CG message on the 1<sup>st</sup> day of every quarter by NHQ/CGHQ.
- (b) **Command General Messages.** By the concerned Administrative/ Operational Authority by signal on the 1<sup>st</sup> of every quarter.
- (c) **NAVAREA VIII Messages.** By NAVAREA VIII co-ordinator by signal on the 1<sup>st</sup> of every month.

**RESTRICTED**

(d) General messages issued with '**Self Cancelling**' as the first word of text are to be treated as cancelled after action is completed.

**0612 Maintenance of Operator's Logs**

Great care is to be taken to ensure that W/T operator's logs are correctly and fully maintained as per guide lines laid down in **Art. 225 of NO'S' 3/2016**. This applies equally to all voice nets, including tactical nets. Instructions regarding maintaining of Operators log are as follows:-

- (a) Adequate care must be taken to ensure that logs are correctly and fully maintained. Everything received and transmitted on any circuit must be entered in the log.
- (b) If there is nothing received/transmitted for 15 minutes on the circuit, an entry to the effect "Quiet Gear Correct" should be made.
- (c) Separate logs should be kept for each net. In the case of ship-shore, one log should be kept for service traffic and separate one for commercial traffic.
- (d) Two separate logs should be used for even and odd dates to facilitate checking without interrupting the continuity of logging on the circuit.
- (e) Logs would be regularly inspected by the ship's staff. This would be called by Administrative authorities as required.
- (f) Unless there is a special reason to retain them for longer periods, e.g., post exercise discussion, Board of Inquiry etc., operator's logs are to be destroyed after one month except for Ship-Shore bay logs and commercial logs, which should be retained for six months.

**0613 Logging / Recording of R/T Calls**

It is mandatory to log all R/T communication by ship/air station. Tape-recorders/Automated recording facilities are to be made available at ship/air station to record all R/T conversation. In the event of an incident, recorded data may be of use in an Inquiry, the tape is to be impounded until after the investigation. The tapes of conversation recorded during important operations like SAR, Salvage, Anti-Piracy, Anti-poaching and Anti-Smuggling operations are also to be preserved till final settlement of cases. Detailed instructions regarding Recording of R/T calls are laid down in Art. 112 of NO 'S' 4/2016.

0614 **Signal Addressees**

Signals are to be originated in the name of and addressed to only authorized signal addressees. Authorised signal addressees are promulgated in current Navy / Coast Guard Orders **NO'S 14/2010, Appendix 'C' of NO'S 16/2004 and CCGO 02/2001**. No local signal addressees will be designated. New signal addressees will be promulgated by NHQ/ CGHQ by IG/CG messages. Signal addressee of shore authorities and units is also promulgated vide **CGHQ letter CM/0215 dated 21 Jan 2014**.

0615 **Delivery Indicating Groups (DIGs)**

DIGs are to be used when signals are addressed to Coast Guard/Naval/Command/Regional Headquarters. The list of DIGs are promulgated in current Navy Order **Appendix 'F' of NO'S 7/2015** and **CGHQ letter CM/0102 dated 20 Mar 15**. Use of DIGs will result in speedy action as desired and hence all releasing authorities are to ensure the correctness of DIGs. Use of DIGs in signals is also promulgated vide **CGHQ CM/0102 dated 26 Apr 19**.

0616 **Routing of messages**

The procedure for routing messages in Western Region shall be as follows:-

(a) **General Instructions**

(i) Clearance of messages on telephone is to be avoided. However, when inescapable, messages of urgent nature up to security classification 'Restricted' may be cleared on telephone, but these are to be followed up by confirmatory copies by hand at the next routine dispatch. Authorities clearing messages by telephone are to indicate clearly the designation of the releasing officer and confirmatory copies are to be marked '**CONFIRMATORY**' to avoid duplication.

(ii) Guidelines regarding routing of messages on various Radio circuits, Data circuits (SACU/SMART-F), Telex, SECFAx, SECEM, SATCOM (including Distress traffic) and Visual signaling are contained in NO'S-1/2017 and NO'S- 14/03. These guidelines are to be strictly adhered to by all concerned in the Western Region.

(b) **Signals from Ships.**

(i) Traffic from ships at sea is to be routed in accordance with instructions laid down in current orders **Art 0115 of NO'S 1/2017**, however use of **Authentication** is mandatory on the following circuits/occasions:-

(aa) Ship NAS

**RESTRICTED**

136

(ab) All other HF Circuits involving a Ship

(ac) On establishing a new HF link or changing of emission or Call signs.

(ii) **Breaking of HF silence.** Instructions regarding breaking of HF silence at sea are contained in **Art. 0116 of NO'S- 01/2017**. Ships of Western Region (other than those operating along the Saurashtra Coast and Indo-Pak IMBL) are not to break HF silence at sea at any time except for clearing SITREP when on EEZ patrol or when warranted by exceptional circumstances. If HF silence is broken for reasons other than those specified in orders in force, a PL copy of the message along with the justification for breaking HF silence are to be forwarded to the operational authority on return to harbour.

Note:- Instructions on limitations on use of radio circuits while operating off Saurashtra coast have been promulgated vide Article 0307 of NO'S-1/2017 and HQWNC letter CM/7283/18 of 22 Nov 2000 as amended from time to time.

(iii) Ships in the stream and/ or in commercial docks are to clear signals by hand, messenger or Harbour Inter Communication (HIC).

(iv) Ships at Mumbai are to collect/ deliver messages from/to COMNETCEN(MBI) or from CGRPT(MBI).

(v) Signals between ships in stream and those between ships in dockyard area are to be cleared directly.

(vi) Signals are to be collected/ delivered by an authorised representative in locked boxes. One key of the lock is to be kept in COMNETCEN(MBI)/ COMNETCEN(KOC) and the second key by the ship/ unit/ department. The messenger is not to carry the key with him. A signal collection / delivery pass is to be issued by COMNETCEN(MBI)/ COMNETCEN(KOC) to each unit.

(vii) Ships at Kochi are to collect and deliver messages in accordance with the relevant directives promulgated in local orders.

(viii) Units in places other than Mumbai and Kochi (where no Naval Communication facilities exist) are to utilise the available CG resources and follow the local directives with regard to signal collection and delivery.

**RESTRICTED**

(ix) Ships and authorities routing PASEP signals through the naval facilities are to attach required number of copies of the signal under reference.

(x) Messages for Army, Air Force and Naval authorities are to be routed through COMNETCEN.

(xi) Mobile Satellite Service (MSS) to be used as one of the primary mode of communication between ships, ship-shore. Hence, MSS terminals are to be used regularly for clearing signal traffic to CG authorities.

**0617 Hand Message**

The instructions concerning handling of Hand Messages are as follows Art. 710 of NO'S 3/2016 :-

(a) A Hand Message is a substitute for signal, but it is to be handled by the concerned department after obtaining HM number from communication department. The originating department is responsible in making adequate number of copies as per DIGs and delivering of HM to concerned addressees. All copies of HM are to be signed and are to be retained for three months.

(b) The MSO will not keep a record of such hand messages, but it is to be ensured that no unauthorised messages are routed through this chain.

(c) Hand Message may be referred in letters, signals etc., but they are not to be made 'PASEP' for transmission.

(d) A Hand Message can be assigned security classification upto 'CONFIDENTIAL'.

**0618 Exclusive Messages**

Commanding Officers are to nominate by name an officer who is authorised to handle Exclusive Messages. Top Secret and Secret Exclusive messages are to be handled by the officer and Confidential and Restricted messages by communication Sr. Sailor nominated by SCO/Oi/C COMSTAN. Detailed orders on the subject are laid down in **Art. 405 of NO'S 3/2016**.

**0619 Signal Irregularity Note (SIN)**

An irregularity, whenever noticed in initiating and drafting signals, cryptography, etc, is to be intimated to the concerned ship/establishment, so that repetition is avoided.

This intimation is deemed to be a guide to perfection and is in no way to be considered as demanding disciplinary action. Details are laid down in **Article 214 of NO'S 7/2015** (as amended from time to time). The following general points may be noted while making Signal irregularity Note:

- (a) Signal Irregularity Note are not to be issued to superior authorities.
- (b) No explanation is required in reply to Signal Irregularity Note except when specially asked for.
- (c) Signal Irregularity Note is normally sent to the originator only.

**0620 Search and Rescue Organisation (NMSAR Manual and NO 26/2003)**

Ships of the Western Region may be required to participate in 'Search and Rescue' at short notice. Ships are to ensure that all communication personnel are trained and familiar in operating procedures of all SAR circuits and equipments at all times as given in **NO 26/2003 and Art. 16 of NO'S 16/2004**.

**0621 Operation SEAHAWK / Exercise SEAGULL**

Operation **Sea Hawk** is the code given to the operations conducted for defence against all forms of terrorist attack and under water sabotage; FOCINC WEST/SOUTH may periodically order ships of the Western/Southern Naval Command including Coast Guard ships to exercise **Seagull** (code given to exercise simulated ops). The Commanding Officers are to ensure that all concerned are fully aware of the action to be taken as laid down in **TRIDENT orders**. Check off lists for Operation SEAHAWK and Exercise SEAGULL should be readily available at the gangway for action by OOD.

**0622 Senior Officer Present Afloat (CG) – SOPA(CG)**

The Commander, Coast Guard Region (West) shall nominate a ship as SOPA(CG) at Mumbai, irrespective of seniority of the Commanding Officer. However, practically the senior most Commanding Officer of the CG afloat units at Mumbai will assume the duties of SOPA(CG). He shall be responsible to the Commander, Coast Guard Region (West) for the smooth conduct, and administration of activities at Mumbai Harbour. All ships are to comply with instruction/directives issued by co-ordinating ship. Whenever, the ship of senior most Commanding Officer sailing out of Mumbai, the next senior most ship at Mumbai harbour will assume the duties of SOPA(CG). The Change of SOPA(CG) is to be intimated by signal as per the following format:

**RESTRICTED**

139

FROM SHIP {unit handing over duties of SOPA(CG)}  
TO CG SHIPS IN HARBOUR  
INFO COMCG (W) COMDIS-2

- 
- FROM SOPA(CG) (.) CHANGE  
(A) NAME OF SHIP (Next unit taking over duties of CAFCO)  
(B) DATE FROM \_\_  
(C) ANY PENDING/OTHER INSTRUCTIONS

0623 **Communication Harbour Exercises**

To maintain a high degree of efficiency of communication EP, harbour exercises are arranged for the ships of the Western Region. The exercise programme will be promulgated as part of Weekly Exercise Programmes (WEP) promulgated by senior ship in harbour SOPA(CG). Training programme for communication personal are also conducted in the form of HEP (Harbour Exercise Programme) and FLOT-CG HTP (Flotilla CG Harbour Training Programme) promulgated by Western Fleet and FOMA respectively through CGRHQ(W). Signal Communication Officers are to ensure that maximum use is made of this opportunity. In addition to harbour exercises, ships are to arrange internal training of communication EP.

0624 **Communication – Emergency Arrangements**

- (a) Ships and communication centre's of the Western Region may be required to communicate using emergency arrangements, in the event of breakdown in normal communication arrangements.  
(b) To achieve satisfactory communication, all concerned are to ensure that the equipment including cipher machines (when available) are provided with emergency power supplies and emergency aerials are periodically checked.

0625 **Correction to Signal Books / BRs / Publications**

The list of BRs and signal publications authorized for Coast Guard ships and stations are promulgated vide **Appendix 'E' of NO'S 16/2004**. All units of the Western Region are to be in possession of the specified BRs and publications. All communication publications including SOX are to be kept amended/ updated. Loose pages or leaflets must be stuck or bound to the parent book securely. The new books and supplements will be brought into force by CGHQ/ NHQ as and when required (current **Appendix 'N' of NO 'S 1/2017** is relevant).

**RESTRICTED**

0626 **Cryptography**

(a) **Training Action Crypto Teams.** Action Crypto Teams are to be employed by the Commanding Officers, as a matter of course, on watch keeping, or during periods of heavy signal traffic. The duty of encrypting and decrypting TOP SECRET and SECRET messages is to be shared by officers of all branches as necessary to meet the requirement. Medical Officer are to be included only if they volunteer. Commanding Officers must, therefore, ensure that officers up to and including the rank of Commandant (JG) are given periodical instruction in the current usage of cryptography.

(b) **Handling of CB's and Cryptographic Material.** Instructions regarding accounting/ muster/ destruction of CB's are promulgated in **NO(Str) 3/2007, Chapter 11 of NO'S 1/2017, BR 150 and SOX 07000**. In addition DO's and DON'Ts in handling of CBs are also promulgated vide **CGHQ letter CM/0203 dated 03 Jan 2006**. Copy number of SOX publication to be inscribed at centre of each page using high lighter "pink or saffron" colour covering 1 x 3 inch area with a box around as promulgated vide **NHQ letter CM/0911 dated 01 Aug 97**. Instructions regarding the care, custody and handling of Crypto PC's have been promulgated and are contained in **CGRHQ (W) letter 143/46 of 18 Jun 2004**. Commanding officers are to ensure that CB officers and CB assistants are well conversant with the latest orders on the subject. Ships at sea on reaching Harbour are to compare the copy of crypto publication CG received at sea with that of the COMNETCEN/COMSTAN before commencing destruction to avoid inadvertent destruction of SOX publications.

(i) Charge Books (CBs) are the property of Government of India for official use only by the personnel within the Navy/ Coast Guard and those connected with it. These publications are protected by the Official Secrets Act, 1923 and their contents are not to be communicated, either directly or indirectly, to the press or to any unauthorized person.

(ii) Ships and establishments are, to maintain their accounts on form IN 482.

(c) **Muster/ Destruction of CBs.**

(i) Ships and establishments are to muster CBs and render returns as promulgated vide **CCGO 1/2006 para 24 to 29**. All CBs and Cryptographic Publications including those issued on loan to ancillary units and keys of CB chests/ safes/ steel cupboards are to be mustered half yearly by a board of two officers (one of whom should be the CB officer), appointed by the Commanding Officer/ Officer-in-Charge. Publications issued on temporary loan within a unit are to be withdrawn by the CB Officer prior to muster and produced for muster. Where it is not possible to muster publications held by an ancillary unit, a certificate of muster and safe custody may be obtained from the head of the unit.

(ii) Commanding officers are to ensure that CB officers are well conversant with CCGO 1/2006, NO(Str) 03/2007, BR 150 and SOX 07000. Publications rendered obsolete or unserviceable due to fair, wear and tear are to be destroyed by the holders on receipt of instructions from the INDA(MBI)/ on receipt of crypto CG as laid down vide CCGO 1/2006 para 56 to 59.

(iii) 'DOs and DON'T's' for handling of Charge Books are mentioned in **Art. 1111 of NO'S 1/2017** is to be strictly adhered while handling of Charge books.

(d) **Care, Custody and Accounting of Charge Documents**

(i) Certain documents graded confidential and above which do not warrant their issue as CGO or cryptographic publications because of their temporary nature, urgency of limited circulation, but warrant a charge system similar to INCBs are called Charge Documents and comprises the following:

(aa) Operational orders likely to last more than 12 months. TOP SECRET/SECRET memoranda/ document in the nature of standing orders/confidential documents which the originator may especially direct.

(ab) Charge documents are meant for official use only by the personnel within the Coast Guard and those connected with it. These publications are protected and their contents are not to be communicated either directly or indirectly to the press or any unauthorised persons.

(ii) The Charge documents are to be maintained in accordance with instructions laid down in current orders (NO 64/2002 and CGO 4/2016). The issuing authority is to maintain ledger indicating the disposal of each copy of CD, the user is to account the CDs on the form IN 482. CD are to be mustered half yearly for period ending 30 Jun and 31 Dec every year by a board of two officers, one of them being the custodian himself. The Muster certificates for 30 Jun and 31 Dec of every year are to be forwarded to the issuing authorities in accordance with **CGHQ letter OP/0154dated 21 Apr 2005** and **RHQ(W) letter 507/11 dated 04 May 2006**. The Commanding Officers of the ship/units and Officer-in-Charge are to keep CD under their own custody. The Commander, Coast Guard Region may however, nominate a suitable officer working under him, in writing to hold account for the charge documents on his behalf. These documents are not to be accounted by the officers nominated as Officer-in-Charge (Book of Reference).

**RESTRICTED**

142

**Note.** It should be borne in mind by all concerned that loss of any CB/CD or any pages there off amounts to compromise of that publication, however loss of keys to a CB/CD safe would amount to compromise of all books and documents contained therein. Therefore, it is of utmost importance that the keys of CB/CD safes be accounted in the same manner as for the CBs and CDs. Instructions and regulations laid down in the orders pertaining to the safe custody and accounting of CB/CD safe and keys are to be strictly adhered to.

0627 **Collection of Safe Hand Mail in Western Region**

Safe Hand Mail to all Coast Guard ships and establishments in the western region will be supplied by INDA(MBI), however the collection by units is as follows: -

- (a) Mumbai based ships and establishments are to collect their safe hand mail directly from INDA (MBI) in last week of the month.
- (b) Units outside Mumbai are to collect their safe hand mail as indicated below: -
  - (i) COMDIS-3 From Port CBO (Karwar)
  - (ii) COMDIS-4 From Port CBO (Kochi)
  - (iii) COMDIS-12 From Port CBO (Kochi)
  - (iv) CGAS(DMN) From INDA (MBI)
- (c) Ships based at New Mangalore & Karwar, are to collect their safe hand mail directly from the Port CBO Karwar and ships based at Kochi and Goa are to collect their safe hand mail directly from Port CBO Kochi and Goa respectively.
- (d) Ships at sea or out of base port for longer duration are to ensure availability of all CBs in force prior sailing. Ships likely to be out of base port for prolonged durations are to intimate INDA (MBI) and Port CBOs as the case may be for timely diversion of their Safe Hand Mail. The respective CBOs are to make arrangements for collection of safe hand mail at the first available opportunity. Difficulties experienced are to be brought to the notice of COMCG(W).

0628  
to Spare  
0630

**RESTRICTED**

**CHAPTER-VI**  
**SECTION II**  
**VISUAL COMMUNICATION**

**0631 Visual Signaling Organisation**

To improve the standard of visual signaling and to avoid congestion on wireless nets, the clearance of signals on wireless nets from ships in harbour should be RESTRICTED to such occasion when their clearance by V/S would either be impracticable due to load on V/S or when the delay involved in this system is not acceptable. Commanding Officers are to ensure that ships make the fullest possible use of visual signaling. Detailed instructions are laid down in **Art. 0503 of NO'S-1/2017.**

**0632 Look out**

All ships are to maintain a high standard of V/S efficiency. A good visual signalling look-out is to be kept at all times when the ship is at sea. When in harbour, visual watch is to be maintained in accordance with current **Art. 0503 of NO'S-1/2017**, however ship's at anchorage at Mumbai are to maintain a visual watch between 0630-1600h. Constant visual watch is to be maintained by units at anchorage when at one hour or less notice for motoring.

**0633 Brilliancy**

When signaling with light, the brilliancy of the light should never be more than absolutely necessary. Dimmer attachments and coloured shades available on the intermediate and Aldis lanterns respectively are invariably to be used for directional signaling especially at dawn and dusk. Green shaded light is to be used on starboard side and Red on port side while ships pass signals at sea.

**0634 Ready Duty Ship**

Ships detailed as ready duty ship are to fly appropriate flag (Romeo) and are to assume duties at 0900h on the day the duty is to commence unless otherwise ordered.

**0635 Entering and Leaving Harbour**

Ships entering/leaving harbour, shifting berth and proceeding to the anchorage are to hoist their visual call signs. Further, all ships to hoist the flags and pennants as mentioned in local port orders of the area concerned. While entering/leaving harbour ships are to maintain communication as follows:-

- (a) RT procedure is to be followed while communicating with other units.
- (b) Proper circuit discipline is to be maintained.
- (c) Use of VHF CH-16 for making a call and indicating channel for further communication.
- (d) No classified information/messages are to be passed in plain language, however messages with security classification upto **Restricted** can be exchanged using SACU interface.
- (e) Avoid unnecessary/ long conversations.
- (f) Use Coast Guard Private Channels P-0 to P-9 within Coast Guard units.

0636 **Permission to Enter Harbour**

To safe guard the control and to effectively use the naval facilities for the movement of ships to and from the harbour, the procedure for requesting permission to enter and proceed; by signal is to be sought, irrespective of the relative seniorities of the officers concerned as indicated below: -

- (a) In harbour where the movement of the ships is controlled by the Navy, from the local Naval Authority.
- (b) In harbours where the movement of the ships is not controlled by the Navy, from the local Coast Guard Authority.

0637 **Performance Check of Visual Signaling Equipment**

To assess the functioning of the Visual signaling equipment, Ships must carry out harbour checks of their equipment, well before sailing. If the performance is unsatisfactory, assistance is to be sought for defect rectification.

0638 **Size of Colours**

The size of the colours to be worn by the ships is laid down in current **Coast Guard Orders 10/1981**. Ships are to hold sufficient stocks. AOPVs/OPVs/ FPVs/IPVs are to draw and hold one flag each of appropriate size of personal flags of DIG, IG, ADG and DGICG.

0639 **Hoisting National Flags and Ensigns**

Ensigns and National flags are to be fitted with head sticks to allow colours to be hoisted close up and lashed up to the staff. All ensigns and DIG/IG/ADG/DGICG flags are to be hoisted, made up and broken at the appropriate time except for hoisting the

ensign and the national flag at colour daily. Flag Shift signals are to be executed strictly by time so as to avoid hoisting of senior office's distinguishing flag at two places at the same time.

0640 **Dressing Ship**

(a) **Size of Flags.** Dressing lines are to be made in accordance with 'Visual Signaling and Equipment Hand Book'. The sizes of the flags to be used for dressing ships are to be of following sizes as per CGO 8/92: -

(i)	Establishment	Size 5	(180 x 90cm)
(ii)	AOPV	Size 6B	(240 x 120cm)
(iii)	OPVs	Size 6	(120 x 60cm)
(iv)	FPVs/IPVs	Size 6A	(80 x 40cm)

(b) Ships in Dry dock/Wet basin are to dress overall by hoisting masthead ensign, national flag and CG ensign only.

(c) **Entering and Leaving Harbour When Ships are Dressed Overall.**

When ships in harbour are dressed overall, ships sailing within two hours after colours or arriving within two hours before sunset are to dress with masthead ensign only with the prior approval of the operational Authority.

(d) When ships are dressed overall in harbour the ship underway should fly following flags till fairway buoy whilst leaving harbour and from the fairway buoy when entering harbour.

(i) One National flag at Jack staff

(ii) One Extra Ensign

(e) The National Flag can be flown onboard a ship, which is underway only on the following occasions: -

(i) President is embarked onboard

(ii) Escort ship of President

(iii) Ship is underway in harbour when other ships are dressed overall

0641 **Ships underway in harbor**

Whenever a ship is underway in harbour between sunset and colours all ships not underway (except those in Dry dock and wet basin) in her vicinity are to hoist the ensign at the yard arm, if there is sufficient light for it to be seen. Such ensigns are to

**RESTRICTED**

146

be hauled down along with that of the senior officer present. Should a ship be underway shortly before colours, ensigns are to be hauled down as soon as Prep is closed up 5 minutes before the time of ceremony. If such a vessel is to get underway at or shortly after the time of sunset ensigns are to be hauled down at the time of ceremony and re-hoisted five minutes later, if appropriate.

0642 **Foreign Ensigns/Flags**

The approved allowance of Commonwealth and foreign ensigns and flags is laid down in current Navy Orders. These can be demanded from CGSD (MBI) when ships are scheduled to visit foreign ports. In order to ensure that the visiting country's Naval Ensign or when a country does not have a Naval Ensign then its national flag is made available to ship prior to sailing on overseas/long range deployment. Ships are to initiate timely action so that appropriate ensign/flags could be manufactured, if required.

0643 **Painting of Signaling Projector**

Ships 10" Signaling projectors are to be painted white.

0644

to Spare

0650

**RESTRICTED**

**CHAPTER-VI**  
**SECTION III**

**RADIO COMMUNICATION ORGANISATION**

0651 **Western Region Complan**

The Western Region Communication plan is being formulated and will be promulgated to all concerned in due course.

0652 **Transmitters** Following points are laid down for ensuring availability of transmitters at short notice: -

(a) **Adjustment.** Ships are to ensure that the accurate transmitter adjustments are readily available for following to avoid excessive tuning and testing at sea: -

- (i) All MF and HF frequencies/CCN and other frequencies in use.
- (ii) Commercial circuits.
- (iii) Ship-shore calling and working frequencies.

(b) **Setting.** Transmitters in ships are to be set up as follows: -

- (i) MF - 500KHZ
- (ii) HF - Ship-Shore, CCN and as required
- (iii) 156.400 MHZ - CH-8, CG HIC P 1 – CRT 2047-D7

(c) **Harbour Intercom.** Ships leaving/entering Harbour are to be set watch on 156.400 MHZ one hour prior to entering and 30 min prior to leaving harbour. Ships not connected with shore telephones are also to set watch at 0900h and thereafter as per schedule given by COMSTAN (MBI).

(d) **Tuning.** When ordered to set watch on a particular net excessive tuning of transmitters is to be avoided. Transmitters tuning charts for frequencies in use are always to be kept handy. Transmitters are to be set up before being switched on and then adjusted for accuracy and output.

(e) Whenever HF transmitter testing and tuning is required in harbour for SATs/HATs/Post Refit Trials etc., prior permission is to be obtained for transmission by raising signal under intimation to FOCINC WEST and COMNETCEN(MBI). The message should indicate time, duration of trials, output and type of equipment.

0653 **Scene of Action Circuit** When ships and submarines of Indian Navy/ICG effect an unscheduled R/V at sea, they are to communicate on 'Scene of Action' (**Art. 0107 of NO'S 1/2017**) circuit using one of the following frequencies unless otherwise indicated: -

- (a) 119.1 MHz (Primary) using Tactical Callsigns
- (b) 277.8 MHz (Alternate) using Tactical Callsigns
- (c) 2700 KHz (Standby) using Tactical/encrypted call signs

0654 **Air Common Net (Scene of Action)**

When ships/submarines and aircraft/helicopters of IN/CG have an unscheduled R/V at sea, they are to communicate on Air Scene of Action net (119.1/277.8 MHz) using following call signs (**Art. 221 of NO'S 4/2016**):-

- (a) Ship and submarine - November Kilo
- (b) Aircraft - Romeo November

**Note:** During unscheduled R/V with foreign aircraft, they are to establish communication on 121.5/243 MHz.

0655 **Weather Warnings.**

(a) **Weather Forecast for Ships.** A summary of the various weather forecast and warning available for the guidance of ships in Indian waters and of Naval authorities ashore is given in **Appendix 'H' of NO'S 1/2017**. Fleet forecast, coastal forecasts and 'Extra' storm and special bulletins are promulgated on Area Broadcasts in accordance with details given in NO'S' 1/2017. Coastal stations of the Post Telegraph Department broadcast weather bulletins in accordance with details given in **Appendix 'J' NO'S 1/2017**.

(b) **Weather Reports From Ships.** CG ships are normally not required to transmit routine weather reports, however during bad or unsettled weather or when the presence of a cyclone is known or suspected/the ships are to transmit weather reports to the nearest CG shore authority. The shore authorities are to initiate action as stated in **Art. 902 of NO'S 1/2017** for forwarding the report to higher authorities

0656 **Radio Navigational Warnings**

With the introduction of GMDSS, Navarea messages and Navigational warnings are transmitted through INMARSAT 'C', EGC in addition to Broadcast schedules of Radio Navigational Warning messages.

0657 **Communication - Entering/Leaving Harbour**

- (a) The HCC at Mumbai is functioning under the command and control of FOMA/Oi/C COMNETCEN(MBI).
- (b) Ships shifting under own power/cold move within tidal basin are also to set watch on Motorola CH 1 or CH 8 with C of Y / Boat Pool and other ships concerned. The channel is not to be used for clearing normal administrative signals.
- (c) **HIC.** HIC in Mumbai will be controlled by ASD (MBI) using Tactical call sign of COMNETCEN (MBI). Ships are to set watch on 122.25 MHz, 30 min prior leaving/entering harbour. However, ships are to obtain permission prior to closing down the circuit. Units are to adhere to following: -
  - (i) CG Ships to set watch on HIC and take permission to leave/enter tidal basin. In addition, NSS would obtain traffic in channel from VTMS on land line and pass required information to the ships.
  - (ii) Ships are to maintain a listening watch on MMB CH 12/16 while entering/leaving harbour and may contact VTMS for traffic in channel.
- (d) Ships entering harbour/tidal basin are to set watch on VHF 122.25 MHZ with HCC when off Prongs light house or one hour before ETA and obtain approval for entering tidal basin. Ships unable to communicate on 122.25MHz may set watch on 156.40 MHz (Ch 8 of MMB). To avoid embarrassment ships are not to approach tidal basin knuckle until the permission is granted. Similar watch is to be set half an hour prior to leaving harbour/tidal basin to obtain approval before casting off and for movements within tidal basin, in which case watch is also to be maintained with ship concerned in addition to HCC. Arrival and Departure guideline is promulgated vide **HQWNC letter OP/1921/WENCO OPS dated 24 Sep 15.**
- (e) The above channels are meant only for obtaining approval for entering/leaving tidal basin and signals pertaining to ships movement only. These channels are not to be used for clearing other signal traffic. These signals are to be cleared to NSS by light/ CH 8/ MMB.
- (f) All other ships not based at Mumbai are to follow the local port orders on the subject in addition to the existing Navy orders/CGO.

0658 **Netting in**

CG ships, whenever, likely to sail in company, the senior officer of ships sailing should net in all ships likely to take part in the exercise at sea on the required circuits/channels and carryout communication checks at least one day prior to sailing.

**0659 Recording of Communication with Foreign warships and Aircraft**

There may be occasions when Indian Coast Guard Ships whilst on patrol close to IMBL or during normal patrol encounter foreign ships and aircraft, communicating with each other. Ships are to record all such communications on a suitable recording facility available onboard and forward to RHQ/DHQ for further examination and onward transmission to CGHQ if required. Necessary guidelines for addressing of '**'Warsight' signal**' is issued by CGHQ letter **CM/0101 dated 21 May 2019** are to be followed meticulously.

**0660 Returns – Radio/VS Equipment**

- (a) Ships and establishments of the Western Region are required to render yearly returns of Radio/VS equipment to RHQ (W) with a copy to CGHQ as per **CCGO 2/2015**. In order to assess the age of equipment and to arrange replacement, ships are to include initial date of installation, with the Govt. sanction letter, where possible.
- (b) Any major breakdown of Radio/VS equipment which will adversely affect the efficiency of the ships is to be reported by signal.
- (c) Post receipt of Annual equipment returns, same to be analysed and unit be directed to forward fortnightly updates on long pending defects till fully operational/new procurement of equipment.

**0661 Harmful Wireless Interference**

Ships are to report to CGHQ with a copy to RHQ (W), harmful wireless interference experienced in accordance with **Art. 1207 of NO'S 1/2017**.

**0662 Communication using INMARSAT**

INMARSAT terminals 'C' and Fleet Broad Band (FBB) have been installed onboard ships and establishments of the Indian Coast Guard. The use of INMARSAT is to be restricted to exchange of only essential traffic where other means of communications fail/not available or would lead to unacceptable delays. For Telex operations, appropriate 'Off-line' Cipher systems are to be used. Fax facility is to be used only for transmission of diagrams, maps, charts etc., which cannot be sent otherwise. No classified FAX messages are to be exchanged without the FAX secrecy equipment. INMARSAT system provides priority altering for use in distress emergency situations. Guidelines for use of INMARSAT terminals for ship-shore communication are given in **NO'S' 14/2003**, and **CGHQ letter CM/0211/INMARSAT dated 31 Oct 17** and the procedure for initiating a distress call from different INMARSAT systems is given in **NO'S 14/2003**. The following general guidelines are listed for compliance by all concerned.

**RESTRICTED**

151

- (a) The use of INMARSAT terminal is to be restricted to exchange of only essential traffic where other means of communication have failed/not available or would lead to unacceptable delays.
- (b) The ships are permitted to communicate with the following:
  - (i) Director General Indian Coast Guard
  - (ii) Additional Director General, CGHQ
  - (iii) Director (operations), CGHQ
  - (iv) Regional Commanders
  - (v) District Commanders
  - (vi) Commanding Officers of CG stations and Air Stations
  - (vii) Duty staff Officer at CGHQ, RHQs, DHQs, CG Stations
  - (viii) Communication Stations for Telex Messages.
- (c) INMARSAT terminal is to be switched on one hour prior to the ship's departure until one hour after arrival at the base port/places where facility for communication via local CG establishment available. LOG-IN & LOG-OUT procedure is to be strictly adhered to.
- (d) At places where communication through local CG shore establishment does not exist, the ships are to continuously man the terminal unless otherwise ordered to switch off.
- (e) All telephone calls and data messages (INM/E-Mail/Fax) made from the ship should be authorised by the Commanding Officer. Such calls/messages are to be made to the authorised addressees only. All Such calls are to be logged with position and time. Calls received on INMARSAT terminals are to be attended by the Commanding Officers or Officer of the Watch.
- (f) All telephone calls received by the ship are to be authenticated so as to establish and confirm the identity and bonafide of the calling station.
- (g) A call logging history is to be obtained from the printer for all incoming and outgoing calls in telephones and telex respectively.
- (h) Normally telephone calls and telex messages of operational/urgent nature only are to be made. These are to be concise and to the point.

**RESTRICTED**

**RESTRICTED**

152

(j) Only one shore authority is to be contacted on one single matter. If necessary, this authority may be requested to relay the information to the other authority.

(k) The maximum number of satellite telephone calls and telefax messages permitted to each ship per month is as follows (subject to revision from time to time): -

(i)	AOPV/OPV/PCV	-	Rs. 50,000.00
(ii)	FPV/IPV	-	Rs. 40,000.00
(iii)	IB/ACV	-	Rs. 20,000.00
(iv)	DHQ/Stations	-	Rs.50,000.00 (including MRSC/COMSTAN)
(v)	CGAS	-	Rs. 35,000.00
(vi)	COMSTAN/RHQs	-	Rs. 1,00,000.00
(vii)	MRCC	-	Rs. 75,000.00
(viii)	AERO HSD	-	Rs. 20,000.00

(l) The facility of INMARSAT terminals are not to be used whilst the ship is in harbour unless directed to do so. Ships when required to transmit on INMARSAT terminals in harbour for the purpose of trials are to seek prior approval of their operational authority.

(m) There is no security for the information passed on INMARSAT circuits. Care is to be taken to ensure that all conversations are suitably guarded to prevent classified information being divulged.

(n) No private telephone calls/telex messages are normally to be made.

(p) No classified traffic is to be passed in plain language on INMARSAT terminals.

**0663 Mobile Maritime Service (MSS)**

The MSS Transceiver terminal can be used to send and receive short messages from any stationary/moving platforms to a stationary Hub station through MSS Transponder of Indian Satellite, which uses S band of GSAT for communication. The

**RESTRICTED**

system configuration consists of transreceiver fitted in ships and shore units and hubs located at various locations like Kochi, Mumbai, Vizag etc. A message transmitted from the transreceiver is picked up by the Hub, which in turn transmits the message through satellite to its destination. Presently the Coast Guard has not established own Hub. The Kochi Hub of Indian navy is being Shared on a different frequency and data management system. Since the frequency and data management system is separate, the system virtually acts like an independent means of communications. Therefore MSS can be used as one of the primary mode of communication between ships, ship-shore. Hence, MSS terminals are to be used regularly for clearing signal traffic to CG authorities **{vide RHQ(W) letter 307/27 dated 08 Nov 16}**.

0664 **E-Connectivity : Ship to Shore**

(a) The e-connectivity between ships at sea and shore units through existing INMARSAT terminals fitted onboard ships is essential and is to be activated by all units. Same will be useful for the following:

- (i) Forwarding of important on the scene, records/data/video footage to shore authorities and vice versa.
- (ii) Telemedicine during MEDEVAC/SAR Ops/Critical ailments.
- (iii) Video conferencing for speedy exchange of information/orders
- (iv) Receipt of satellite imagery during inclement weather.
- (v) Exchange of e-mail with civil repair agencies for maintenance of equipment, communication with port authorities, communication with foreign authorities/ships and as an alternate to radio telegrams in case of emergencies.

(b) General guidelines for using the e-mail facility are stated below and also contained in **CGHQ letter IT/3001 dated 29 Jan 2007**.

- (i) Internet surfing through INMARSAT is a serious security hazard and it is not permitted.
- (ii) The e-mail, SMS, fax through INMARSAT is not to be used whilst the ship is in harbour.
- (iii) Private e-mail, fax and SMS are not to be made through INMARSAT terminals under any circumstances.
- (iv) Ships are requested not to send/receive mail from e-mail addresses other than those stated in ICGHQ letter IT/3001 dated 29 Jan 2007.

0665 **SECTEL/ SECFAX**

Number of CG units has been provided with SECTEL and SECFAX attachment to clear classified matters. It can be used for clearing classified letters/ documents/ signals up to classification SECRET. Signals encrypted or likely to be encrypted in Cat 'B' crypto system should under no circumstance be referred in SECFAX. Guidelines for use of SECFAX have been issued by **CGHQ vide policy letter CM/0216 dated 09 Dec 2003**. Necessary guidelines for use of SECTEL is issued by CGHQ vide policy letter **CM/0216 dated 04 Aug 2003** are to be followed meticulously.

0666 **Broadcast to be Copied**

(a) Ships of western region capable of receiving B/C BN/DN BND/DND Repetition are to maintain constant watch as ordered in sailing orders for ship's and as per current orders.

(b) Ships unable to copy the ordered B/C are to inform COMNETCEN(MBI) Broadcast station giving reasons.

0667 **Radio Hazards**

The aerials for radio equipment in the ships are sited on the upper part and carry medium/high wattage, it is of utmost importance that all precautions as laid down in various publications are taken when fuelling, ammunitioning and when "man aloft". A "**Radio Hazard Board**" is to be prominently displayed at the gangway in harbour and in bridge/MSO for effective regulation of the **RADHAZ** organization onboard ships.

0668  
to Spare  
0670

**RESTRICTED**

155

**CHAPTER-VI**  
**SECTION IV**  
**TELEPHONE**

**0671 General**

- (a) All telephone equipments are the property of the MTNL/BSNL Department and are on hire to subscribers. As such tampering with the installations is not permitted. Accessories like extra wires, plugs, sockets and switches are, therefore, not to be fitted by the subscribers themselves. In Mumbai, demands for all requirements concerning telephones, will be placed by RCO RHQ (W) on the MTNL, Mumbai.
- (b) Telephones are provided for Official use only, subscriber calls made to outside exchanges are charged to Coast Guard and are, therefore, to be kept to minimum.
- (c) The usage/provisioning of office/residential telephone are to be done as per CGO 25/2002, Ministry of Finance, Department of Expenditure's O.M.No. 24(3)/E.Coord/2018 dated 26 Mar 2018 and CGHQ policy letter CM/0502 dated 21 May 18.

**0672 Taking Over**

Telephones installed in various offices/departments are on the personal charge of the concerned officers/departmental heads. The officers may further delegate this responsibility to the junior staff for administrative convenience. All subscribers, therefore, should check telephone equipments and report damages, if any, prior to acceptance.

**0673 Breakage to Telephones**

(a) The MTNL, Mumbai/P&T department levy breakage charges from subscribers for the items in the telephones which require replacement because of unfair use. The charges are accordingly reflected in the concerned telephone bills. While replacing such items the MTNL/P&T representatives obtain the signature of the subscriber or his representative. All subscribers holding civil telephones are expected to pay these breakage charges, as and when forwarded from RHQ (W)/respective units. Payments are to be made to the RHQ/Ships Imprest Account and the original copy of the receipt is to be forwarded to RHQ(W).

(b) When vacating an appointment for which an office/residence telephone is provided, the officer concerned is to satisfy himself that the telephone instrument is not damaged. It is to be mentioned in the handing/taking over certificates. Failure to do this will make the new officer responsible for payment of the damage charges, as and when observed/billed by the telephone department. Whenever any damage occurs to the telephone instrument, the concerned subscriber should intimate/lodge a

**RESTRICTED**

request with the telephone department in the same manner as is done for lodging telephone faults and complaints.

0674 **Shifting and Disconnection**

(a) Shifting of telephones should only be requested if it is absolutely unavoidable and is in the interest of the service, giving full justification for shifting. Shifting of telephones, except by the telephone department personnel is prohibited. Shifting charges within 6 months of installation will be borne by the individual concerned.

(b) Subscribers are not to tamper with telephones, nor shift them to any location other than originally installed by telephone department. Unauthorised shifting/wiring will result in penal rent of one year or disconnection of telephone permanently as per rule 425 of Indian Telegraph Rules, 1951.

(c) Installation, shifting or removal of any telephones takes a minimum one week. Request for shifting/disconnection of telephones are, therefore, to be intimated well in advance to the TMC/Regional Communication Officer, RHQ(W).

(d) The following District Commander/Station Commanders/Oi/C are delegated the powers to order shifting of telephones within the establishment, provided the appointment to whom the shift is ordered is sanctioned a telephone: -

- (i) COMDIS-3
- (ii) COMDIS-4
- (iii) COMDIS-11
- (iv) COMDIS-12
- (v) CGAE GOA
- (vi) CGAS DAMAN
- (vii) ICGS KARWAR
- (viii) CGAOT BANGALORE
- (ix) ICGS BEYPORE
- (x) ICGS VIZHINJAM
- (xi) CGAE KOCHI
- (xii) ICGS ANDROTH
- (xiii) ICGS MINICOY
- (xiv) ICGS RATNAGIRI
- (xv) ICGS MURUD JANJIRA
- (xvi) ICGS DAHANU

(e) Whenever a shift is asked from the local MTNL/BSNL authorities, a copy of the letter is to be endorsed to RHQ (W) for information. It may also be noted that as a matter of guideline, residential telephone of an officer should not be shifted to that of the officiating incumbent.

0675 **Telephone Directory**

(a) **Civil Telephone Directory.** MTNL had discontinued issue of civil telephones directory, Mumbai. However, MTNL had activated **197** for enquiries of civil telephones directory.

(b) **General Enquiries.** MTNL is activated **1500** for general enquiries. (Change of plan, Rats of plan etc).

(c) **RHQ(W) Telephone Directory.** These are promulgated at intervals. All subscribers should forward the correct data regarding their organisation/establishments/units as and when called for by RHQ (W) for printing the next issue. These directories are RESTRICTED material and the concerned subscribers are to take due precautions as per existing orders for their custody and accounting.

0676 **Telephone Complaints**

(a) **Direct Civil Telephones.** All telephones are provided by the MTNL/BSN department for which there have been elaborate 'Fault Control Organisation'. Subscribers in Mumbai are to take action in case of complaints as per instructions. Some of the instructions are reproduced below: -

- (i) For reporting a fault during the 24 hrs Day and Night 198 may be dialed and the complaint lodged.
- (ii) Also can lodged complain on 1500 and 1504.

0677 **Booking of Trunk Calls**

Booking of Trunk Calls cancelled vide HQWNC letter CM/7288/03 dated 21 Sep 18. However, NAVTRUNK Calls can booked with telephone No. 22751020. Enquiry telephone no is 22752000.

0678 **Subscriber Trunk Dialing**

Use of STD and broadband facility on official residential telephones for making trunk calls/accessing internet is permitted.

0679 **Payment of Bills**

(a) The P&T Department/MTNL, Mumbai disconnects the telephone for which the telephone bill is not cleared within 15 days from the date of issue.

(b) The users of service telephones may get the telephone bills directly from BSNL/MTNL. The bill is to be handed over immediately to TMC/RCO, RHQ (W) to avoid delay in payment.

0680 **Private Trunk Call Bills**

Commanding Officer of units/establishments/Heads of Departments will ensure that the officer proceeding on leave/ ty duty/permanent transfer have settled private trunk calls bills prior to their leaving the station. Officers while surrendering their telephone on relinquishing appointment are to deposit their telephone instrument with RHQ (W) and obtain clearance from TMC/Regional Communication Officer, RHQ(W).

0681 **Telephone Disconnection**

If a subscriber gets an intimation from the BSNL/MTNL authorities that his telephone is likely to be disconnected due to non-payment of bill, the following actions are to be taken by him to avoid inconvenience:-

- (a) Check from TMC, RHQ (W) if the concerned bill has been cleared.
- (b) Obtain the MTNL/BSNL receipt number from TMC/ RHQ(W) and intimate the same to the concerned Accounts Officer of the parent exchange for issuing reconnection order.
- (c) For delay in payment of bills, the MTNL Auth levies reconnection charges which, if and when charged, are to be paid by the concerned subscriber.
- (d) Subscribers in their own interest are to keep track of their bills and their timely payment.

0682 **Ceiling on Telephone bill amount**

The Government has laid down the ceiling amount on official residential telephones for an entitled officer (as per activated services) as indicated below: -

<b><u>Sl.</u></b>	<b><u>Rank/Designation</u></b>	<b><u>Limit on Reimbursement</u></b>
(a)	DGICG/ADG	Rs. 3000/- p.m.+ taxes as applicable
(b)	IGs and equivalent	Rs. 2700/- p.m.+ taxes as applicable
(c)	DIG/Comdt/Comdt(JG)/SCSO	Rs. 2250/- p.m.+ taxes as applicable
(d)	Dy/Asst Comdt/CSO and below & Equivalent (Restricted to 25% of Sanctioned strength of Gp 'A' Officers of the rank of Dy/Asst Comdt/CSO and below & equivalent)	Rs. 1200/- p.m.+ taxes as applicable

**RESTRICTED**

159

The amount reimbursable will cover landline and /or mobile/broadband/mobile data / data card connection and shall be limited to the ceiling prescribed or as per actual whichever is lower. The charges for the excess calls will be billed to the concerned subscriber for payment.

0683 **Broadband Connection**

The case for sanction for **office Broadband Internet connection** is approved as per the authorisation scale promulgated vide Coast Guard Headquarters/(Directorate of IT) policy letters IT/3019/2 dated 16 Mar 09 and 12 Apr 17.

0684

to Spare

0690

**RESTRICTED**

**RESTRICTED**

160

**CHAPTER-VII**

**SECTION I - AMMUNITIONING AND HANDLING OF EXPLOSIVES**

**0701 Ammunitioning and De-Ammunitioning**

Instructions to be complied by the CG ships based in the Western Seaboard for ammunitioning/de-ammunitioning are as follows:-

(a) **At Mumbai.** Ships are to forward their outfit demands for Naval Armament Stores directly to the NAD Mumbai/Karanja/ Trombay. Demands are to be forwarded in accordance with the existing orders addressed to the Chief General Manager, NAD. Demands for complete outfits are to be forwarded at least one month in advance and for replenishments, fifteen days prior to the desired date of supply.

(b) Dates of embarking/dis-embarking ammunition are to be arranged directly with concerned NADs. Ships are to confirm from Chief General Managers NAD MB/ Trombay/ Karanja and respective DHQs at least four days in advance regarding the firm date of supply.

(c) Ships are to signal this information to COMCG (W) with info addressee FOCINC (West), NAD Mumbai/Trombay/Karanja. The signal is to state clearly that NAD concurs with the date and time. On receipt of signal, COMCG (W) will request FOCINC (west) for approval. The signal format is as follows: -

FROM	SHIP	ROUTINE
TO	COMCG(W)	CONFIDENTIAL
INFO	FOCINC (WEST) ASD(MB) NAD(MB)/NAD(K)/NAD(TR), DHQ(RESP)	
=====		
NVG/NVA/NDS/NDI/NMY	(.)	WENCO (OPS) 0801 (B) (.)
AADAN/PRADAN		

- (A) QUANTITY (PART ONE/TWO OR FULL ONE/TWO)
- (B) DATE, TIME AND BERTH
- (C) WHETHER CRANE REQUIRED, IF SO, INDICATE TYPE
- (D) TIME BY WHICH CRANE / FIRE COVER TO BE MADE AVAILABLE
- (E) WHETHER ALL AUTHORITIES CONCUR
- (F) ANY OTHER POINTS NOT COVERED ABOVE

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**RESTRICTED**

161

- NOTE:-
- (I) AADAN - AMMUNITIONING
  - (II) PRADAN - DE-AMMUNITIONING
  - (III) QUANTITY- 'PART' FOR PART OUTFIT
    - 'FULL' FOR FULL OUTFIT
    - 'ONE' FOR GUNNERY AMMUNITION
    - 'TWO' FOR ASW AMMUNITION

(d) Ammunitioning and de-ammunitioning of full outfits is invariably to be carried out at appropriate berth allocated by Navy. COMCG (W) shall liaise with FOCINC (W) for allocation of berth. For operational reasons, the FOCINC (W) may, permit embarkation of full outfits whilst alongside other berth, but such permission will be granted only in exceptional cases. NAD has to be informed of the berth allocated for ammunitioning/de-ammunitioning at least one day in advance to facilitate positioning of the ammunitioning barge.

(e) Due to unforeseen circumstances, if a ship has to cancel her scheduled ammunitioning/de-ammunitioning, immediate intimation is to be signaled to COMCG (W) info respective FOCINC, ASD (MB), and NAD (Mumbai/ Trombay/ Karanja/ Goa/ Alwaye).

(f) Ships and establishment are to demand small arm ammunition from NAD (MB). NAD (Karanja) will supply such ammunition directly to ships by ammunition barge. The officer collecting such ammunition is to produce an authorisation signed by his Commanding Officer.

(g) The responsibility of the NAD ceases once the ammunition barge/lorry is placed alongside the ship. Thereafter, the ship is responsible for embarking and observing the safety precautions as per NMER Chapter 3. As a precaution against fire, either in the barge or onboard ship, it is essential that arrangements exist for the barge to be towed away quickly in an emergency. In order to ensure this, the following instructions are to be complied with, in addition to those listed in NMER Article 0309:-

- (i) Barges are to be secured to ships by cordage only and NOT by wire ropes.
  - (ii) Axes are to be kept readily available on ship to cut the lines securing barges, to enable the barges to be towed away immediately in an emergency.
- (h) No personnel except those on duty with NAD are to be embarked.
- (j) Under no circumstances are stores, packages and personnel baggage to be landed anywhere else, except in the Naval Dockyard.

**RESTRICTED**

(k) Fire tender should be available abreast of the ship whilst ammunitioning/De-ammunitioning in the Naval Dockyard/CG jetty is being carried out. In addition, fire main pressure on board is to be maintained and checked at regular intervals.

(l) Ships in the vicinity are kept informed of the ammunitioning by PHM/hoisting Flag B.

(m) Ammunition is embarked under the supervision of nominated officers and senior sailors.

(n) Safety nets are to be spread between the ship and the barge, these are provided by NAD.

(p) Smoking is to be strictly prohibited and be enforced by constant vigil and frequent announcement on the main broadcast.

(q) Sentries are to be positioned to monitor safety.

(r) Ammunitioning/de-ammunitioning is not to be done in wet weather, rains.

(s) No radar transmission is to be permitted without the permission of the OOD. RADHAZ board is to be maintained.

0702 **Ships not Based at Mumbai**

(a) **Ships Based Under COMCG (NW)**. Ships based under **COMCG (NW)** are to forward their demands to their parent NAD, namely NAD (Karanja/Trombay). They are to confirm to the instructions laid down in Article 1001 for ships based at Mumbai.

(b) **Ships Based Under COMDIS-11**. Ships based under the command of COMDIS-11 are to demand their ammunition from NAD (Goa). Ships are to confirm to the relevant local Naval Orders in force for ammunitioning/de-ammunitioning.

(c) **Ships Based Under COMDIS- 4 & COMDIS-3**. Ships based under the command of COMDIS-4 and COMDIS-3 are to demand their ammunition from NAD (Alwaye). The approving authority for ammunitioning/de-ammunitioning is FOC-IN-C (South) who is to be approached through CGHQ(W). The ships are to confirm to relevant Southern Naval Command Orders on the subject, in this regards CGHQ(W) policy letter 707 dated 07 Jun 19 also refers.

(d) **ICGAS Daman**. ICGAS Daman is to forward arms/ ammunition/ gun wharf stores demands to NAD(Karanja). The collection of ammunition/ stores may be carried out by using unit vehicle, however, road move approval in each case must be sought from administrative authority.

Note:-The repairs/ survey of arms may be undertaken at NAD(MB)/ NAD (Karanja) after obtaining approval of FOC-in-C (West) through CGRHQ(W) keeping NAI and NAD informed.

**0703 De-ammunitioning Prior to Refits / Repairs – Places where No NAD facilities exist.**

(a) CG ships scheduled for refits are to be de-ammunitioned prior to the commencement of refit. The complete ammunition is normally landed with the nearest NAD "On Deposit" Charge. However, where the NAD is located at places different from the location of the refit yard, CG ships are to retain onboard the following quantities of ammunition:-

- (i) Two boxes of 40/60 or 30 mm gun ammunition.
- (ii) One box containing 1600 rds of 5.56 mm INSAS.
- (iii) One box containing 900 rds. of 9mm carbine.
- (iv) Sufficient quantity of signal cartridges.

(b) This ammunition is to be landed ashore with the District Headquarters/Stations/Ships prior to the actual commencement of the refit and re-embarked immediately on completion of the refit. In this connection CGHQ letter GN/1422 dated 22 Jan 87 refers.

**0704 Small Arm Ammunition**

In accordance with NMER Chapter 6, article 0612, a limited quantity of Small Arms Ammunition may be retained onboard, after obtaining approval from Local Admin Authority, during refits for safe guarding the ship.

**0705 Examination to Confirm Serviceability**

(a) All serviceable Naval Armament Stores will bear NAI inspection labels (IN 824) or lead seal, as the case may be on the packages, crates and containers.

(b) In addition, wherever log books exist for the stores, the same will be indicated and duly signed by the Chief Inspector of Naval Armament, CINA at Mumbai, Goa and Kochi, or his representative on the appropriate page. Ships and establishments are to verify serviceability of the stores supplied before embarking onboard.

0706 **Periodical Examination of Complete Outfit**

Ships are to comply with article 1701 of NMER Chapter 25 regarding the periodical examination of the complete outfit. Details of packages required and dates of landings are to be arranged with respective NAD at least a fortnight in advance.

0707 **Annual Percentage Examination of Explosives Onboard**

Articles 1701 & 1702 of NMER is to be complied with. The landing of these percentages is to be synchronised with the annual landing of samples of cordite for testing in accordance with NMER Articles 1120 and 1121 and particular care is to be taken to comply with Articles 1113 and 1123 of NMER and NO 30/13.

0708 **Landing Naval Armament Stores for Deposit**

(a) Stores landed "on deposit" are not to be taken off charge from the ship's ledger, but deposit notes are to be sent to the armament depot. Where cartridge is concerned, full particulars of the cordite, lot numbers are to be quoted on the deposit notes. Gun wharf stores and small arms are not to be landed "on deposit" without the specific approval of COMCG(W), except on paying off or on being placed in reserve.

(b) Explosive stores disembarked from a ship during refit, or for any other reason are to be kept "On Deposit", when it is anticipated that they will be re-embarked within a period not exceeding 02 calendar months.

(c) Extension not exceeding one month can be given by the COMCG (West) with the approval of the FOCINC under unavoidable circumstances. The requisite approval is to be obtained by the ship concerned.

(d) On expiry of the period indicated in article 1008 (b) and (c) ibid above stores are to be formally returned to the concerned NAD. Demands for fresh outfit are to be forwarded when ammunition is required, in accordance of article 1001(b) above.

(e) Physical custody and responsibility for safe guarding ammunition landed 'On deposit' rests with the NAD in accordance with Article 1107 and 1108 of NMER.

(f) Commanding officer of the ship landing "On Deposit" stores is responsible for ledger account, packaging and sealing, preparation of return notes on form 1401 (Quintuplicate) and timely collection before expiry periodicity laid down in article 1008 above.

(g) No wet ammunition or defective articles are to be mixed with "On Deposit" ammunition while packing, as NAD (MB) is not likely to open the sealed boxes except in emergency.

**0709 Instruction for Returning Explosives Stores**

- (a) When returning explosives stores to the NAD Article 1703 of NMER are to be complied with.
- (b) Return notes are to be rendered at the time stores are landed, in accordance with current Navy Order. Attention is to be paid to the following:-
  - (i) Render separate return vouchers for each group of stores as given in the ship's ledger or as per depot issue voucher with correct nomenclature for the actual stores landed, giving the date of landing, giving the date of landing, mode of conveyance and reasons for landing.
  - (ii) Render separate return vouchers for empties i.e, one return note for fired cases, primers, tubes, drill items, plugs, tools etc., and another for empty packages cylinders and packing pieces. The packages in which the stores are packed, are not to be shown with the empty packages. They are to be shown in the corresponding return voucher.
- (c) Open packages with broken seals, split welds showing signs or expansion of filling, etc., are to be kept segregated to facilitate prior examination at NAD.
- (d) Open packages are to be secured so as to ensure that their contents are not subject to loss or speculation during transportation. They should be marked for easy identification and shown to the NAD representative for priority handling at NAD.
- (e) Packages containing defective/ suspect explosives stores are to be specially labeled, segregated in lighters and indicated separately on return notes. The Chief General Manager of concerned NAD is to be specially notified in writing, of the return of such stores, indicating the defect or reason for their being suspect. All packages containing sample for critical examination and the connected vouchers/papers are to be specially marked in block letter 'FOR CRITICAL EXAMINATION' in red.
- (f) Demand notes for replacement of defective/suspect items landed are to be forwarded to the NASO without delay.

**0710 Retaining Explosives On Board During Refit / Docking.**

The regulations for retaining explosive during refit, docking or berthing is contained in Chapter- 6 of NMER. In addition, the following instructions apply:-

- (a) Ships berthing/docking in commercial berth/dock with explosives are to seek prior approval of Local Administrative Authority.

- (b) The bye law of certain ports permit ships to dock with explosives provided that:-
- (i) Work is confined to underwater hull cleaning and painting.
  - (ii) Repairs will not entail hot work near magazines.
- (c) There will be no ammunitioning/ de-ammunitioning during stay in commercial docks.
- (d) Certain small quantity of small arm ammunition (below 20 mm) is to be retained onboard to ensure safety of ship during her refit.

**0711 Refit Periodicity Governing Explosive Retention**

- (a) **Short Refit (SR)**. Explosives may be retained onboard with the prior approval of AA. Whenever any hot work has to be carried out in the vicinity of compartment containing explosives, the explosive stores in such compartment must be disembarked. Work has to be confined to bottoms coating and examination of underwater fittings.
- (b) **Normal Refit (NR)**. Explosives are to be returned to NAD.
- (c) **Long Refit**. Explosives are to be returned to NAD.

**0712 Magazine Spraying and Flooding Test**

These are to be carried out at least once every four months or as promulgated from time to time. Should there be any evidence of the exceptional marine growth on the inlets, these should be carried out more frequently as per NMER article 1008 and records kept in log book.

**0713 Electrical Insulation Test in Explosive Compartments**

All electrical equipment (both fixed and portable) which are installed or used in compartments containing explosives, are to be tested for insulation resistance every eight months or as promulgated from time to time and for continuity at refit intervals as per NMER article 0812 and records maintained.

0714  
to Spare  
0720

**RESTRICTED**

167

**CHAPTER-VII**  
**SECTION-II**  
**GUNNERY PRACTICES**

**0721 Inspection, Repairs and Trials of Gun**

- (a) Inspection/ Gun trials procedures are laid down in CGO 15/ 2002 and instructions contained therein must be followed strictly.
- (b) Ship's are to inform the CGM of the concerned NAD and CNAI about the weapons falling due for Series Inspection at least one month in advance. Gun memos of the guns which fall due for inspection are to be forwarded to CGM of concerned NAD at least seven days in advance after ascertaining probable date of series inspection. The memorandum of inspection accompanied by Form IN-619 (if required by INBR 1360 Tables F & P) is to be forwarded to CGM of concerned NAD along with the requisition for inspection/repair to the Gun.
- (c) Preliminary inspection of weapons will be carried out by the representatives of the CINA and NAD to decide the quantum of work to be done. The ship's Gunnery Officer is to be present at the preliminary inspection to indicate known defect and explain the requisition.

**0722 Gun Trials**

- (a) After successful completion of Series Inspection, Mounting Firing trials are to be arranged by direct liaison with the Manager (weapons) and CGM of concerned NAD, keeping CNAI, CINA informed after finalizing the date concurred by all authorities. Reps of the concerned refitting agencies, NAD and NAI would be required to embark the ship for the trials to assist the ship's staff in conduct of the first firing post series inspection. A signal as per the following format (when this does not form part of the post refit trials of the ship)

FROM SHIP

-R-

TO COMCG (WEST)

RESTD

INFO FOCINC (WEST) ASD(MB) NAD(MB) NAI(MB) NAD (K) / NAD(TR)

=====

NVG/NVA/NDS/NMW(.) PROPOSE SRGM/40/60/30 MM 2A42 GUN  
TRIALS (DATE)

2. ALL AUTHORITIES CONCUR

- (A) ON RECEIPT OF THE SIGNAL COMCG (WEST)/AA WILL REQUEST FOR APPROVAL FROM LOCAL NAVAL AUTHORITY.

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(B) IF APPROVED, COMCG (WEST)/LOCAL NAVAL AUTHORITY WILL MAKE NECESSARY APPROVAL SIGNAL.

(C) ON COMPLETION OF TRAILS AND RETURN TO HARBOUR, SHIPS ARE TO MAKE A SIGNAL REPORT.

**NOTE:** SHIPS NOT BASED AT MUMBAI ARE TO CONFIRM TO LOCAL NAVAL ORDERS FOR GUN TRIALS.

0723 **Sponging out**

Bores of guns are to be sponged out at least once a week normally and more often in bad weather. This should be done prior to firing and immediately after firing and once again 24 hours after firing.

0724 **Inspection and Exchange of Barrels**

Ships are to ensure that guns are inspected, when due, by Naval Armament Inspectorate (NAI) staffs. Plug bore gauge should be passed and the fact recorded in the Gun Memo, in case 'Series' is exceeded before inspection can be carried out. Careful check is to be maintained on the PRL of all Guns. Timely action must be taken to inform the authorities concerned when barrels approach the exchange zone. Under no circumstances, ships are to exceed the laid down APA without the approval of AA.

0725 **Equipment for Boarding Party**

The composition of the boarding party is contained in the CGO 4/81, CGO 2/92 and CGBR 691. All equipment for boarding party is to be properly fitted, marked and kept ready for immediate use. A check off list must be prepared for the gear and supplies that must be carried by the boarding party to enable them to operate independently of the ship for the required period.

0726 **Annual Practice Allowance (APA)**

Units to judiciously utilise annual practice allowance in accordance with CCGO 01/2015 and CGRHQ(W) policy letter 710/APA dated 21 Oct 14 on utilisation % of APA as follows and as amended from time to time:-

<b><u>SI</u></b>	<b><u>Quarter</u></b>	<b><u>Minimum % of APA Utilised</u></b>
(a)	Apr-Jun	30%
(b)	Jul-Sep	10%
(c)	Oct-Dec	30%
(d)	Jan-Mar	30%

0727 **Safe Boarding Procedures**

Procedures and guidelines for Safe boarding operations are to be followed at all times in accordance with CGBR 691, CGOs 4/81 & 2/92, CGHQ letter OP/0309 dated 15 Dec 09 and RHQ(W) letter 701/1 dated 21 Dec2009, 707/Policy letter 03 Jul 15 and 707/Policy dated 30 Dec 15.

0728 **Safety and Security of Pistols/ Revolvers (Ref: CGO20/86)**

Pistols/revolvers being smaller in size are vulnerable to theft/ loss. Their security is therefore strongly emphasised since their loss entails:-

- (a) the grave risk of their falling into the hands of criminals or other ill-disposed persons;
- (b) the temporary disarming of members of the service &
- (c) loss of time and effort in carrying out investigations.
- (d) When in possession of pistol/ revolver, while on duty/ in transit, following points are to be taken care of:-
  - (i) When a pistol is carried on the person, it is to be carried in the pistol holster fixed on the belt and a string attached to the butt ring, worn round the shoulder or neck.
  - (ii) A pistol when not being carried on the person, is to be kept unloaded. Ammunition is to be kept separately. However, when carried on the person, it may be kept loaded with safety catch on.
  - (iii) The holder should acquaint himself with the operation of the pistol.
  - (iv) A pistol on loan is not to be used when not on duty, pistol is provided on loan for specific duty purposes only / direct transit route between unit and designated place of duty. Pistol is not to be carried to a place that does not come under the designated duty purview.
  - (v) On arrival at duty station, the individual is to deposit personal weapon/pistol for safe custody in unit Armoury when not required/ on completion of duty and report the fact to the commanding officer, under no circumstances the individual is to hold the personal weapon/pistol unnecessarily/ beyond call of duty.
  - (vi) Pistol is never to be left unattended/ handed to other person's custody who is not authorised as a custodian.

(vii) If proceeding by service vehicle and when in possession of arms, do not offer/ provide lift to unknown persons and do not accept eatables from strangers.

(viii) Keep a sharp lookout for suspicious persons/ activities during transit.

0729 **Guiding Principles for Use of Force During Operations Including Self Defence**

Coast Guard units whilst on deployment encounter various situations which require use of force to elicit compliance or for self-defence. As a principal, units should resort to use of force only when other measures are exhausted and there are overwhelming reasons for use of force in accordance with CGHQ letter OP/0501/Policy dated 10 Jun 13.

0730 **Safe Gunnery Operations**

Units are to follow Safe gunnery operations in accordance with CGHQ letter OP/0462/AAP dated 24 Mar 14 and as amended from time to time.

0731 **Inspection and Trials of Weapon System**

Units are to follow Inspection and trials of weapon system in accordance with CGHQ policy letter GN/1470/A dated 23 Aug 11, GN/1432/HATs/SATs dated 27 Jan 14 and CGRHQ(W) letter 707/Policy 707/ Policy dated 15Apr 14and as amended from time to time.

0732 **Force Protection Measures**

Units are to follow Force Protection Measures (FPM) guideline provided in accordance with RHQ(W) letter 707/17/POLICY dated 21 Oct 14 and as amended from time to time.

0733 **Composition of Guard of Honour**

Units are to strictly follow 'Composition of Guard of Honour and Ceremonial Parade' in accordance with CGBR-592 and as amended from time to time.

0734 **Occurrence of Defects/Dummy/Live Rounds Getting Stuck in Armaments**

Units are to follow 'Guide line on Occurrence of Defects/Dummy/Live rounds getting stuck in armaments' in accordance with 707/17 dated 01 Nov 17.

**0735 Procedure for Seeking Approval for Landing NAS and Undertaking Acceptance Trials of Weapons.**

Units seeking approval for landing NAS and undertaking acceptance trials of Weapons are to be in accordance with CGRHQ(W) letters 707 dated 06 Dec 17 and 707 dated 07 Jun 19.

**0736 Standard Colour Scheme.**

Standard colour scheme for main armament on board Coast Guard ships has been promulgated vide CGHQ Policy letter GN /1470/A dated 12 Apr 2010 and the same should be adhered to.

**0737 Utilisation of Small Arms Training Simulators**

ICG personnel, as part of training are to progressively enhance their firing skills and are to be provided with small arms training on simulators in accordance with CGHQ letter GN/1486/SIM dated 12 Mar 18. Units & Local Admin authotity are to ensure that the services of ships with simulators/FLSATS in harbor are provided to local units in harbor for training of their ships company.

**0738 Failure**

In case a particular armament fails to fire due to failure of the armament or the ammunition, the same is to be reported at the earliest by ARMFAIL signal in accordance with CGO 42/2002 and CGHQ Policy letter GN /1490 dated 30 May 2012 to enable CNAI (VZG) to investigate and establish the cause of failure. The unit concerned must disembark the failed arm to local CNAI at the first given opportunity and report forwarded on IN 411 whilst following the laid down misfire procedures.

**0739 Landing and Boarding Parties**

All ships and shore establishments will maintain well-trained landing and boarding parties for performing operations. Such teams/ parties should be readily available for undertaking specialised operations. All equipment for landing and boarding parties are to be properly fitted, marked and kept ready for immediate use. The authorized scale of boarding party equipment has been promulgated vide CGHQ letter GN/1437 dated 19 Dec 2001 and also laid down in CGBR-691 on Boarding Operations. A check off list must be prepared for the gears and supplies to be carried by the landing/ boarding parties to enable them to operate independently for the required period.

0740 **Un-Armed Combat**

Proficiency in Un-armed combat and the use of small arms in confined quarters is highly desirable for all Coast Guard personnel. Regional Gunnery Officer will facilitate conduct of such training for Coast Guard boarding/ landing parties in the Western Region. Training of RRT and QRTs of DHQ for security setup of CG establishments be periodically planned quarterly through local NSG on combat training and handling of armed ANEs.

0741 **Annual Percentage Examination of Explosives**

Units to ensure Article 2505 of NMER BR 862/72 is to be complied with for maintaining Annual Percentage Examination of Explosives. The landing of explosives is to be synchronized with the annual landing of samples of cordite for testing in accordance with NMER tables A, B, C Chapter 25 and particular care is to be taken to comply with articles 2506, 2507 and 2508 of NMER BR 862/72 and CGHQ policy letter GN/1490 dated 30 May 2012.

0742 **Rapid Response Team**

CGHQ vide letter TR/0875/RRT dated 01 Oct 13 has activated Rapid Response Team at Regional Level in compliance to GOI, MOD letter CS/0256/RRT/2621/D(CG-R) dated 11 Nov 2009.

0743 **Warrant of Armament Stores**

It should be the endeavor of the District Commanders and capital ships that units hold arms and ammunition as per the "Warrant of Armament Stores" and are to ensure timely forwarding of demands for stocking up, carry out installation of the authorised armaments accessories.

0744

To Spare

0750

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173

**CHAPTER-VII**  
**SECTION-III**  
**SMALL ARMS AND FIRING RANGES**

0751 **Pistol and Carbine Range at Colaba**

Pistol and Carbine practices can be carried out at the range near the Colaba Golf Links. The range is operated by Navy. Requests for the range are to be forwarded to the COMCG (W) a fortnight in advance, who in turn will take up with the Commanding Officer INS Trata, to enable arrangements for firing. Targets will be provided by INS Trata on request.

0752 **25 Meter Open Range in INS Kunjali**

Practice firing of 9 mm Pistol can be carried out in all-weather 25 meter open air range in INS Kunjali. Request for the range is made to the COMCG (W) who in turn will take up with the Commanding Officer, INS Trata to facilitate firing.

0753 **Quarry Range Karanja**

All small arms practices (except 2" mortar and hand grenade) can be carried out at this range. The range is under Navy. The first fifteen days of the month are allocated to various units. COMCG (W) is to be approached by the desirous CG units a fortnight in advance for the range, who will take up with the Commanding Officer, INS Trata for allocation of the range at Karanja. Units using the range are to use the ferry from Naval Dockyard to Karanja jetty. Senior Office Karanja will provide transport from Karanja jetty to range and back.

0754 **Security of Small Arms and Private Arms**

Instructions regarding security of small arms and private arms are contained in CGO 20/86 are to be complied with strictly by all CG units.

0755  
to Spare  
0760

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**CHAPTER-VIII**  
**SECTION-I**  
**DIVING OPERATIONS**

**0801 Introduction**

(a) Diving resources and capabilities, both in terms of manpower and resources at the disposal of Indian Coast Guard Region (W), presently is adequate. The Region, however is in the process of acquiring a substantial capability with the induction of optimum diving equipment for all the sectioned diving team for the districts under command.

(b) Coast Guard Diving Team, Mumbai, CGDT(MB) has been set up and functioning administratively under COMDIS-2 .The team is deployed operationally by SOPA (CG).Divers and requisite equipment as nominated by SOPA(CG) from various units in the region deputed precisely in time to avoid any delay. All nominated divers assemble at CGDT and planned diving by SOPA(CG) coordinated by CGDT. Diving teams under COMDIS are responsible for providing all the diving covers to CG ships in the District. Until such time a qualified officer is appointed as Officer-in-Charge, CGDT(MB), this duty will be carried out by the officer nominated by COMDIS.

**0802 Charter of Duties RDO**

He is responsible for the following: -

- (a) All matters pertaining to diving and underwater defence operations connected with sabotage.
- (b) Keeping himself informed of the latest developments in diving/salvage operations and anti saboteur techniques.
- (c) All matters regarding salvage of sunken vessels/aircraft and diving assistance during SAR duties.
- (d) Advice regarding diving assistance to all outside authorities (including civil authorities) if requested.
- (e) Co-ordinate activities and operations of the Region concerning diving, salvage and organising regular diving practice for divers of the Region.
- (f) Keeping acquainted with the state of diving training and equipment within the Region, bringing to the CoS's notice any material deficiencies.
- (g) Keeping himself informed of/associated with the trials of diving equipment which can enhance the diving capabilities of the service.

- (j) In conjunction with CSO (Tech), keeping himself acquainted/associated with all alterations and additions to HP air charging arrangements on board ships of the Region.
- (k) In conjunction with CGSD(MB)/CGSD(K), keeping himself informed of matters relating to the supply and survey of all diving stores required for Coast Guard ships and diving teams.
- (l) Inspection of diving equipment held by ships/CGDTs and CGSD(MB)/CGSD(K) and recommending steps for redistribution and maintenance of equipment for optimum utilisation of available stock of equipment/spares.
- (m) Transfer diving stores/equipment on temporary loan within the Region with RHQ approval.
- (n) Analyse all diving returns forwarded by units in the Region.
- (o) Work connected with the trials, research and development of indigenous diving equipment.

0803 **Charter of Duties of CGDT.** The Charter of Duties are as follows:-

- (a) Provide diving assistance to Coast Guard ships in harbour round the clock.
- (b) Provide cover for pre/post deployment diving checks.
- (c) All the underwater diving checks pre/post deployment are to be covered photo/videographically and record maintained on CD chronologically. Any abnormality noticed is to be referred to local Administrative Authority.
- (d) Training and work-up of divers in the Region should be in confirmation with Regional Training Officer and SOPA (CG orders). Centralised practice diving be conducted for all the divers by respective CGDT fortnightly and night diving practice conducted once in month
- (e) Impart training to enrolled personnel of ships for unqualified diving attendant duties in accordance with Art 2306 of INBR 2806 and are to be utilised as attendant when carrying out diving onboard.
- (f) Coordinate and Conduct diving aptitude test including basic diving medical for volunteers for ships divers/SDO course. A certificate is to be issued to persons qualifying Aptitude and Medical test by CGDT.

**RESTRICTED**

176

- (g) Work-up ship's crew in all aspects of defence against underwater sabotage.
- (h) To carry out planned maintenance of all diving equipment in the Region.
- (j) To assist civil authorities if diving assistance is requisitioned.
- (k) To carry out limited salvage operations.
- (l) Augment with Indian Navy diving effort against underwater sabotage during Ops SEAHAWK/Exercise SEAGULL.

**0804 Organising Diving Assistance / Planning of Diving Operations.**

The capabilities of CGDT(MB) and other diving teams under the respective COMDIS are limited. It is also not possible for individual units to conduct any operational diving on their own. In the present scenario, resource pooling is the only viable option. Following measures are to be instituted for smooth and safe conduct of all diving operations in the region and meet the operational diving commitments of afloat units and squadrons.

- (a) CGDT to conduct diving at Mumbai in coordination with SOPA(CG). CGDT(MB) will be responsible for providing equipment required and SOPA(CG) will be responsible for requisitioning required number of divers from afloat units, 842 Sqn (CG) and COMDIS-2.
- (b) Ships requiring diving assistance are to intimate the same to SOPA(CG) at least three working days in advance in the following format.

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DTG		PRIORITY
FROM	(UNIT REQUISITIONING DIVING EFFORT)	RESTD
TO	UNIT PERFORMING DUTIES OF SOPA(CG)	
INFO	COMDIS-2	

---

= FOR SOPA (CG) (.) REQUEST DIVING ASSITANCE FOR (DETAILS OF TASK WITH TIME/DATE)

= /

- (c) On receipt of the signal SOPA(CG) is to arrange Diving supervisor, extra divers, equipment etc., from ships in the harbour, 842 Sqn (CG), other afloat units and COMDIS-2.
- (d) When the task is beyond the CG resources, the assistance of CCDT(MB)

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should be sought by SOPA(CG) through CGRHQ(W).

(e) The meager CG diving resources needs to be utilised in an optimum manner to ensure their availability at all times. As far as possible routine diving assistance by ships are to be restricted only on the days promulgated by SOPA(CG) from time to time.

**0805 Action by the Ship Requesting Diving Assistance**

When assistance from SOPA (CG) is sought, the ship requesting for such assistance is to ensure that the following actions are taken before the diving team arrives: -

(a) Bottom chains are rigged taut at an interval not more than 30 meters. The number of bottom chains should commensurate with the length of the ship.

(b) Weighted stages are kept ready for use.

(c) A working party is available to help the team.

(d) Repair/Cleaning gear required are available at the diving site.

(e) A operational power boat/Gemini with serviceable OBM is available for the diving operation.

(f) Drawings of the ship's underwater fittings/the equipment, on which work is to be carried out, are available at the diving site and briefed to diving team.

(g) The ship's Diving Officer, the Engineer Officer and the ship Wright Officer/senior shipwright sailor are present on board at site during the diving operations.

(h) Diving clearance certificate is given to the Diving supervisor before commencement of diving.

(i) Medical Officer to be is present and if no medical officer is available, Duty Medical Officer, Naval Dockyard or any other medical officer may be requested/nominate to provide medical cover.

(j) Safety precautions as per the succeeding articles are covered.

(k) A senior sailor is detailed for liaison with the diving team.

(l) All ships in the vicinity are informed

- (p) Flag four/ pulsating red lights displayed during the diving operation by Day/Night.
- (q) Photograph of the ship's underwater fittings/the equipment, on which work is to be carried out, are made available at the diving site and briefed to divers.

**0806 Responsibility of the Commanding Officer**

The Commanding Officers of ships to ensure that:-

- (a) The diving equipment held on board are available as per the authorised scale in fully operational state.
- (b) Diving equipment are sent for regular maintenance.
- (c) Diving equipment requiring repairs are landed without delay and with priority accorded by to liquidate these defects at the earliest.
- (d) Diving Air Compressor held on the ship is readily available for diving requirement. All units having operational diving air compressors are to land samples for breathing air analysis on regular basis. Mumbai based ships are to land samples at NMRL, Ambernath (schedule and transport routine are promulgated by HQWNC command daily orders periodically). Chemical analysis of the air is also to be carried out after repairs or replacement of the compressor or when the air is suspect. Expeditious remedial action is to be taken if the analysis report is unsatisfactory.
- (e) All divers borne are to be in date and are to fulfill all conditions necessary for dives to their maximum depth of qualification.
- (f) All divers borne attend the weekly exercise program promulgated by the RHQ(W)/DHQ-2/ SOPA(CG).
- (g) All records are maintained and returns and reports are forwarded well in time.
- (h) Status and number of divers borne on board and diving equipment held are to be forwarded to SOPA(CG) every Monday in the following format.

**RESTRICTED**

179

DTG ROUTINE  
FROM RESTD  
TO  
=====

CDS/CDD(.) FOR SOPA(CG) (. )DIVSTAT

- (A) NO OF DIVERSBORNE/PRESENT
- (B) NO OF DIVING SETSHELD/STATUS
- (C) NO OF GEMINIHELD/STATUS
- (D) NO OF OBMHELD/STATUS

(j) Any change in the availability or operational status of divers or diving equipment is reported to SOPA(CG) /RDO /DHQ-2 without delay.

0807 **Responsibility of Individual Divers**

- (a) To keep themselves fit for diving duties at all times.
- (b) To be in date by ensuring the minimum standard of diving practice as per current regulations, has been carried out and the annual diving medical examination has been completed in time.
- (c) Correct entries in Diving Log Books are endorsed by the Diving Officer of the group.
- (d) To be conversant with the latest diving regulations as listed in BR 2806.
- (e) To inform the Diving Officer immediately if temporarily medically unfit for diving or unable to dive for any reason.

0808 **Basic Requirements for Diving Operation**

Diving will be carried out only after the following requirements have been complied with. This applies for operations both at sea and in harbour.

- (a) A minimum of five persons comprising of a diver, standby diver, 2 attendants and a supervisor, are available for conduct of the diving operation as laid down in Art 2303 of BR2806
- (b) An additional Gemini or safety boat is in the water in the immediate vicinity of the diving site.

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- (c) Standby diver is at immediate/short notice as per Article 2304/5 of BR 2806.
- (d) The diving clearance certificate has been signed by all concerned and handed over to the Diving Supervisor prior commencing the diving operation.
- (e) CO's are to ensure that minimum standards of diving are achieved by all categories of divers in accordance with NO 34/63 and other orders promulgated from time to time.
- (f) CGDT(MB) in confirmation with SOPA(CG) is to conduct weekly diving practices for ships.

**0809 Safety Precautions During Diving Practice**

- (a) **Diving Regulations.** The safety precautions laid down in BR 2806 – Diving Manual, are strictly adhered to. The medical fitness to dive for each diver is to be recorded in the Ship's Diving Log Book and in the Diving Log Book of each diver.
- (b) **Medical Cover.** Whenever diving is conducted as per diving practice programme, the OCE is to nominate qualified medical officer from amongst units taking part, in order to provide suitable medical cover in case of a diving accident. If a medical officer amongst the units taking part is not available, such medical cover shall be arranged through PMO, Naval dockyard, Mumbai. In this connection a copy of the weekly diving practice program be addressed to the PMO, Naval Dockyard.
- (c) On the occurrence of a diving accident the diver is to be examined by the ship's medical officer/PMO/DMO dockyard dispensary. Arrangements are to be evacuate to take him immediately to the nearest compression chamber by a suitable boat or transport in case of pulmonary barotrauma or decompression sickness. The recompression thereafter will be carried out under the supervision of a qualified diving supervisor.

**0810 Therapeutic Recompression**

- (a) In case of any diving accident requiring therapeutic recompression the unit/ship concerned is to contact the Officer-in-Charge, RCC Complex/OOD INHS Asvini by telephone and then land the patient at the chamber complex. In such an eventuality the following facilities are to be provided to the chamber complex on priority:-
  - (i) One car/jeep from Regional Headquarters/Concerned DHQ/ships in harbour/ambulance from dockyard dispensary be kept stand by.
  - (ii) Additional divers by CGDT(MB) on specific requirement indicated by the

Officer-in-Charge, RCC Complex.

(iii) A Medical Officer specialised in Marine Medicine from INHS.

(b) The Compression Chamber is normally standby for handling diving emergencies round the clock with a duty watch/on call personnel available at short notice.

**0811 Prevention of Diving Accidents During Practices / Operations**

Majority of diving accidents occur due to failure in complying with basic safety regulations and good diving practices laid down in the Diving Manual and due to lack of appreciation/awareness of responsibilities of each individual involved in a diving practice or its conduct. Commanding Officers are therefore to ensure that all personnel associated with diving/conduct of diving operations are conversant with the safety regulations. Instructions given in the succeeding sub – paragraphs are based on lessons learnt from diving accidents in the past and require strict compliance.

**(a) Supervision of Diving Operations**

(i) Supervision of diving operations is to be carried only by qualified diving supervisors as mentioned below:-

<b><u>Qualifications</u></b>	<b><u>Depth</u></b>	<b><u>Remarks</u></b>
CDO/CDI	75M	-
SDO	35M	Using compressed air diving equipment only.

(ii) Subordinate Officers are not to be employed as SDOs and are not to supervise diving operations, but they may act as technical advisers in accordance with Article 2314 of BR 2806.

(iii) The underwater tasks that a qualified supervisor is authorised to supervise are to be in accordance with Article 2311 of BR2806.

(iv) Supervision in emergency by an unqualified supervisor: -

(aa) An Executive/GD Officer of the rank of Lieutenant or Asst Comdt with 4 years seniority or above to take charge of the operation in accordance with Article 2204 of BR2806.

(ab) An experienced 'Indate' diver or subordinate officer qualified in diving is present to act as technical advisor. He is not to enter the

water.

(ac) Compressed air breathing apparatus only is used.

(ad) A depth of 35 M is not exceeded.

(v) These provisions may also be applied when: -

(aa) The only qualified diving supervisor borne wishes to ascertain the progress of a diving operation or requires to carry out diving practice to be 'Indate'.

(ab) The Commanding Officer considers that, because of the absence of a supervisor, the diving team is in danger of suffering an unacceptable lowering of operational efficiency due to lack of practice.

(b) **Preparation and Briefing.** It is imperative that staff and diving supervisors adequately plan and prepare for a diving operation to reduce the work of divers. Chapter 3 of BR 2806 is relevant. Diving teams should be briefed properly in advance and not at the last minute. The diving equipment is to be inspected and tested by the diver prior commencement of diving and report of readiness is to be made to the diving supervisor. The supervisor should then project a pre-dive review of the dive plan to the divers. This review is critical to the success and safety of diving operation and is made for a particular dive being planned. All personnel who are directly involved in the dive should be included in the review and all divers made understood of the diving plan. The plan should specify the following:-

- (i) Dive objectives.
- (ii) Time limits for the dive.
- (iii) Task assignments.
- (iv) Work technique and tools.
- (v) Phases of the dive.
- (vi) Route to the work site.
- (vii) Special signals.
- (viii) Anticipated conditions.
- (ix) Anticipated hazards.
- (x) Emergency procedures, action required to be taken under any eventuality or casualty and circumstances which may lead to abortion of the

diving exercise.

(c) **Final Pre- Dive Inspection.** The diving supervisor must ensure the following during the final pre-dive inspection:-

- (i) The divers are to be physically and mentally ready to enter the water.
- (ii) All divers should possess the minimum required and essential equipment (set, face mask, life preserver, weight belt. Knife and scabbard, swim fins etc.)
- (iii) Each diver should be equipped with a wrist diving computer.
- (iv) All diving cylinders should have been gauged and the available volume of air should be sufficient for the planned duration of the dive.
- (v) All quick- release buckles and fastenings should be accessible by either hand and properly rigged for quick release.
- (vi) The weight belt should be outside of all other belts, straps and equipment and there should be no likelihood of it to become fouled under the bottom edge of cylinders.
- (vii) The knife is to be positioned correctly so that it will remain with the diver no matter what equipment he may jettison.
- (viii) Time check and synchronization of watches are carried out.
- (ix) With mouth piece or full-face mask in place have diver breath in and out for 30 seconds. While doing so diver should be alert for any impurities in the air or for any unusual physiological reactions.
- (x) Final checks on the breathing hose(s) and mouth piece and making sure that none of the connections have been pulled open during the process of dressing.
- (xi) Air reserve mechanism lever at UP (closed position).
- (xii) Briefing final review of the dive plan.

(d) **Final preparations and Safety checks.** The diving officer and the diving supervisor must ensure that all appropriate preparations have been made prior commencement of actual diving operations. These are summarized as follows:-

- (i) Comprehensive diving plan has been prepared and all data pertinent to the mission have been collected and analyzed on its impact on the operation

and safety precautions.

- (ii) A task schedule has been prepared with diving assignments clearly delineated and the sequence of events determined.
  - (iii) Requirements for both scheduled and emergency logistics support have been determined and appropriate arrangements made.
  - (iv) Required equipment has been obtained checked for proper operation and placed in required position in readiness.
  - (v) Emergency equipment like life jackets, fire extinguishers, re-circulators etc. are in station and ready for use.
  - (vi) All personnel including members of back up team have been notified of their assignments and a comprehensive briefing has been held.
  - (vii) The general safety check list has been reviewed and certified.
  - (viii) Then physical condition of all divers have been reviewed and certified.
  - (ix) Personnel are in station and ready to work.
- (e) **Check off List.** Diving Supervisors are to prepare check off lists from the Diving Manual for ready reference. Diving officers of the ships must make and use check off lists and safety certificates applicable to their ships.
- (f) **Fitness.** The diver's medical and physical fitness must be ascertained by the supervisor on each occasion of diving (The diver must not be under the influence of alcohol or suffering from after effects of earlier alcohol consumption). Diving soon after meal or diving without having anything to eat for a long time can cause fatigue and other problems.
- (g) **Diving Apparatus.** The diving supervisor and the diver himself must carry out a visual inspection of the diving apparatus, check all connections and check/ascertain that all maintenance routines/tests have been carried out for serviceability and functioning correctly. For this purpose, the maintenance record must accompany the diving apparatus when taken for diving outside the ship/unit. The responsibilities of borrower and the lender must be clearly understood. Divers are to use only the apparatus and assemblies on which they have been trained and qualified. Only correct pattern items are to be used. No modifications are permitted.
- (h) **Life Lines.** Life lines should invariably be secured correctly and marked appropriately. The inboard end should be secured to a fixed fitting and the out-board end secured to the diver correctly as per Article 3302 of BR 2806 and never to the

diving set.

(j) **Standby Diver**. Diving should never take place without a standby diver awaiting in readiness as per Article 2304 of BR 2806.

(k) **Diving on Ship's Bottom**

(i) Whenever diving is carried out on ship's bottom, lookouts must be placed on both sides of the ship. Even though the diver may have gone down from one side, there is a chance that he may come up on the other side of the ship, particularly if he is in distress. Power boats/Gemini's should be in attendance and bottom chains/short ropes rigged.

(ii) Ships main circulators must invariably be switched off when diving operation is to be conducted in the vicinity of the ship.

(iii) The Officer of the Day is to permit diving operations to commence only after ensuring that all required action as per BR 2806 has been taken and the Commanding officer informed.

(l) **Care in Descent/Ascent**. Particular care should be exercised by the diver during descent and ascent to obviate chances of hitting or fouling with ship's hull and projections. The attendant must watch the progress of the diver during descent/ascent and whenever in doubt about the safety of the diver he should bring this to the notice of the supervisor immediately.

(m) **Interpretation of Regulations**. Doubts/ambiguities, if any, on the subject of diving responsibilities and safety regulations are to be brought to the notice of RHQ(W) for clarification.

0812 **Diving Returns**

Ships are to render diving returns as promulgated from time to time. Any change in the complement of divers or state of diving equipment is to be reported to SOPA(CG)/O i/C CGDDT and RDO at the earliest.

0813 **Unqualified Attendants**

Ships are to ensure that for every diver borne one unqualified attendant is trained in attendant's duties. This will enable ships to muster a complete diving team to undertake a diving operation as required by Chapter 2 Article 2306 of BR 2806-Diving Manual. Sailors selected for these duties must possess high degree of common sense and sense of responsibility. Regular practices and checks must be carried out to keep unqualified attendants conversant with their duties and responsibilities. Unqualified attendants should have at least the minimum attendance practice as for divers. Particulars of unqualified attendants are also to be entered in the diving capability record.

**0814 Diving Equipment**

All ships and COMDIS (District Diving Officer in charge for the respective diving cells and teams under them) are to ensure that all diving equipment, accessories and spares as per the authorised scale are serviceable and available for immediate use. Any deficiencies, which will render the equipment non-operational are to be immediately reported to RHQ(W)/DHQs by letter. All tests and routines on the diving equipment are to be meticulously carried out according to maintenance schedules and instructions contained in BR 2806-Diving Manual, and entries made in the Ship's Record/Register of Maintenance of Diving Equipment. The Register/Record is to be in the standard format.

**0815 Volunteers for Diving Courses**

Only those volunteers for diving courses who have passed the aptitude test, conducted by Coast Guard Diving Team, Mumbai/Kochi or CCDT(MB)/CCDT(Kochi) are to be recommended to RHQ(W) for officers and BUVIK for sailors for courses. Diving aptitude tests will be conducted by the RDO/OIC CGDT (MB) periodically as per the schedule promulgated by CCDT(MB). Firm dates for the conduct of the test will be promulgated by signal.

**0816 Guidelines for safe and efficient diving operations:-**

- (a) Every diver to maintain good mental and physical fitness for diving.
- (b) Organise a weekly fitness regime for all divers.
- (c) Diver should not to be under influence of alcohol or any other dangerous drugs when diving.
- (d) Diver should be proficient in diving skill; strive to increase them through continuous education especially after a period of diving inactivity.
- (e) Be conversant with the diving sites if diving in unknown territory through available resources.
- (f) Engage only in diving activities consistent with training and experience.
- (g) Use complete, well-maintained, reliable equipment with which one is familiar and inspect it for correct fitment and function prior to each dive.
- (h) Always have a buoyancy control device, low-pressure buoyancy control inflation system and alternate air source of supply.

**RESTRICTED**

187

- (j) Organise thorough briefing of each diving operation and ensure every one abides carefully to dive briefings and directions given by supervisor.
- (k) Be proficient in dive planning using briefing equipment.
- (l) Make all dives no decompression dives and allow a margin of safety.
- (m) Have a means to monitor depth and time underwater.
- (n) Limit maximum depth to your level of training and experience.
- (p) Ascend at a rate of not more than 18 meters/60 feet per minute.
- (q) Be a SAFE diver – Slowly Ascend From Every dive.
- (r) Make a safety stop as an added precaution, usually at 5 meters/15 feet for three minutes or longer.
- (s) Maintain proper buoyancy. Adjust weighting at the surface for neutral buoyancy with no air in buoyancy control device.
- (t) Maintain neutral buoyancy while underwater to avoid over exertion.
- (u) Have weights clear for easy removal, and establish buoyancy when in distress while diving.
- (v) Carry at least one surface signaling device (such as signal tube, whistle, and mirror).
- (w) Ensure lifeline secured properly with life belt.
- (x) Breathe properly for diving. Never breath-hold or skip-breathe when breathing compressed air.
- (y) Avoid over exertion while in and underwater and dive within ones limitations.
- (z) Use Gemini craft or other surface support station during each dive.
- (aa) Always carry diving knife while diving.
- (ab) Analyse the compressed air at regular interval for possible harmful gases and impurities.
- (ac) Pressure tests the diving cylinders at the stipulated time interval.

**RESTRICTED**

**RESTRICTED**

188

- (ad) Be conversant with all the diving signals before diving.
- (ae) Ensure buddy diving whilst conducting diving operations at sea.

0817  
to Spare  
0820

**RESTRICTED**

**RESTRICTED**

189

**CHAPTER IX**  
**AVIATION**  
**SECTION I - OPERATIONS**

0901 **General**

Headquarters, Coast Guard Region (West) is responsible for maintaining aerial surveillance of the western sea board to obtain an early warning of intruding anti-nationals, locating vessels in distress, Pollution Response etc. For this purpose, services of Air station Daman {750 SQN (CG) and 841 SQN (CG)}, CGAE (KOC) {747 SQN(CG) and Kochi Chetak Flight}, CGAE (GOA) {800 SQN (CG)}, 842 SQN (CG) will be utilised. CGAE (NML) detached operations shall also take place from yet to be activated Ratnagiri airfield.

0902 **Local Flying Areas**

The local flying areas shall be promulgated by all Air establishment through Air Dept standing order (ADSO).

0903 **Conduct of Flying**

The Commanding Officers of air stations/air squadrons and flight commanders of detached flights are to be guided by INAP-2 for conduct of flying. These orders may be modified in order to meet local conditions and Coast Guard functions with the prior approval of the Administrative Authority.

0904 **Aircraft Operations from Santacruz Airport**

(a) Whenever CG aircraft operations are especially planned from Santacruz airport, CAVO, HQWNC is to be approached by CSO (AV), RHQ(W) to avail naval facilities including parking and for technical support. In addition, following arrangements are also required to be made in consultation with authorities concerned:-

- (i) Parking/hangar for aircraft at Santacruz - O i/C NAE (SCZ).
- (ii) Accommodation for Air & ground crew - COMDIS-2/ RAPO
- (iii) Security for aircraft - COMDIS-2
- (iv) Intimation to the Aerodrome - Ops Room, RHQ(W)
- (v) Intimation to Air Force - Ops Room, RHQ (W) Signals Unit regarding A/C operations

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190

(v) Transport Requirement

- COMDIS-2

0905 **Duty SAR Helo**

The Indian Coast Guard is the Nodal agency and also designated as Maritime Search and Rescue Co-ordinating Authority in Indian SRR. One helo in SAR configuration with Rescue winch/hoist is to remain standby for providing SAR cover with SAR pilot on call available from sunrise to sunset. Helo operating units are to promulgate SAR pilot roster.

0906 **Ferry Flight**

(a) When aircraft are to be ferried from one place to another, Route clearance, Carriage of fuel approval from Administrative Authority is to be obtained in accordance with INAP 2 by the parent unit prior departure.

(b) Requisition for unscheduled airfield and fuelling facility (by tanker) at airfields where fuel is not available is to be projected 48 hrs in advance to IOC through District/Station Commander by the parent unit after approval from the Administrative Authority.

0907

to **Spare**

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191

**CHAPTER IX**  
**SECTION II**  
**ADMINISTRATION**

0921 **Embarkation and Disembarkation of Heli Flights**

- (a) Embarkation and dis-embarkation of CG helo from/to the ship to parent air station/squadron and vice versa will be promulgated by COMCG (W) except for integral flight.
- (b) Ships prior entry into the port are to dis-embark the helo to airfield.
- (c) Ships dis-embarking helo from anchorage/ harbour are to take positive clearance from the controlling authority as the case maybe.
- (d) Signal for embarkation/disembarkation is to be made 24 hrs in advance to the airfield mentioning the time and position of embarkation/disembarkation. If practicable, embarkation / disembarkation to be planned within the airfield operations timings /days.
- (e) In the event of helo to be stored in hanger, ship to obtain clearance from the local Coast Guard administrative authority / Naval authority as the case maybe.
- (f) The signal for embarkation/disembarkation is to be made in the following format:-

FROM	SHIP/UNIT	PRIORITY
TO		RESTD
-----		
CDS / CDF(.) HET/HDT____AT____(.)		

- (g) **Disembarked Helo.** The flight Commander of detached/disembarked flight is responsible to the Commanding Officer of the unit for the serviceability of the helo. The tasking of the helo will be carried out by the District Commander/Squadron Commander keeping the ship informed.

- (h) Accountability. The detachment commander of the detached flight will be accountable to SQN Commander/ District Commander and also to attend daily mass briefing and other squadron/ station related activities where applicable.

- (j) **Returns.** The Commanding Officer of the ship is to ensure timely rendering of returns such as May Fly/Did Fly, Monthly Flying Returns and ORR in respect of the embarked flights. In case of disembarked CG flight where no CG support facility is available, the detachment commander is directly responsible through district commander.

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0922 **Command and Control**

Flight Commanders of all detached flights will function under the Commanding Officer of the respective Squadron Commander and shall be responsible to meet all flying tasks. Such flying, when ordered shall be co-ordinated and controlled by the local CG authority.

0923 **Clearance for Flying**

- (a) All CG flying activities will take place only after prior intimation and clearance from concerned ATC.
- (b) AOPV/OPV's when cleared to operate helicopter from sea/ anchorage/ alongside are to handover control to concerned ATC on launch after establishing two way communication and signal Air Move Arrival/Departure.

0924 **State of Aircraft Readiness**

All aircraft in the Western Region are required to be kept in high state of readiness at all times for the purpose of operational deployment such as Med-Evac, SAR and Pollution Response etc. Therefore, the aircraft are required to be at following state of readiness.

- (a) One Chetak ashore at 15 minutes notice from sunrise/sunset.
- (b) Ship borne flights when embarked at 2 hours notice.
- (c) ALH onboard ship/ashore at 4 hrs notice
- (d) One Dornier at 2 hrs notice when standby for SAR.
- (e) All outstation aircraft, when visiting are to be kept at 4 hours notice during the entire duration of their stay.

0925 **Flying from Alongside**

Flying from alongside is to be undertaken only after obtaining specific approval from port authority/Naval Authority (HQWNC/HQSNC) as appropriate through local CG authority. Notwithstanding the approval from Naval Authority, it will be the responsibility of the Commanding Officer of the ship, from where the flying is taking place, to ensure the following:-

- (a) Ship is safely berthed for the operation.

- (b) Wind is within the acceptable safe limits.
- (c) Helicopter downwash does not adversely effect adjacent ship/equipment on jetty etc.
- (d) Sufficient thrust margin is available.
- (e) Crew of the helo is qualified and well briefed.
- (f) Intended flight path/go around path is clear of obstructions.
- (g) Clearance from ATC.

0926 **Reporting of Oil Slick**

Helicopter/Aircraft flying is to report if any oil slick is observed/detected in the area during the sorties. The details along with particulars of the vessel responsible for oil/fuel discharge are to be reported to local CG authority.

0927 **Armament Loading**

Chetak Helicopter and Dorniers are to adhere to the local standing orders of the units when loading with 7.62 mm LMG taking all safety precautions.

0928 **Helo Emergencies**

Helos requiring running landing are diverted to airfield. Crash and Salvage requirements if any are to be met by the Station/Sqn as per crash and salvage orders promulgated by the operating unit.

0929 **Aircrew Standardization/ IRT**

Squadron Commanders/Commanding Officers of the ship-borne helo/flight are to ensure that all aircrew are current and rated as per flying experience

0930 **Aircrew Survival Drills**

In accordance with INAP-2 Article 3406 para (a), dry and wet dinghy and under water escape drills for the aircrew is to be conducted. List of aircrew due are to be intimated to local CG Sqn, SE section to plan for the drill. Outstation aircrew planned for the drill are to take appointments two weeks in advance.

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194

0931 **Air Defence Clearance (ADC)**

Coast Guard aircraft operating in Indian airspace and within the Air Defence Identification Zones (ADIZ's) are to obtain ADC/FIC for the sortie. The Commanding Officers of the ship borne helo/flight are to ensure that all operations conducted from the deck are with positive Air Defence Clearance. The details regarding obtaining Air Defence Clearance/FIC are contained in CGRHQ (West) letter AV/700 of 01 Aug 2005. The format for the same is as follows:-

FROM SHIP	PRIORITY
TO	RESTD
-----	
DIG (.) RADC /FIC	
(A) SHIP CALL SIGN	
(B) SHIP'S POSITION AT HELO LAUNCH (BEARING AND DISTANCE FROM NEAREST LANDMARK)	
(C) HELO CALL SIGN	
(D) ETD FROM SHIP	
(E) HEIGHT	
(F) FIRST DESTINATION AND ETA	
(G) ETA FIRST DESTINATION	
(H) ROUTE TO FINAL DESTINATION AND HEIGHT	
(J) PILOT IN COMMAND	
(K) ENDURANCE ON DEPARTURE	
(L) PERSONS ONBOARD	

0932  
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0940

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195

**CHAPTER IX**  
**SECTION III**  
**AIR TECHNICAL**

**0941 Aircraft Maintenance**

- (a) Coast Guard aircraft/helicopters and their associated equipment are to be serviced in accordance with INAP 100 N-0140 (NAMM) and servicing schedules adhering to the aeronautical engineering practices in force.
- (b) Aircraft servicing form A 700 (CA/TA) must at all times reflect the serviceability state of aircraft with respect to its limitations and deferred defects.
- (c) All aircraft documents and servicing records are to be periodically inspected by an Air Technical Officer.
- (d) Periodic Checks are also to be carried out to ensure that the technical sailors are fully conversant with the current technical orders and are carrying out servicing work on aircraft using correct tools/ground equipment/material, etc.

**0942 Receipt / Transfer of Aircraft**

All ships and air stations are to intimate to Coast Guard Headquarters and Regional Headquarters (West) of all receipt and transfer of aircraft involving change of custodian under intimation to concerned Coast Guard Aeronautical Inspection Service, Chennai/Mumbai in accordance with INAP 2 Article 7306.

**0943 Defect Reporting**

All items rendered defective prior to their scheduled life are to be reported by units by raising Defect Report (A-21) as per guidelines given in NAMM chapter 23. Defects, which may warrant immediate issue of a general warning to all operators of similar aircraft, are to be reported by signal. The signal report must be followed by the Defect Report. A copy of the Defect Report should also accompany the defective component when being surveyed.

**0944 Incident / Accident of Aircraft**

The custodian of the aircraft is to intimate by signal loss or damage to an aircraft. In case of loss of an aircraft, the custodian is to raise a loss statement (IN A-9) in duplicate after confirming the cost of the aircraft or equipment from Coast Guard Headquarters. The loss statement forms are to be filled and all relevant documents attached to avoid audit objections. All actions related to an aircraft incident/accident are to be taken in accordance with NAMM chapter 15 and section VI of INAP-2.

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0945 **Aircraft Husbandry**

All Coast Guard aircraft are susceptible to corrosion due to prolonged operations in salt rich coastal climate. Aircraft husbandry is a continuous process of maintaining an aircraft in state of preservation throughout its life. This requires regular application of protective finishes, compressor and aircraft washing and carrying out all other operations required as per maintenance schedule. Chapter 4 of NAMM is relevant in this regard.

0946 **Calibration of Test Equipment and Tools**

To ensure the accuracy of test equipment and tools, they are to be periodically calibrated as per laid down regulations. Chapter 49 of NAMM is relevant in this regard.

0947 **Aircraft Ground Equipment**

A good standard of servicing of ground equipment is essential as defects in ground equipment may contaminate or damage aircraft systems or their failure may disrupt maintenance programmes. The servicing is to be undertaken as per the relevant publications and proper records of the maintenance are to be kept. In case of non-availability of any associated publications, a servicing schedule is to be compiled and approved by the appropriate specialist officer. The responsibility of servicing of ground equipment rests with the officer holding such equipment on charge or on temporary loan. Chapter 48 of NAMM is relevant in this regard.

0948 **Handling of POL**

Aviation fuel and lubricants are to be handled and stored in accordance with INAP (N) 100 N-0140. Great care is to be taken in preventing the contamination of fuels, oils and lubricants. Chapter 33 of NAMM is relevant in this regard. Some of the general precautions to be observed whilst handling POL are listed below:-

- (a) Nozzles, containers, funnels, etc., used in handling of POL, are to be kept scrupulously clean.
- (b) All containers should be properly sealed and marked to identify its contents.
- (c) POL item should be stored only in authorised places and containers.
- (d) All fuelling nozzle caps are to be suitably secured to the nozzle.

0949 **Reports and Returns**

All air technical returns are to be submitted in accordance with Article 8309,8311 and 8312 of INAP-2. Other reports and returns are to be rendered as per the current orders in force.

**0950 Air Stores**

- (a) Prior to raising of an air store demand, the air technical officer is to ensure the following:-
- (i) The quantity demanded is consistent with the task.
  - (ii) Priority of the demand is not higher than necessary.
- (b) The custodian of the stores is to periodically inspect these to ensure that these are serviceable and fit for use. A record of such inspections is to be maintained.
- (c) Robbing of components from an aircraft is to be only resorted to in an emergency. An aircraft is never to be robbed to such an extent as to make replacement of stores/equipments beyond the unit's resources and thereby rendering the aircraft unserviceable for a prolonged period. Prior approval of the Administrative Authority is to be obtained to rob a component from aircraft after receiving inability signal from CGASD(Goa).
- (d) All unserviceable items are to be surveyed at the first available opportunity so as to ensure continuous supply of rotables.
- (e) AOG demands are to be projected to Coast Guard Air Store Depot (Goa) keeping Regional Headquarters/Coast Guard Headquarters informed for arranging procurements and supply by fastest means.
- (f) AOG demands for embarked/detached flights of rotary wing aircraft are to be projected directly to CGASD (GOA), keeping the respective Regional Headquarters and CGHQ informed. The accounting of these stores is to be done by CGASD (GOA). However, embarked/detached flights are to stock a limited quantity of air stores in order to meet day to day requirements.

**0951 Maintenance of Detached Flights**

All detached flights are to be maintained by the respective flight personnel under the direct supervision of Flight/Detachment Commander. All aircraft falling due for second line maintenance are to be positioned at the respective repair agency in consultation with the parent squadron and administrative authority.

**0952 Off Loading of Technical Work to Outside Agencies**

Approval is to be obtained from the Administrative Authority prior to offloading of repair work to any external repair agency under intimation to CGAIS (CHN)/(MBI).

0953 **Duties When no Air Technical Officer Borne**

In ships or detached flights, where no officer is borne for air technical duties, the senior aircraft artificer or aircraft mechanician holding flight charge certificate shall assume the responsibility of an Air Technical Officer i.a.w NAMM Ch 28 Article 2809.

0954 **Duties of AEO and ALO**

The duties and responsibilities of AEO and ALO of the Coast Guard Air squadrons will be in accordance with INAP 2 Article 0241,0242and NAMM.

0955 **Documentation**

All procedures and other forms currently used by INDIAN NAVY will continue to be used by the CG Aviation units i.a.w NAMM Ch-21.

0956 **Custodian and Logistics**

(a) The Commanding Officer/Squadron Commander will be the custodian for the aircraft and GSE/GHE allotted. The frontline spares, ground equipments and other stores received from various store depots are to be opened, mustered and accounted on separate ledgers.

(b) The logistics requirements of the squadron for all types of stores other than aviation related will be met by CGSD (Mankhurd),Mumbai. All Aviation related store requirement shall be met by CGASD (Goa).

0957 **Tool Control**

Tool control procedure to be followed by all units in accordance with chapter 46 of NAMM.

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To Spare

0960

**CHAPTER-X**  
**SECTION-I**  
**COASTAL SECURITY**

**1001 Coastal Security**

(a) Coastal security, a major subset of an all-encompassing subject of maritime security, has been on the centre stage, post terror attack on Mumbai on 26 Nov 08. India, being a maritime state, has numerous interests in the maritime zones and safeguarding these interests, has thrown up fresh challenges in the fast deteriorating security environment.

(b) The use of sea route by terrorists for attack at Mumbai has highlighted the vulnerability of our coastline and the lacunae in our existing security mechanism. The sphere of activities in the maritime environment is vast and thus, a number of agencies which include Indian Navy, Coast Guard, State Marine Police, Customs, fisheries, port authorities and other central and state departments, are the stake holders in the maritime domain. This multi-agency environment requires co-operation, and understanding of each others' strengths as well as limitations, to ensure fool proof security by optimum exploitation of limited resources.

**1002 GoM Recommendations**

(a) Post Kargil war, the government of India had set up a committee of Group of Ministers (GoM) for reviewing the national security setup and the GoM recommendations were approved by the government in Oct 2001. The issue of coastal security was adequately addressed by the GoM. In pursuance of the recommendations of the Group of Ministers, MHA formulated policy for setting up of marine police stations in the coastal states and Union Territories. The objective of the Coastal Security Scheme was to strengthen the infrastructure for patrolling and surveillance of coastal areas, particularly shallow areas close to the coast which hitherto have remained largely un-policed. On the recommendations of the GoM, various actions were initiated by the government.

(b) Setting up of Coast Guard stations along the coastline to beef up coastal security.

(c) Procurement of IBs for coastal security.

(d) Setting up coastal radar chain all along the mainland coastline.

(e) Setting up of Marine Police in all the coastal states and island territories.

**1003 Current Government Directives**

- (a) The terrorists attack on Mumbai on 26 Nov 08, exposed the vulnerability of our coastline which was earlier highlighted in the report of GoM. With a view to enhance the coastal security, the Cabinet Committee on Security (CCS) has designated Indian Navy to be the authority responsible for overall maritime security which includes coastal security and offshore security. Indian Coast Guard has been additionally designated as the authority responsible for coastal security in territorial waters including areas to be patrolled by coastal police.
- (b) The Naval Commander-in-Chiefs have also been designated as the Commanders-in-chief Coastal Defence. Thus the Indian Navy is to be assisted by Coast Guard, State Marine Police and other central and state agencies in matters related to Coastal Defence.
- (c) The Director General Indian Coast Guard (DGICG) has also been designated as Commander Coastal Command with responsibility for overall coordination between central and state agencies in all matters relating to Coastal Security.
- (d) The Indian Navy is to be assisted by Coast Guard, State Marine Police and other central and state agencies as Coastal Defence.
- (e) The main thrust given in the directives is to enhance surveillance and patrolling by Coastal Police, Coast Guard, Customs and the Navy, and have co-ordination among all concerned agencies.

**1004 Standard Operating Procedures**

As various agencies are required to work in close co-ordination with each other to enhance the security of assets in coastal waters, Standard Operating Procedures has been promulgated for each coastal state in the region to serve as general guidelines for the purpose of understanding the roles, strengths, limitations, responsibilities and communication networks of each other, and institute commonality of procedures for conduct of exercises, joint operations and sharing of resources, information and intelligence. A Coastal security Design as formulated by MHA in consultation with various stake holders has been promulgated by CGHQ vide their letter OP/0367/CS/D&I dated 23 Nov 16 for compliance.

**1005 Command & Control**

The various agencies involved in the coastal security mechanism have their respective primary charter with Coastal Security as an additional responsibility. Only Coastal Police has been especially created with the security of coastal waters as its sole and primary charter. It is paramount that there is no dilution of the command and control structure of the individual agencies affecting performance of primary charter. These

SOPs would concurrently act as a tool to build synergy and coordination, so that command and issues do not hamper the coastal security.

1006 **Interoperability**

The SOPs also aim at developing interoperability amongst the various agencies to deal effectively with the threat to coastal security. This would be achieved by interaction, exercises and training. The interoperability would be achieved by the following: -

- (a) Regular exercises / mock drills.
- (b) Regular review meetings with various agencies.
- (c) Intelligence Sharing through LIA forum and SMAC.
- (d) Joint patrolling during operations.

1007 **Charter of Obligations**

Each agency has its own charter of duties as mandated by the act under which it has come into existence. Whilst operating together, these agencies need to closely understand each other to know each other's strengths and limitations. All the agencies need to function in a coordinated manner with emphasis on judicious exploitation of resources for effective implementation of coastal security measures.

- (a) **Indian Navy.** The Cabinet Committee on Security (CCS) has directed Indian Navy to be the authority responsible for overall maritime security which includes coastal security and offshore security. The Indian Navy will be assisted by the Coast Guard, State Marine Police and other central and state agencies for Coastal Defence of the nation. FOC-IN-C (West) is also designated as C-in-C Coastal Defence.
- (b) **Indian Coast Guard.** The CCS has additionally designated Indian Coast Guard as the authority responsible for Coastal Security in territorial waters including areas to be patrolled by coastal police. The Director General Indian Coast Guard has also been designated as Commander Coastal Command and has been made responsible for overall coordination between central and state agencies in all matters relating to coastal security.
- (c) Responsibilities of Commander Coastal Command over other agencies will be one of co-ordination in normal times and undertaking joint operations in actual scenarios. These responsibilities may include co-ordination, seeking information, sharing of information / intelligence, laying down procedures for enhancement of co-ordinated response and taking up issues with Centre / state authorities where Govt action / intervention is required.

(d) Charter of responsibilities of other Stake Holders towards Coastal Security have been elaborated in state wise SOP on Coastal Security.

(e) **Coastal Marine Police.** Coastal Security Scheme (CSS) for setting up of marine police force in all coastal states & Union Territories was approved by MHA in Jan 2005 for implementation in ensuing 5 years commencing 2005-06. The Coastal Police Stations, funded by MHA, are being set up all along the coast as per GoM recommendations. A total of 80 Coastal Police Station along with 99 Coastal Security Police boats (12 tons-09 and 05 tons-08) are operating within the AOR of Western Region. Though the jurisdiction of coastal police stations is over the entire territorial waters (i.e. 12 nm from base line), but due to infrastructure crunch and shortage of boats / trained personnel, marine police would be initially unable to carry out patrol in their complete area of jurisdiction, hence five nautical miles is considered more appropriate / practical jurisdiction limit till consolidation of marine police.

(f) The duties envisaged for coastal police station as specified in section 5.4.1 of SOPs issued by Bureau of Police research and Development are as follows:-

(i) Carryout regular patrol on seas inland waters upto 5NM. Search and seizure in respect of trawlers, vessels, fishing boats and to apprehend persons involved/ in drug trafficking, explosive, contraband goods, arms and ammunitions and dangerous materials smuggling of and trafficking in human beings etc in contravention of law, in order to prevent said unlawful activities.

(g) In order to discharge additional responsibility of coastal security in territorial waters, the Coast Guard's endeavor has to be to facilitate all the stake holders in the coastal security to perform their functions in a most efficient and in a coordinated manner. The Coast Guard is required to involve, participate, coordinate and monitor the activities and operations of the security agencies so as to provide for a gapless coastal security on the sea borders. Towards this end, following measures may be undertaken by Coast Guard:-

(i) Coordination of efforts for coastal security within territorial waters with police, navy and customs during normal security scenario.

(ii) Providing assistance to coastal police on matters of patrol pattern, seaward threat assessment, assets suitability, marine training etc.

(iii) Requesting for additional resources / assets from Navy, coastal police, customs, port authorities & other stake holders during higher states of security alerts /operations.

- (iv) Evolving procedures for flow of information between various agencies.
- (v) Evolving procedures for co-ordinated patrolling between various agencies in normal times.
- (vi) Evolving procedures for joint response for the actual operations when a specific input / intelligence is received or a threat is perceived for a limited / specific time.
- (vii) Strengthening the mechanism for sharing of intelligence.
- (viii) Laying out common frequencies, codes, channels and common communication equipment for usage by various agencies.
- (ix) Establishing common grid for designation of various patrol areas.
- (x) Proposing laying down limits of approach or exclusion zone for prohibited areas around VAs / VPs on the coast.
- (xi) Advising state governments on notifying areas prohibited for fishing during specific operations in all waters and regulating fishing activity during normal time beyond territorial waters, with powers to penalize the defaulters.

(h) **Joint Operations Centre (JOC).** Joint Operations Centre (JOC) is set up at Mumbai under Headquarters Western Naval Command and at Kochi under Headquarters Southern Naval Command. JOC is the primary coordination Centre for maritime security operations. The JOC is required to be jointly manned and operated by Navy and Coast Guard with inputs from diverse agencies such as Coast Guard, Navy and other concerned Central Government organisations and Government of Maharashtra agencies.

(j) **Regional Coastal Security Operations Centre (RCSOC).** RCSOC is set up at Worli Mumbai, under Regional Headquarters CG Western Region. All inputs related to coastal security operations are analysed at this centre for coordination amongst all agencies involved in coastal security within territorial waters. The same is shared with JOC Mumbai.

(k) **State Coastal Security Operations Centre (SCSOC).** SCSOC is set up under respective district Commander Coast Guard at Maharashtra, Goa, Karnataka, Kerala and Kavaratti. All inputs related to Coastal Security of Maharashtra are collated at this centre.

(I) **Area Coastal Security Operations Centre(ACSOC)** ACSOC has been setup and functioning at Dahanu, Murud, Ratnagiri, Karwar, Beypore, Vizhinjam under respective Coast Guard Station Commanders for acting as linkage for hub and spoke concept of coordination.

1008 **Training**

Training is one of the primary instruments for developing interoperability between various organizations and this is to be undertaken regularly. All agencies may prepare training capsule courses for the counterparts of other agencies. The capsule course should include syllabus relating to functioning of the agency, documentation, interrogation etc. This would assist the agencies in understanding the working culture of other agencies, which would result in achieving interoperability. However, for convenience of all agencies, during ISM / review meetings on Coastal Security, presentations on working of various departments on appreciation of relevant issues of other departments.

1009 **Exercises**

Exercises form an important part in developing interoperability between various agencies. Joint exercises are to be conducted on regular basis towards enhancing Coastal Security. Coast Guard being the nodal agency for Coastal Security within territorial waters, is to take lead for coordinating and conducting Coastal Security exercises in coordination with C-in-C Coastal defence and other concerned agencies on regular basis.

(a) **Biannual Exercises.** Sagar Kavach exercise is conducted for all District Headquarters biannually. Post 26/11 Mumbai attacks, the existing multi-layered security arrangements have been strengthened to cover the coastline of the country. More than 20 departments/ organizations including, Indian Navy, Indian Coast Guard, Ministry of Home Affairs, External Affairs, Shipping, Forest & Environment, Earth Science, Finance, State Police, Fisheries and various state/ district administration agencies are involved in securing India's coast. The involvement of multiple agencies requires effective co-ordination to create greater synergy and a robust coastal security mechanism. Sagar Kavach exercise is conducted twice in a year in the Region with full participation of stake holders. Total 13 exercise have been conducted since 2012. HQCGC (WS) vide their letter 756/6/OP/WS dated 19 Jun 17 has issued directives on formalisation of procedures for conduct of Sagar Kavach on western Seaboard.

(b) **Op-Sajag** To revalidate the Coastal Security Mechanism to bring awareness amongst fishermen at sea, CGRHQ (W) has instituted an exercise every month code named "Sajag" from dawn to dusk. The "Op Sajag" is being discontinued from Jun to Aug every year due to South West monsoon. Coast Guard, Navy and all stakeholders participated in the exercise. During Op-Sajag

all operational units in the region are deployed. The last exercise was conducted on 03 Jun 19. The details of violations of norms by fishermen are forwarded to Commissioner of Fisheries for taking actions against defaulters. SOP for OP SAJAG has been promulgated vide this Headquarters letter 784/Policy dated 07 Feb 14. Dates for exercise are promulgated by HQ CGC(Western Seaboard).

**1010 Coastal Security Operations**

Coastal Security would require a coordinated response and it is paramount that Coastal Security Operations be conducted to develop interoperability between various agencies and to mobilise the assets for Coastal Security Operations. Coast Guard being the nodal agency for Coastal Security in territorial waters. It may take lead in conduct of Coastal Security Operations, based on the intelligence inputs in consultation/coordination with C-in-C Coastal defence. These operations are to be planned for various threat levels taking into consideration the strengths and capabilities of the participating agencies. Coordinating agencies are to be prepared by the nodal agency and passed to all concerned. Prior commencement of operations, adequate combined briefing is to be carried out indicating operations settings, area of deployment, utilization of assets, tasks envisaged, desired goals, communication plan and prevalent weather conditions. Post operations, hot wash up is to be carried out analysing short comings during the operation and subsequent remedial measures to enhance efficiency.

**1011 Intelligence Sharing.**

Coast Guard being the Lead Intelligence Agency (LIA) for Coastal borders, this forum is to be made use of for seamless flow of information. The intelligence inputs received from various agencies are to be utilised for developing the operational intelligence. The common operational picture is to be reviewed with the threat perception and intelligence available. The same is to be disseminated regularly to the JOCs for effective analysis.

**1012 Joint Team Visit and Inspection of Each Island.**

(a) A meeting of Island Development Authority was held on 30 Jun 18 under the chairmanship of Hon'ble Prime Minister wherein Hon'ble PM desired that Joint teams of ICG, IN and Coastal Police may be constituted so as to periodically visit and inspect each of the Island territory. MoD vide its note F. No. 5(3)/2017-D(N-II/OPS) dated 21 Aug 18 directed ICG and IN to constitute the Joint Team of IN, ICG and Coastal Police and periodically visit and inspect each of the Island territory and stay one or two nights in difficult areas. ICG while progressing on the said objective and analysing it with respect to the existing Coastal Security construct has made an endeavour to find a way ahead. The envisaged action plan encompasses visit in three phases with Phase-I commenced in Oct 18. The joint visit and inspection at islands of phase-I has

**RESTRICTED**

206

been completed in Dec 18. The joint visit of phase-II under Western Region, except some islands in L&M has been completed in Jun 19. The visit of remaining island under phase-II being undertaken post monsoon.

(b) List of inhabited/uninhabited Islands in Western Region is promulgated vide this Headquarters letter 784/8/JIS dated 01 May 19.

1013

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1020 Spare

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**CHAPTER-X**  
**SECTION-II**  
**CHAIN OF STATIC SENSORS**

**1021 Introduction**

The Chain of Static Sensors (CSS) network consists of radar, electro-optic sensors, Met sensors and VHF equipments with necessary networking installed on the tower of lighthouses of the Directorate of Lighthouses and Lightships (DLL) land and few have been installed on lattice tower erected by ICG within the premises of Lighthouse. The phase-I of the project consists total 18 Radar Stations (12 on main land and 06 in Lakshadweep Islands). The Radar Stations under AOR of respective District linked to the Indian Coast Guard Districts Headquarters known as Remote Operating Stations (ROS) through communication link (BSNL lease line/ VSAT). The ROSs are further linked up to the Coast Guard Regional Headquarter (W) known as Regional Operating Centres (ROC) located at Mumbai. ROC(MBI) is further connected to the Control Centre (CC) at Coast Guard Headquarters, New Delhi. The CCS system covers following:-

- (a) 18 X and S band Radar antenna installed on light house tower/lattice tower.
- (b) Day night long range electro optic sensors.
- (c) Meteorological equipments mounted at light house/ structures at all 18 sites.
- (d) Communication linkage between radar station and remote monitoring stations.
- (e) AIS inputs taken from existing NAIS Chain of DGCL. However, old AIS equipment from old ICG ships have been fitted at Suhelipar and Agatti. The process of replacement of AIS transponder is in progress.

**1022 Functioning of ROSs and ROC.**

The ROSs, ROC are designed to function 24 x 7 and 365 days a year and a complete maritime picture would be available with ROSs and ROC at all times. Accordingly, it is expected that the ROS will be the first line of defence for the CSS with the respective ROC acting as supervisor and Control Centre as oversees. The operational hierarchy of the chain of static sensors of Western Region is as follows:-

**OPERATIONAL HIERARCHY**

<b>Regional Operating Centre</b>	<b>Remote Operating Stations</b>	<b>Location of Radar stations (Phase-I)</b>
Mumbai	Mumbai	1. Tarapur 2. Khanoji Island (Through VSAT) 3. Korlai Fort 4. Tolkeshwar 5. Devgrah
	Goa	6. Aguada
	New Mangalore	7. Bhatkal 8. Suratkal
	Kochi	9. Mount Dilli 10. Ponnani 11. Kochi 12. Quilon
	Kavaratti	13. Kiltan North 14. Androth 15. Agathi 16. Kalpeni 17. Minicoy 18. Suhelipar

**1023 Implementation of phase-II of Chain of Static Sensors**

(a) In order to achieve gap free effective surveillance, implementation of phase-II Chain of Static Sensors project is under process and likely to be fully operational possibly in 2020. Phase-II consisted 38 Radar Stations, of which 14 radar stations and 01 mobile surveillance system would be added in existing CSS setup in the Western Coast. Out of 14 Radar Stations under Western Region, 10 Radar Stations would be on DLL land, 03 RS on Revenue land and one on CG Land (Vizhinjam). The details of radar stations under phase-II of Chain of Static Sensors under Western Region are as mentioned below:-

<b>Regional Operating Centre</b>	<b>Remote Operating Stations</b>	<b>Location of Radar stations (Phase-II)</b>
Mumbai	Mumbai	1. Uttan (DGLL Land) 2. Nanwell Point (DGLL Land) 3. Ratnagiri (DGLL Land)
	New Mangalore	1. Belekeri (Revenue Land) 2. Kundapore (DGLL Land)
	Kochi	1. Kasargod (DGLL Land)

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209

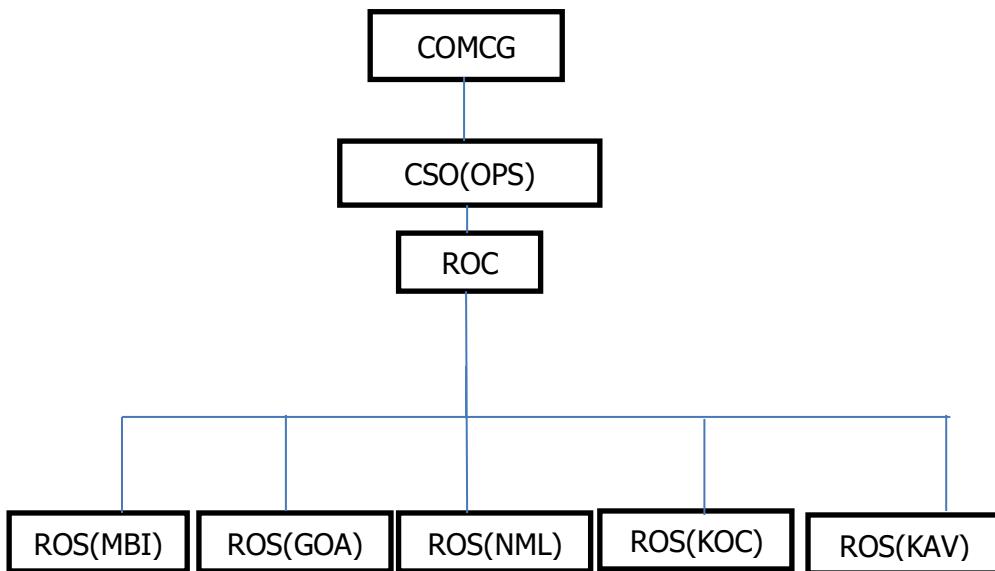
	2. Beypore (DGLL Land) 3. Kadalur Pt. (DGLL Land) 4. Azhikod (DGLL Land) 5. Alleppey (Revenue Land) 6. Vizhinjam (CG Land)
Kavaratti	1. Bitra (Revenue Land) 2. Amini (DGLL Land) 3. Chetlat (DGLL Land)

(b) As per the directive issued by CGHQ, towards early implementation of phase-II, preparatory work for phase-II has been commenced in 2016-17. Where in physical taking over of three revenue land at Belekeri, Alleppey has been completed. In this regards CGHQ letter OP/0366/SS/II dated 13 May 19 is relevant. The other preparatory works mentioned below are in progress for setting up of Radar Stations at Revenue lands:-

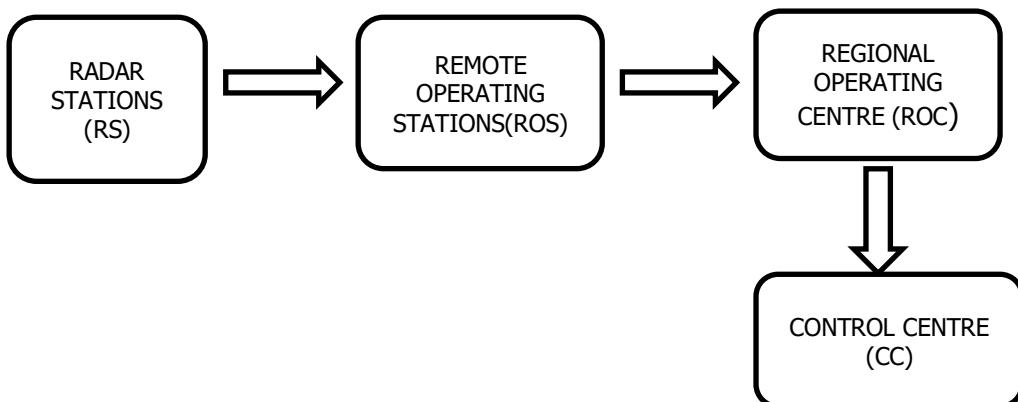
- (i) Taking over of revenue land.
- (ii) Hiring of private security guards for revenue land.
- (iii) Processing of financial sanction for provisioning of uninterrupted power supply 30 KVA/60 KVA and transformer for Radar Station (30 KVA) at revenue land.
- (iv) Hiring leased line from BSNL for RS, ROS & ROC.
- (v) Environmental clearance (to be obtained) such as CRZ, forest and wild life.
- (vi) Recommendations for four Mobile Surveillance System (MSS) being positioned at four Regions in mainland.
- (vii) Inliving accommodation building for one Officer {at the level of Comdt(JG)}, two SO'S, three EP and nine security guards with kitchen and dinning facilities to be created at 14 radar station which falls under category of revenue site/TNCSG land and DAE land at Kalpakkam.
- (viii) The existing ROS at Kochi being relocated by creating an exclusive building (Approx area 335 Sqm) within DHQ-4 premises by M/S BEL.

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(c) INFORMATION FLOW – REGIONAL OPERATING CENTRE



(d) **DATA FLOW – CHAIN OF STATIC SENSORS**



1024 **Standard Operating Procedures**

The General guidelines to be followed by watch keepers while undertaking monitoring/ surveillance at ROS for timely detection /identification /verification /investigation by security agencies are enumerated in operating instruction manual issued by CGHQ dated 07 Jul 14 and this Headquarters 784/8/CS/Policy dated 28 Nov 14.

1025 **Roles of ROC and ROS's.** The various roles of ROC's and ROS's is briefly enumerated in para 11 and 12 of operating instruction manual (CSS) issued by CGHQ dated 07 Jul 14.

1026 **Guidelines for Integration of CSN with Deployment (01/2019).**

- (a) Identification and Classification of vessels in AOR would from the first line of mitigation measures and basis for a preventive and measured response. Analysis of recent incident revealed deployment of ICG assets including those of Coastal Security stakeholders for investigating a contact without correlating records and database available with Regional/District Op Centre and ROS/ROC. It is also apparent that inputs received at Op Centers on maritime incidents from various other sources are no being shared with ROS/ROC. In order to optimize efforts, there is a need to structure and streamline recording, reporting and sharing of actionable inputs from electronic sensors to Operational Control Authorities as well as Surface and Air assets on deployment. It would also enable OCAs to have desired inputs at hand whilst planning a meaningful deployment.
- (b) A comprehensive database and structural information management of the activities in the AOR would be an enabler towards generating cues for distinguishing anomaly from a legitimate activity. Past experience has shown that vessels involved in dark activities or maritime incidents are mostly those who failed to submit PANs or have incomplete documentation. Such gaps need to be identified to evolve actionable inputs.
- (c) All ROS and ROCs are to compile data as per the format enclosed and send to respective Stations, DHQs and RHQs electronically or by other means daily. Care and caution is to be exercised by ROS and ROCs during compilation and all available resources are to be utilised to gather details. This may include seeking information from ports , shipping agents owners, MRCCs DG Comm Centre, Open Source Websites, NC#I database, Satellite based AIS services, PSC MoU websites ([www.parismou.org](http://www.parismou.org), [www.iomou](http://www.iomou), [www.tokyo-mou.org](http://www.tokyo-mou.org), [www.rivadhmu.org](http://www.rivadhmu.org)). past records etc. Continuous information sharing by ROS/ROC staff with Op Centre and MRCCs/MRSC and vise versa would be imperative to augment and measure. MRCCs/ MRSCs and Op Centres are to share all relevant information including PANs with ROS/ROCs for generating actionable inputs.
- (d) The following measures, though not exhaustive, would serve as guidelines for collecting information for culling out actionable inputs: -

- (i) Segregation and analysis of PANs in AOR received from various sources. Additional IMO-FAL forms alongwith PANs reports are to be sought where necessary.
- (ii) Ports in AOR be liaised for additional inputs.
- (iii) Maintain liaison /communication with VTS Operators so that any anomaly is immediately shared with ROS/ROC by fastest available means.

- (iv) Inputs received from various websites.
  - (v) Inputs received from Lotus mail.
  - (vi) Inputs received through fax/email and other sources and correction with existing records.
  - (vii) Revisit the rule sets applied in CSN console.
- (e) All ROS and ROCs are to maintain a searchable database (word or excel sheet records) of vessels investigated and flagged and maritime incidents. In case of vessels proceeding on regular voyage between port in AOR, the vessels are to be tagged accordingly and inputs included whilst making report. In case of contacts passing from one ROS to another or one ROC to another , Lotus mail facility or service email is to be utilised to share the investigation details with neighboring ROS/ROC and Op Centres. Similarly, all Op Centres are to maintain similar records in a searchable format.
- (f) **Actions by OCA/Sailing Authorities.** Inputs received from ROS and ROCs are to be shared with respective afloat and aviation units proceeding on deployment to enable Domain Awareness. In case of amplifying reports or clarification needed, the same is to be included in Op Tasking Orders. Units on patrol are to share and clarify amplifying details from ROS/ROC or Op Centre whenever required. Case in point is vessels carrying armed guards when informed by ROS are to be wanted against mistaking fishing vessels as pirate skiffs, vessels carrying Thuraya sets are to be warned against usage, vessels with age more than 20 years are to be informed to report MRCC/DG Comm Centre, vessels on Towing voyage are to be advised /towing permissions sought, vessels proceeding to ODA are to be enquired for Naval Security Clearance, etc.
- (g) **Actions by Units.** Units prior deployment are to confirm ROS/ROC regarding latest updates in respect of vessels in their area of deployment. Units are to maintain record and correlate the inputs during deployment. A feedback is to be provided to Operational authorities /ROS and ROCs during and post sorties.
- (h) **Format for report by ROS and ROC.**
- (i) Name /Details of Vessels not reported PANS.
  - (ii) Vessels on Towing Voyages alongwith Towing Permission details (if available)
  - (iii) Vessels adrift in AoR.
  - (iv) Vessels originating from Pakistan/China/ Hong Kong or Dubious flags.

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213

- (v) Vessels in AoR proceeding for Scrap.
- (vi) Chinese fishing /research vessels observed in AoR.
- (vii) Vessels on regular voyages with port in AoR.
- (viii) Vessel anchored in unauthorised position.
- (ix) Any merchant vessel approaching close to coast.
- (x) Thuraya Activity Identified and Analysed in AoR.
- (xi) Any vessel of more than 20 years of age.
- (xii) Any Vessel of Interest.
- (xiii) Any remarks on trends observed in AoR.
- (xiv) Status of lines and Sensors.
- (xv) Any additional Input.

\* Any vessels or track observed with anomaly or reason to be suspicious is to be further corroborated as per guidelines for identification, classification, reporting and response towards suspicious behavior at sea.

- Vessel of Interest classified as suspicious are to be immediately reported.

**1027 Policies and Guidelines.**

(a) In addition to above, following Policies, guidelines issued from CGHQ/ RHQ(W) are to be strictly adhered to:-

- (i) Mechanism for defect reporting and subsequent follow up (CSS)(CGHQ letter OP/0366/SS dated 02 May 13).
- (ii) Guidelines for investigation of vessels {CGRHQ(W) letter 784/8/ CS/ Policy dated 28 Nov 14}.
- (iii) Optimal exploitation of Coastal surveillance system network for CG Operation (ROC (MBI) letter 784/8/Policy dated 23 Jul 15).
- (iv) Measures to be taken to prevent/ minimise damage to radar station during inclement weather /natural calamities (CGHQ letter OP/0366/SS dated 10 Mar 17 and OP/0366/SS dated 04 Nov 16).

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- (v) Six monthly joint inspection of radar stations –CSS Project (CGHQ letter OP/0366/SS dated 10 Mar 17).
- (vi) Utilisation of manpower-CSS Project (CGHQ letter OP/0366/SS dated 10 Mar 17).
- (vii) Optimum exploitation of EO sensor console and video wall display-CSS (CGHQ letter OP/0366/SS dated 11 Apr 17).
- (viii) Maintenance schedule for radar stations- CSS Project (CGHQ letter OP/0366/SS/MAINT dated 20 Apr 17).
- (ix) Reporting of Merchant Vessels {CGRHQ(W) fax CG/ROC/010 dated 01 Jun 18 and 15 Jun 18}.
- (x) Guidelines for investigation of vessels {CGRHQ(W) fax CG/ROC/ 010 dated 22 Jun 19}.

1028 **Documentation, Reports and Returns.** Maintenance of essential documents and records pertaining to surveillance and investigation of vessels in coastal areas are vital for the ROC and ROS, both for evidential purpose and also for trend analysis.

(a) **Returns.** Following returns to be forwarded by ROSs to ROC for analysis and further action. A soft copy may be generated for the following and forwarded to ROC every month:-

- (i) Status of ROS/ RS with respect to the availability of the various sensors and its performance.
- (ii) Details of merchant vessels investigated describing number of vessels, suspicious contacts and action taken.
- (iii) Defect details and action taken for rectification of the same for all RS/ROS (CGHQ letter OP/0366/SS dated 02 May 13).
- (iv) Status of preparatory work for implementation of phase-II.

1029 **Reporting of Drifting Vessels.** Vessels who are found drifting, awaiting for orders for NPC if observed by ROS operator during monitoring is to be reported to MRCC(MBI) under intimation to ROPO immediately. During monsoon MRCC also promulgate orders for monitoring and reporting of such vessels. In this regards Headquarters CGC(WS) fax OP/701/6(I) dated 19 Jul 17 and MRCC (MBI) fax 736/GEN dated 11 Jun 19 are relevant.

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**CHAPTER-X**  
**SECTION-III**

**NATIONAL COMMAND CONTROL COMMUNICATION  
AND INTELLIGENCE NETWORK - NC<sup>3</sup>I PROJECT**

**1031 Introduction**

National Command, Control, Communication and Intelligence (NC<sup>3</sup>I) is a National project of Indian Navy to develop and establish an independent network to connect 51 nodes all over India. Out of which total 37 nodes are established at CG premises and rest 14 established at IN premises. The Total 09 nodes under Western Region have been activated to provide an integrated grid to co-ordinate the coastal security initiatives and aid in executing coordinated operations. The Tier-1B and Tier-II nodes of NC<sup>3</sup>I are installed and functioning at respective District Headquarters and stations. The network comprises of following major segments:-

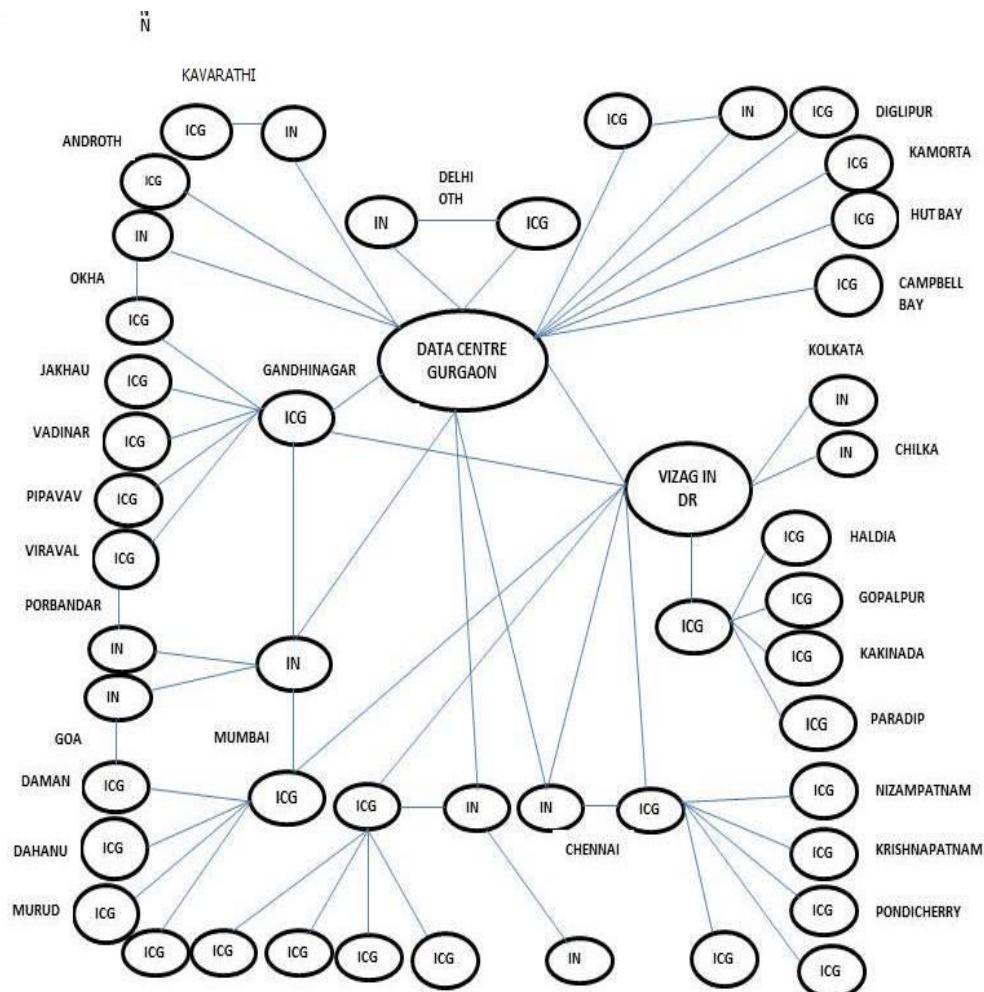
- (a) NC<sup>3</sup>I network linking all Coastal Stations of Indian Navy and Indian Coast Guard.
- (b) VSAT overlay to provide redundancy to terrestrial link and as main link for island territories.
- (c) Coastal surveillance and decision support software (CS & DSS).
- (d) Information Management and Analysis Centre (IMAC) at Gurgaon, Utter Pradesh.

**1032 NC<sup>3</sup>I Nodes Under Western Region**

- (a) The list of various node functioning under ROC(MBI) is as follows: -

<b>SI</b>	<b>Unit</b>	<b>Types of Nodes</b>
(i)	Mumbai {ROS(MBI)}	Tier-1B
(ii)	Daman	Tier-2
(iii)	Dahanu	Tier-2
(iv)	Ratnagiri	Tier-2
(v)	New Mangalore	Tier-2
(vi)	Kochi	Tier-1B
(vii)	Beypore	Tier-2
(viii)	Vizhinjam	Tier-2
(ix)	Kavaratti	Tier-2

(b) **Connectivity Chart.** Connectivity chart of the system is as follows:-



(c) **Network Management.** IHQ MoD(N)/ DNSO is the Contract Operating Authority for the NC<sup>3</sup>I project. IMAC will be responsible through DNSO for network monitoring and management of the Network including administration of encryptor, connectivity, and band width management, TP/ VOIP and VSAT overlay. IMAC will be similarly responsible through DNCO for all aspects related to functionalities of CS&DSS. All nodes falling under Western Region to coordinate with IMAC for following towards smooth functioning of NC<sup>3</sup>I system:-

- (i) Management of leased lines.
- (ii) VSAT overlay management.
- (iii) Network Administration & Monitoring.
- (iv) Application management.

- (v) CS&DS Software management.
- (vi) Data Diode management.
- (vii) Management of Telepresence/ Video Conference System.
- (viii) Database management.
- (ix) Data Backup.

(d) **NC<sup>3</sup>I Network Maintenance.** High end equipment, which includes routers, switches, servers and UPS devices are necessary for the NC<sup>3</sup>I network to function. Units to ensure maintenance, upkeep and timely defect rectification of equipment in co-ordination with IMAC. Detailed maintenance instructions for NC<sup>3</sup>I network have been issued by IHQ MOD(N) vide ACNS (CSNCO) letter ACM/1559/NC<sup>3</sup>I dated 19 Jan 16. IMAC will further ensure that all defects including those pertaining to CS and DSS are reported to M/s BEL Bangalore for rectification. Also nodes can contact their respective RMCs for defect rectification and approach IMAC to assists in case this defects are not speedily addressed. Monthly status report is forwarded to ROC(MBI) by District Headquarters and consolidated report is submitted to CGHQ by ROC(MBI).

(e) **Training.** Periodic system, software and network administration training conducted in by IMAC with respective Nodes/over Telepresence upon directives from CGHQ/IHQ MoD(N).

(f) **Changing over of NIPE IP Encryptor Keys.** NIPE IP Encryptor Keys of NC<sup>3</sup>I are being changed in every quarter by 1<sup>st</sup> date of succeeding months. The Co-ordinating instructions for the same are issued by this Headquarters to all NC<sup>3</sup>I nodes in Western Region.

(g) The VOIP phone directory has been promulgated by Western Naval Command dated Nov 17 and same is placed at appendix 'B'.

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1101 **General**

(a) The Indian Coast Guard is the National Maritime Search and Rescue Co-ordinating Authority for executing/co-ordinating SAR missions in the Indian Maritime SRR. The Indian Coast Guard SAR response involves support extended by multi-mission stations located in all maritime states, Coast Guard ships and aircraft linked by communication network to provide search and rescue assistance to mariners and protection of fishermen including assistance to them at sea while in distress and safety of life and property at sea.

(b) India acceded to the International Maritime Organisation SAR Convention 1979 in the year 2001. The accession provided the much needed impetus for regional and International cooperation in SAR operations. The Indian Coast Guard is designated as the nodal agency for maritime Search and Rescue in Indian Search and Rescue Region (ISRR) under the convention.

(c) The Coast Guard charters of duties are drawn up to safeguard India's interest in its maritime zones. The duties and functions are amplified in the Coast Guard Act 1978. They included safety and protection of islands and offshore structures, protection and preservation of maritime environment and endangered species, prevention and control of pollution in the maritime zones, assistance to customs in anti smuggling operations, assistance to fishermen in distress at sea, safeguarding life and property at sea, preventing poaching in Indian waters, assisting in Indian waters, assisting in ocean research related activities, enforcing maritime law and carrying out other duties as and when assigned by the Government of India.

(d) As the National agency for co-ordinating maritime search and rescue in the Indian SRR, the Indian Coast Guard has formulated the National Maritime Search and Rescue (M-SAR) Plan in 2002 and having defined the measures to be adopted by the participating agencies, co-ordinates the use of their resources, when required, in responding to search and rescue incident at sea.

(e) Knowing the importance of co-operation in providing expedition and effective SAR services, Coast Guard Region (West) desires to:-

- (i) Provide a regional contingency plan for co-ordinating SAR services to meet domestic needs and international commitments on western seaboard in Indian SRR.
- (ii) Support life saving provision of the International convention on maritime search and rescue of IMO, the convention on International Civil Aviation of ICAO, the International Convention for the Safety of Life at Sea (SOLAS) and other International/Regional agreements to which India is a party.

(iii) Provide an overall effective SAR plan for co-ordination of SAR operations over Western SRR of India with judicious use of all available resources.

(iv) Mutual assistance and better co-ordination among NMSAR Board members for utilisation of available resources which can be used for SAR into a co-operative network for greater protection of life and property at sea and to ensure greater efficiency and economy of effort.

(f) Under the International Convention for Safety of Life at Sea 1974, to which India is party, every master of an Indian ship is bound, to render assistance to everybody found at sea in the danger of being lost. Guidance for masters on the assistance to be given during emergencies at sea is contained in IAMSAR Vol-III (Mobile Facilities).

(g) The obligations for the master to render assistance during emergency under Regulations of the International Convention for Safety of Life at Sea 1974 and Merchant Shipping Act (MSA) 1958 are placed at **Appendix 'A'**, '**B**' and '**C**' respectively.

**1102 Area of Responsibility**

(a) The Indian Coast Guard is the National Maritime Search and Rescue Co-ordinating Authority for executing/co-ordinating SAR missions in the Indian Maritime SRR. The coordinates of which are given in Para 0402 (c) below.

(b) Indian Coast Guard operates a chain of MRCCs and Sub-centres (MRSCs) along the coastline in fulfillment of our obligation, under the IMO SAR convention, 1979 ratified in 2001, to facilitate receipt and co-ordination of response to distress alerts under the Global Maritime Distress and Safety System(GMDSS). Under NMSARCA the Indian Search and Rescue Region of India is divided into 03 SAR areas with MRCCs located at Mumbai, Chennai and Port Blair. The SRR limits should not be viewed as barriers in providing SAR assistance.

**(c) Indian Search and Rescue Region (ISRR).**

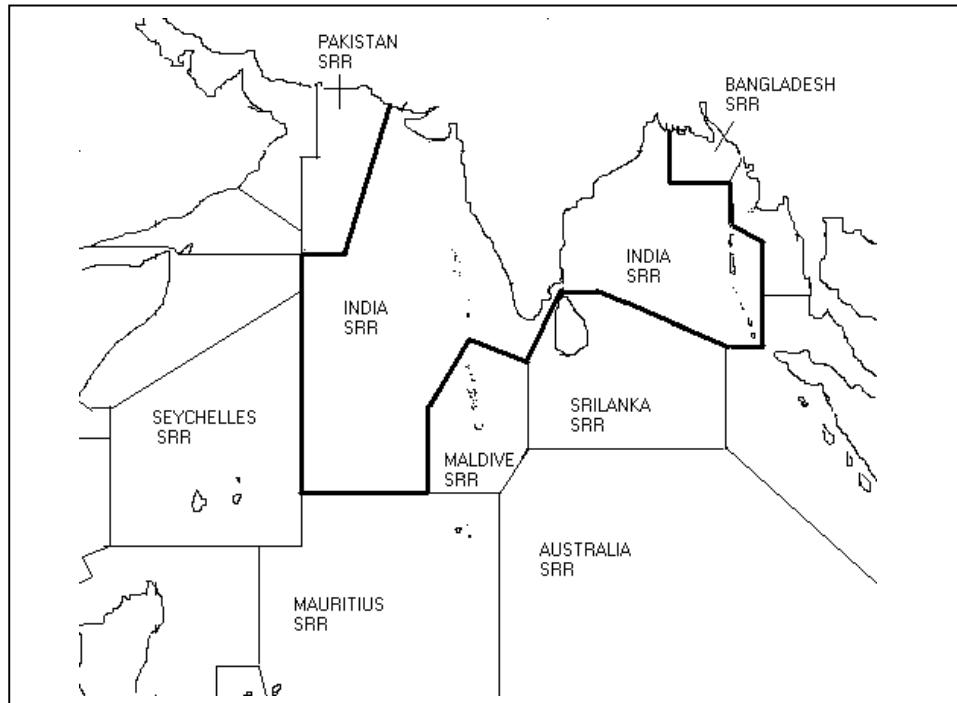
(i) The Indian Search and Rescue Region (Indian SRR) are bounded by line connecting the following geographical positions:-

- (aa) Coastal border between India and Pakistan
- (ab) 12 00 N 63 00 E
- (ac) 12 00 N 60 00 E
- (ad) 06 00 S 60 00 E
- (ae) 06 00 S 68 00 E
- (af) 00 00 68 00 E

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220

(ag)	08	00 N	73 00 E
(ah)	06	00 N	78 00 E
(aj)	10	00 N	80 00 E
(ak)	10	00 N	82 00 E
(al)	06	00 N	92 00 E
(am)	06	00 N	97 32 E



(d) The Indian SRR is divided into three primary Search and Rescue Region namely:-

- (i) SRR (West) with MRCC located at Mumbai for SAR operations on the Western Seaboard.
- (ii) SRR (East) with MRCC located at Chennai for SAR operations in the Bay of Bengal including Palk Bay and Gulf of Mannar.
- (iii) SRR (A&N) with MRCC located at Port Blair for SAR operation in the waters adjacent to the Andaman and Nicobar Islands and Andaman Sea.

(e) **Adjacent SRRs.** All SRRs of Indian Ocean are established in co-operation with neighbouring nations are internationally recognised and are described in relevant documents of IMO, ALRS Vol-V and ICAO Regional Air Navigational Plans.

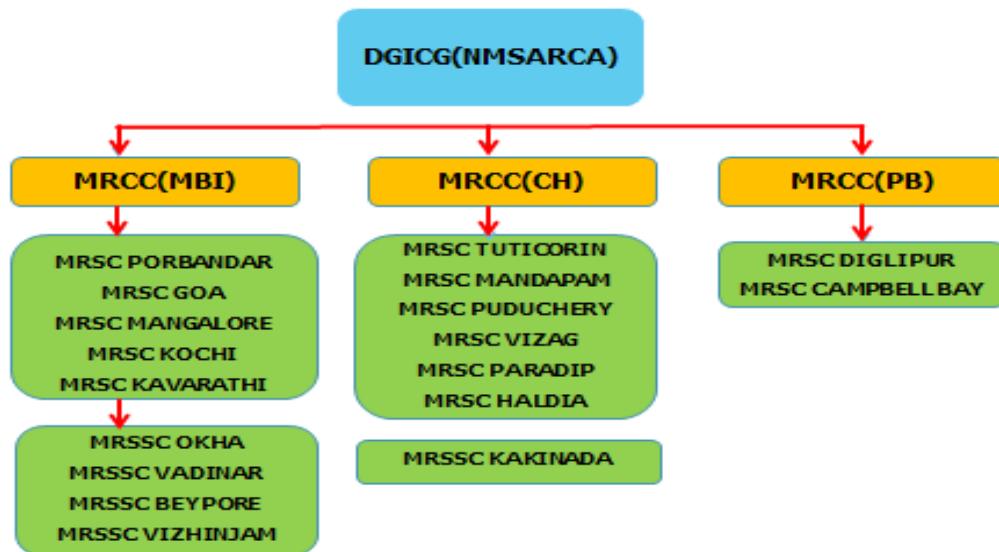
1103 **SAR Organization of Indian Coast Guard.**

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(a) The Director General of Indian Coast Guard is the National Maritime SAR Co-ordinating Authority(NMSARCA). Under NMSARCA the Indian Search and Rescue Region of India is divided into three SAR areas with MRCC's located at Mumbai, Chennai and Port Blair with sub-centres (MRSC) at Porbandar, Goa, New Mangalore, and Kochi in the West, Vizag, Paradip and Haldia in the East and Diglipur, Campbell Bay in Andaman and Nicobar. The Indian Search and Rescue Region comprise a total of 6.0 million square Kms.

(b) Maritime SAR Organisation of Indian Coast Guard as follows: -

**INDIAN COAST GUARD SAR ORGANISATION**



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222

**CHAPTER -XI**  
**SECTION-II**  
**RESPONSIBILITIES OF MRCC MUMBAI**

**1111 MRCC/ MRSC Organization**

(a) MRCC Mumbai has been entrusted with the responsibility of providing SAR co-ordination on the western seaboard of Indian SRR. All search and rescue operations in SRR(West) spread over RHQ(West) and RHQ(NW) will continue to be co-ordinated by MRCC Mumbai vide CGHQ letter OP/0367/NW dated 28 Aug 2009. MRCC Mumbai is the hub for co-ordination for SAR, anti-piracy operations, medical evacuations, broadcasting of Maritime Safety Information and maintenance of Indian Ship Reporting System (INDSAR).

(b) MRCC Mumbai in addition to operational duties is to maintain a continuous state of preparedness. The MRCC Mumbai must be prepared to undertake and continue operational duties throughout on 24X7 basis. The staffing of MRCC/MRSCs is as follows:-

- (i) Officer-in-Charge MRCC/ MRSC
- (ii) MRCC/MRSC Chief
- (iii) MRCC/MRSC Staff
- (iv) SAR Mission Co-ordinator (SMC) at MRCC

(c) Officer-in-Charge, MRCC Mumbai will be responsible for Co-ordinating SAR affairs over SRR West of India through MRSC/MRSSC.

(d) MRCC Mumbai and MRSC/MRSSC will be staffed around the clock and distress channels on GMDSS console are to be monitored continuously. When a distress call received by MRCC, the SMC (SAR Mission Co-ordinator) to assesses the extent of the accident, classifies the phase of the mission (uncertainty, alert or distress) and draws up a so-called general decision, which intended as a guideline for the implementation and accomplishment of the entire mission. Appropriate SRU (Search and Rescue Units) are then to be alerted, instructed for SAR operation through Ops Centres of RHQ/DHQ.

(e) In addition, MRCC Mumbai is also to play following secondary roles that include:-

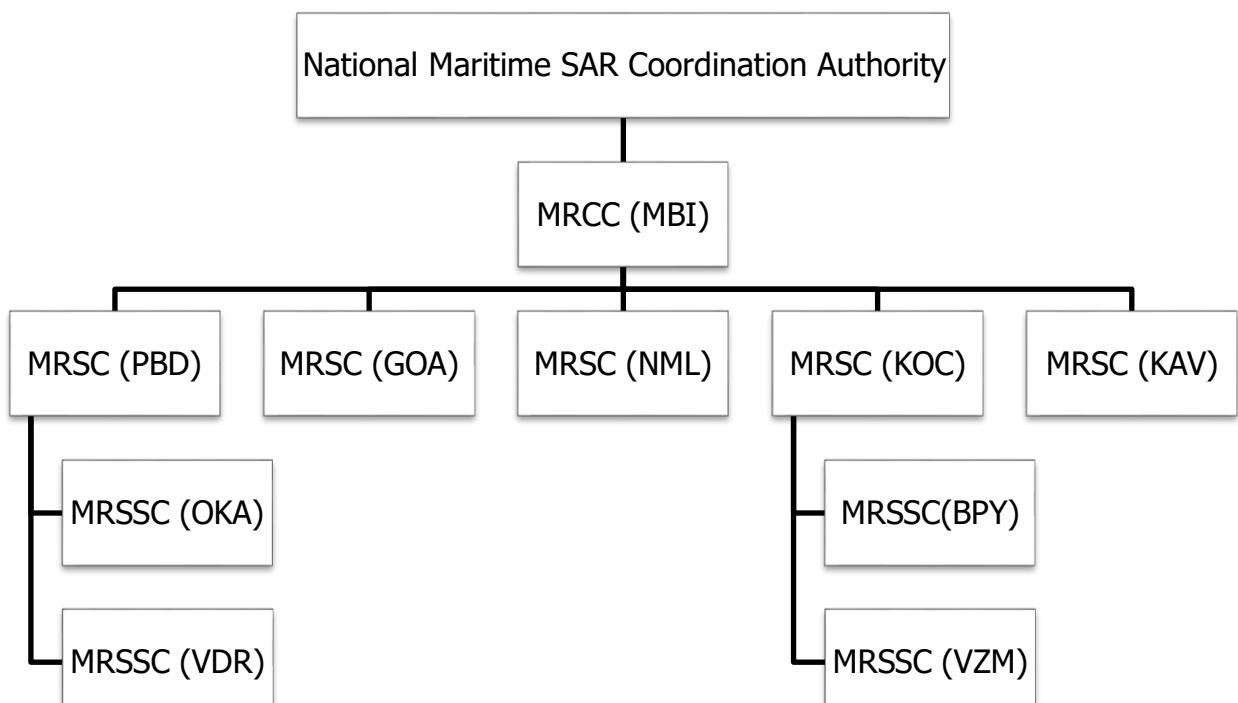
- (i) Medical Advice and Assistance to Mariners
- (ii) Maritime Assistance Service
- (iii) Ship Security Alarm System (SSAS)

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- (iv) Marine Accident Reporting
- (v) Aviation accident reporting
- (vi) Monitoring Pre-Arrival Notifications of Security (PANS) by ships
- (vii) Focal point of Indian for exchanging information with the ReCAAP Information Sharing Centre (ISC) at Singapore
- (viii) Reporting point under NOSDCP by vessels on observing/ suffering oil leakage in ISRR (West)

**1112 Mumbai MRCC SAR Organization**

- (a) For effective compliance the MRCC (MB) is being assisted by 05 MRSCs and 04 MRSSCs.



**1113 Charter of Duties of Officer-in-Charge MRCC/SMC**

- (a) The charters of duties of Officer-in-Charge, MRCC Mumbai are as follows:-
  - (i) Develop, co-ordinate, administer, review and evaluate plans, policies, procedures, standard and training requirement for SAR cooperation and coordination.
  - (ii) Promote SAR systems effectiveness.

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224

- (iii) Coordinate plans and procedures, with other organizational managers that support, participate in or provide resources for SAR operations.
- (iv) Maintain SAR plans, manuals and other SAR directives.
- (v) Maintain SAR data, SAR library and SAR case files.
- (vi) Compile SAR statistics and conduct and review of SAR case studies.
- (vii) Establish and maintain liaisons with appropriate SAR contacts, nationally, regionally and internationally.
- (viii) Improve SAR communication.
- (ix) Encourage joint training and exercises leading to development of improved SAR procedures and technology.
- (x) Promote safety programmes to decrease distress incidents.
- (xi) Participate in SAR seminars and workshops.
- (xii) Supervise SAR programme training.
- (xiii) Supervise and control the function of the MRCC.
- (xiv) Interaction with DG Shipping, Departments of Space (INMCC Bangalore), Air Force and other agencies for joint SAR operations.
- (xv) Promulgation of the Regional SAR Plan including its review and updating.
- (xvi) Define functions to be performed by participating agencies.
- (xvii) Responsible for command and smooth functioning of SAR coordination and anti-piracy operations within Indian SRR.
- (xviii) Overall monitoring the duties and responsibilities of MRSCs and MRSSCs.
- (xix) Officer-in-Charge Focal Point India (ReCAAP) to support ISC Singapore in collection, organization, analysis and sharing of piracy and armed robbery information among ReCAAP member countries.

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(b) The Search and Rescue Mission co-ordinator (SMC) co-ordinates the operational function of the MRCC and MRSCs. The responsibilities of SMC are as follows:-

- (i) Gather information about distress situation.
- (ii) Obtain and evaluate all action on the emergency.
- (iii) Remain informed of prevailing environmental conditions.
- (iv) Ascertain movement and location of vessel from MOC and NCSO and alert shipping in likely search area for rescue, lookout and as radio watch.
- (v) Plot the areas to search and decide on methods and facilities to be employed.
- (vi) Develop the Search action plan and rescue plan as appropriate.
- (vii) Co-ordinate the operation with adjacent RCCs when appropriate.
- (viii) Arrange briefing and debriefing of SAR personnel.
- (ix) Evaluate all reports and modify search action plan as necessary.
- (x) Arrange for delivery of supplies to sustain operations.
- (xi) Maintain in chronological order an accurate and up-to-date record.
- (xii) Issue progress reports.
- (xiii) Release SAR facilities and notify agencies when assistance no longer needed.
- (xiv) Notify accident investigation authorities.
- (xv) Prepare a final report.

1114 **SAR Services**

The SAR services rendered by this region are as follows:

- (a) Maritime
- (b) Air
- (c) Medical Evacuation (MEDEVAC) on case to case basic.

- (d) Request for unlawful interference including Anti-Piracy efforts.

**1115 District SAR Plan**

Each District Commander shall cause SAR contingency plans to be drawn up for their area of jurisdiction in pursuance of directives and objectives of Western Region Search and Rescue Contingency Plan (WERSAR-CP) and other directives from higher authorities. It should include capabilities and assets of all resource agencies alongwith their content details.

**1116 Distress Communication**

(a) Distress alert may arrive at MRCC/MRSC from a variety of equipment sources and via a variety of alerting posts. Alerting posts include, but are not limited to other MRCCs, Local User Terminals (LUT) and Mission Control Centres of the COSPAS-SARSAT Systems, Land Earth Station (LES) of the INMARSAT system, Air Traffic Services (ATS) units, public safety units, vessels, aircraft or other facilities that may receive and relay such alerts. Alerting posts are any intermediary facilities, which relay distress alerts between their source and the responsible RCC and may even include other MRCCs/ MRSCs.

(b) The list of actions to be taken by MRCC/MRSC on receipt of distress message is placed at **Appendix 'D'** and **'E'**.

(c) A typical DSC Distress operation and typical SAR operation is illustrated at **Appendix 'F'** and **'G'** respectively.

**1117 GMDSS**

(a) Global Maritime Distress and Safety System (GMDSS) is installed at MRCC Mumbai to aid MRCC ashore as well as shipping in the immediate vicinity of the ship or persons in distress.

(b) GMDSS equipped ships/units can be expected to perform the following functions wherever they operate:-

- (i) Transmit ship - to shore distress alerts
- (ii) Receive shore - to - ship alert (Usually relayed by RCC)
- (iii) Transmit and receive
  - (aa) ship to ship alert
  - (ab) SAR co-ordinating communication
  - (ac) On-scene communication

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227

- (ad) Locating signals
  - (ae) Maritime safety information
  - (af) General radio communication
  - (ag) Bridge to bridge communication
- (c) Recognising that the different radio sub-systems incorporated in GMDSS system have individual limitations with respect to the geographical coverage and services provided. The equipment required to be carried by ships are determined in principle by the ship's area of operation, which is designated as follows:-
- (i) **Sea Area A1 (30-50 NM).** An area within the radiotelephone coverage of at least one VHF Coast Station in which continuous DSC alerting is available.
  - (ii) **Sea Area A2(50-250 NM).** An area excluding sea area A1, within the coverage of an MF Coast Radio Station with DSC alerting available.
  - (iii) **Sea Area A3 (75 degree N to 75 degree S).** An area, excluding sea area A1 and A2, within the coverage of INMARSAT geostationary satellite in which continuous alerting is available.
  - (iv) **Sea Area A4.** An area outside areas A1, A2 and A3 i.e. in the Polar Regions.
- (d) All Coast Guard stations are now being equipped with VHF radiotelephone coverage with continuous DSC facility and five stations are also equipped with HF radio telephone with DSC facility.
- (e) Detailed information for operational procedures for DSC communication on VHF and HF is provided in ALRS Vol-V 1999/2000 edition.

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**OBLIGATIONS FOR THE MASTER TO RENDER ASSISTANCE DURING  
EMERGENCY UNDER REGULATIONS OF THE INTERNATIONAL  
CONVENTION FOR SAFETY OF LIFE AT SEA 1974**

1. Obligation to render assistance on receiving signal of distress:-

- (a) The Master of an Indian ship on receiving at sea a signal of distress or information any source that a vessel or aircraft is in distress shall proceed with all speed to the assistance of the persons in distress (informing them if possible that he is doing so) unless he is unable or in the special circumstances of the case considers it unreasonable or unnecessary to do so or unless he is released from such obligation under the provisions of sub-section (c) or sub-section(d).
- (b) Where the master of any ship in distress has requisitioned any Indian ship that has answered his call, it shall be the duty of the master of the requisitioned ship to comply with the requisition by continuing to proceed with all speed to the assistance of the persons in distress unless he is released from the obligations under the provisions of sub-section (d).
- (c) The master shall be released from the obligation imposed by sub-section (a). as soon as he is informed of the requisition of one or more ships other than his own and that the requisition is being complied with by the ship or ships requisitioned.
- (d) The master shall be released from the obligation imposed by sub-section (a), and if his ship has been requisitioned, from the obligations imposed by sub-section(b), if he is informed by the persons in distress or by the master of any ship that has reached the persons in distress that assistance is no longer required.
- (e) If the master of an Indian ship on receiving at sea a signal of distress or information from any source that a vessel or aircraft is in distress is unable or in the special circumstances of the case considers it unreasonable or unnecessary to go to the assistance of the persons in distress, he shall forthwith cause a statement to be entered in the logbook or, if there is no official log book, cause other record book to be kept of his reasons for not going to the assistance of those persons.
- (f) The master of every Indian ship for which an official log is required shall enter or cause to be entered in the official log book every signal of distress or message that a vessel, aircraft or person is in distress at sea.

**RESTRICTED**

229

2. Obligation to render assistance to persons in danger:-

- (a) The master of every Indian ship shall render assistance to every person found at sea in danger of being lost, unless he is unable or in the special circumstances of the case, considers that such assistance cannot be rendered without serious danger to his ship, or the persons thereon.
- (b) If the master of an Indian ship is unable or considers it unreasonable to go to the assistance of a person found at sea in danger of being lost, the master shall forthwith cause a statement to be entered in the official log book or, if there is no official log book, cause other record to be kept of his reasons for not going to the assistance of that persons.

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230

**Appendix 'B'**

(Refers to para 1101(g) of Chapter XI)

**OBLIGATIONS FOR THE MASTER TO RENDER ASSISTANCE DURING EMERGENCY  
UNDER MERCHANT SHIPPING ACT (MSA)1958**

1. The United Nations Convention on Law of the Sea(UNCLOS), for example says that every State must require the master of a ship flying its flag to render assistance to any person found at sea in danger of being lost and to proceed to the rescue of the person in distress. Furthermore, it requires every coastal state to promote the establishment, operation and maintenance of an adequate and effective search and rescue regarding safety on and over the sea, and where circumstances require, by way of mutual regional arrangements, to co-operate with neighbouring States for the purpose.
2. The Search and Rescue(SAR) Convention of 1979 gives a clear definition of the term "Rescue". It involves not only "an operation to retrieve persons in distress, provide for their initial medical or other needs" but also to "deliver them to a place of safety". This obligation to initiate action is activated once the responsible authorities of a State Party receive information that any person is, or appears to be, in distress at sea. It further states that, once a State party has accepted responsibility to provide search and rescue services for a specified area, it is obliged to use search and rescue units and other facilities for providing assistance to any one in distress at sea, and that such assistance is to be provided "regardless of the nationality or status of such a person or the circumstances in which that person is found".
3. The Safety of Life at Sea Convention(SOLAS) spells out the obligation on ships masters to render assistance. It says, "The master of a ship at sea which is in a position to be able to provide assistance, on receiving a signal from any source that persons are in distress at sea, is bound to proceed with all speed to their assistance, if possible informing them or the search and rescue service that the ship is doing so". Elsewhere, it stipulates that contracting Governments should undertake "to ensure that necessary arrangements are made... for the rescue of persons in distress at sea around its coasts".

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231

**Appendix 'C'**

(Refer to para 1101 (g) of Chapter XI)

**LIST OF ACTION TO BE TAKEN BY MRCC/MRSC**

- (a) Inform MRCC / MRSC Chief.
- (b) Note down the agency and person calling.
- (c) Nature of Emergency.
- (d) Position report and how the position was determined.
- (e) Unit which made last contact.
- (f) Identification, MMSI no, INMARSAT no.
- (g) Any action taken by reporting office.
- (h) Number of persons onboard.
- (j) Survival equipment carried and
- (k) Check mode of receipt of distress if,
  - (i) By VHF/HF DSC/Relay VHF/HF DSC message seek additional details about vessels as follows:
    - (aa) Log on to internet site [www.cospos-sarsat.org](http://www.cospos-sarsat.org) and check name, INMARSAT no. and other details of vessel.
    - (ab) Contact Flag staff.
    - (ac) Contact Owner.
    - (ad) Contact Piracy Reporting Centre.
    - (ae) Contact other RCCs
  - (ii) Through INMARSAT seek additional details as follows:-
    - (aa) Contact INMCC Bangalore
    - (ab) Refer INMCC directory
    - (ac) In case Indian Ship, Seek details from DG Shipping
    - (ad) Log on to internet site [www.cospas-sarsat.org](http://www.cospas-sarsat.org) and check name, INMARSAT no. and other details of vessel.

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**RESTRICTED**

232

- (iii) ELT/PLB/EPIRB transmission, seek additional details from: -
  - (aa) ARVI LES
  - (ab) Contact ATS/FIC
  - (ac) Log on to internet site [www.cospas-sarsat.org](http://www.cospas-sarsat.org) and check name, INMARSAT no. and other details of vessel
- (I) If the distress confirmed mobilise resource for search and rescue mission.

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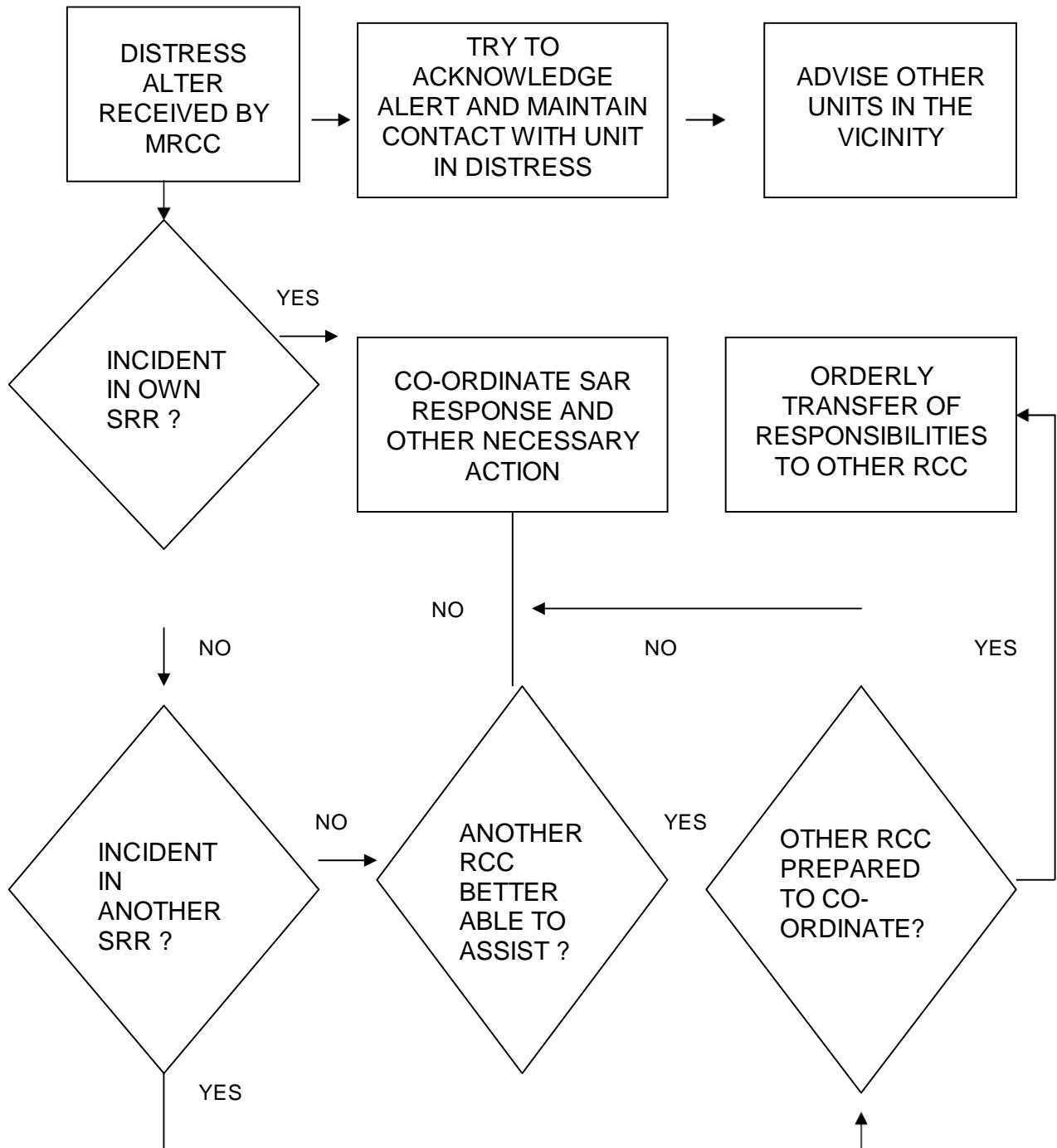
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233

**Appendix 'D'**

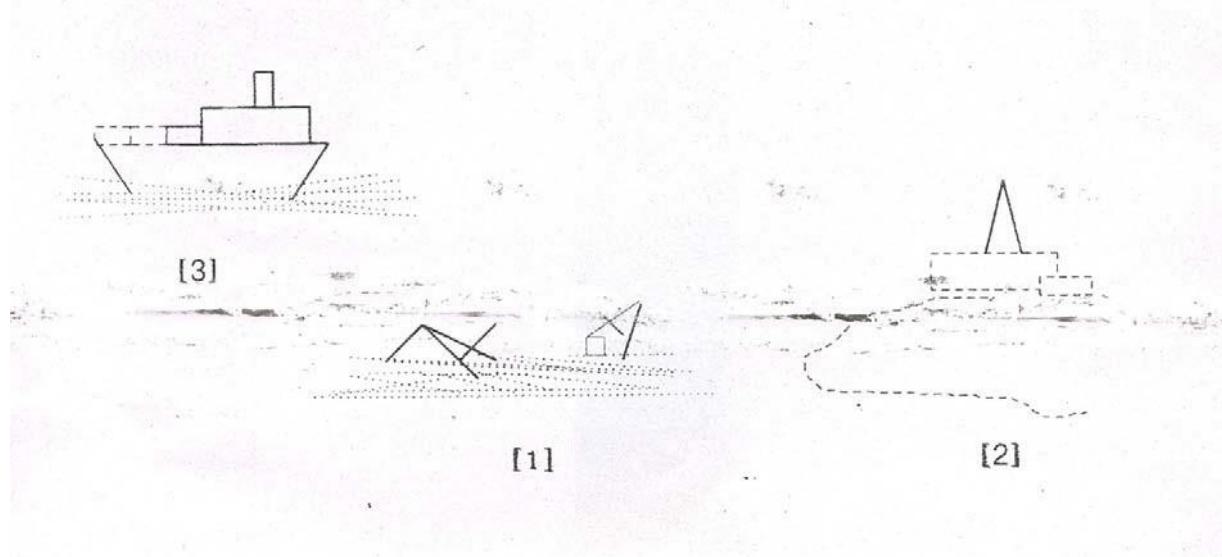
(Refers to Para 1116(b) of Chapter XI)

**ACTIONS BY MRCC**



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**TYPICAL DSC DISTRESS OPERATION**



1. The Ship in distress – in Area A1 (or A2)
  - sends DSC Distress Alert on VHF CH 70 (or MF 2187.5Khz).
2. The Coast Radio Station with DSC
  - receives and acknowledges the DSC Distress Alert.
3. The ship in vicinity
  - receives DSC Distress Alert on Ch 70 in area A1 (or on MF 2187.5 in area A2).
  - accepts DSC acknowledgement from the CRS
  - sets watch on VHF Ch 16 in area A1.  
[or on 2182 Khz MF R/T in area A2 (or 2174.5 Khz NBDP)]
  - receives distress broadcast from the ship in distress.
  - establishes SAR communication.

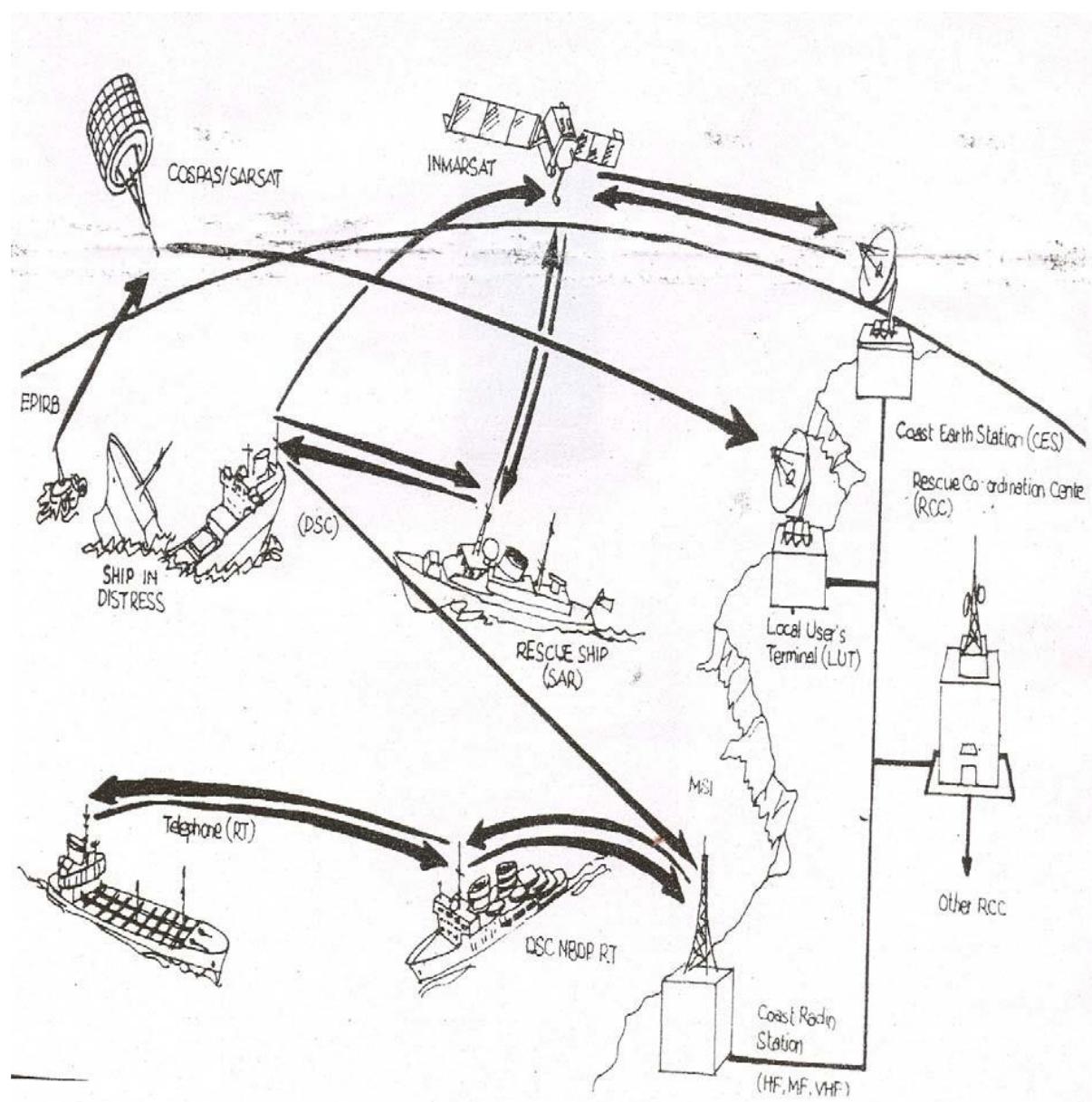
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236

**Appendix 'F'**

(Refers to Para 1116(c) of Chapter XI)

**TYPICAL SAR OPERATIONS**



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**Appendix 'G'**

(Refers to Para 1116(c) of Chapter XI)

**LIST OF GMDSS EQUIPMENT TO BE  
CARRIED BY THE SHIPS****Basic Equipment (minimum requirements including  
duplication of equipment) for conventional ships**

GMDSS equipment requirements in force for all ships in international trade as well as cargo ships of 300 GRT and upwards in international trade:-

Equipments	A1	A2	A3 Inmarsat Solution	A3 HF Solution	A4
VHF with DSC	X	X	X	X	X
DSC watch receiver channel 70	X	X	X	X	X
MF Telephony with MF DSC		X	X		
DSC watch receiver 2187.5 KHz		X	X		
Inmarsat ship earth station with EGC receiver				X	
MF/HF telephony with DSC and telex				X	X
DSC watch receiver MF/HF				X	X
Duplicate VHF with DSC			X	X	X
Duplicated Inmarsat SES			X	X	
Duplicated MF/HF telephony with DSC and telex					X
NAVTEX receiver 518 KHz	X	X	X	X	X
EGC receiver		X1		X	X
Float – free satellite EPIRB	X	X	X	X	X4
Radar Transponder (SART)	X2	X2	X2	X2	X2
Hand Held GMDSS VHF transceiver	X3	X3	X3	X3	X3

**CHAPTER-XII**  
**SECTION-I**  
**POLLUTION RESPONSE OPERATIONS**

**1201 Co-ordination**

- (a) As per the amendment to the Allocation of Business Rules of 12 Dec 2002, the responsibilities of MoD through Indian Coast Guard include matters related to: -
- (i) Central Coordinating Authority for combating oil spills in various maritime zones.
  - (ii) Implementation of National Contingency plan for oil spill disaster.
  - (iii) Surveillance of maritime zones against oil spills.
  - (iv) Combating oil spills in various maritime zones except within jurisdiction of ports and oil installations.
  - (v) Undertaking oil spill prevention and control [and] inspection of ships (except within ports) and offshore platforms in the country.
- (b) The shore line cleanup is the responsibility of the State authorities. The expertise opinion/guidance can be provided only on the request from the State through the CGHQ.
- (c) The Commander, Coast Guard Region (West) [COMCG(W)] shall act as the Regional Co-ordination Authority (RCA) for all operations led by Coast Guard on the western region.

**1202 Tiered Response**

NOS-DCP. There is no mathematical co-relation of quantum of oil to inventory holdings. The relationship is determined by quantum of oil, distance of contingency from impact site, distance of inventory location/arrival time and priority on adverse impact. These will vary in every incident of oil discharge. However, for administrative and operational reasons IMO has defined the tiered response as follows:-

- (a) **Tier-I** Response capability up to 700 tons. To be available with the resource agencies/ports.
- (b) **Tier-II** Response capabilities to be ensured by pooling resources within the national network to meet contingency of 700-10,000 tons of spilled oil. It is the responsibility of the CG to execute Tier II response.
- (c) **Tier-III** 10,000 tons and above oil spill be responded with international assistance and available response capability within the national network.

1203 **Delineation of Operational Areas**

The sea areas of the Western Region are divided into five operational districts namely:-

- (a) **District No 2**- Maritime Zones adjoining the state of Maharashtra including territorial waters.
- (b) **District No 11**- Maritime Zones adjoining the state of Goa including territorial waters.
- (c) **District No 3**- Maritime Zones adjoining the state of Karnataka including territorial waters.
- (d) **District No 4**- Maritime Zones adjoining the state of Kerala and U/t of **Mahe** including territorial waters.
- (e) **District No 12**- Maritime Zones adjoining the UT Lakshadweep & Minicoy Islands.

1204 **Nomination of OSC**

The Coast Guard District Commanders in their operational areas will act as the pre-designated OSCs whenever the response is led by Coast Guard.

1205 **Pollution Response Team (West)**

The Pollution Response Team (West) located at Mumbai under the Command and Control of the Coast Guard Regional Headquarters (West) will be responding to the contingencies in the Western Region. The responsibilities of this team are:-

- (a) Provide adequate supervision for responses through dedicated trained personnel.
- (b) Provide mechanical recovery inventory for response in contingencies subject to the availability of platform and additional personnel for operating the equipment.
- (c) Provide dispersants application advice for response in contingencies subject to platform and support personnel at remote locations.
- (d) Provide advice on field sampling efforts.
- (e) Provide advice on field documentation support and availability of the latest capitation cost for use by the resource agencies.
- (f) Conduct annual joint PR audit, along with rep of MoPNG/ MoS, of Tier-I preparedness of Ports/ facilities, as per schedule.

(g) Monitor and follow-up submission of Annual returns on PR capabilities of all major/ minor ports/ OHAs/ facilities to CGHQ by scheduled date.

(h) Undertake in-depth scrutiny of draft Oil Spill Disaster Contingency Plans (OSDCPs) submitted by the stakeholders and advise them appropriately on its preparation, as and when requested.

(j) Monitor the stock level of the OSD available with the CG and timely action for replenishment and also that of the resource agencies. Advise and facilitate the disposal of expired OSD held with ICG units.

(k) Conduct regular training to CG personnel and on request for the members of the resource agencies.

(l) Maintain the PR equipment in ops state at all times to meet the emergencies/other requirements.

**1206 Pollution Response Team.**

A Pollution Response Team is available at the discretion of the RCA for deployment in any oil spill disaster contingency. CG officers and EP are being regularly trained in PR IMO Level- I course by CGPRT (W), as well as Officers are being trained in PR IMO Level- II course by CGPRT (E) and AMET (Chennai). District/Station Commanders are to make all out efforts to have a trained pollution response team under their command to meet such eventualities. COMDIS may project any specific requirement of a PR capsule/ refresher course for units under their command directly to CGPRT(W) under intimation to CGRHQ (W).

**1207 Regional Contingency Committee**

On receipt of POLREP/alert information, the RCA shall call the Regional Contingency Committee to assemble at the earliest. The members of the Regional Contingency Committee shall be the executive representatives of the agencies defined as resource and participating agencies in the NOS-DCP and such other agencies may also be co- opted.

**1208 Assembly of RCC**

On assembling, the Regional Contingency Committee shall be brought up to date on occurrence of the contingency. The briefing shall be based on the POLREP and initial assessment of the OSC. The briefing may include such areas of information as may be considered necessary by the RCA to assist the RCC in making joint decisions and effective response operations.

**1209 Use of Dispersants**

The use of oil spill chemical dispersants is as per the guidelines promulgated by the Coast Guard/CNA on the policy for the use of dispersant. The guidelines are also promulgated on the CG web site and NOSDCP circulars.

**1210 Resource Pool - ROSDCP**

- (a) The agency seeking the assistance of the Coast Guard to respond to the cleanup operation of the oil spill is to make so in writing stating "to take appropriate action for pollution response as deemed fit by CG" to the monitor nominated by the CG. The monitor will forward such request to the Regional Commander through the respective District/Station Commander.
- (b) All agencies/ports should have their Tier-I capabilities maintained and ready at all times to meet the emergencies in compliance with the NOS-DCP and other orders promulgated by the GoI from time to time. These agencies are to be audited by the District/Station Commanders annually for their Tier-I facilities and equipment data updated. Any agency lacking is to be directed to augment their Tier-I capability in a time bound manner. In the event of disaster, these agencies may be assisted through pooling of resources with the Coast Guard/ other agencies. The expenses incurred in resource pool up shall be subject to pre-determined mutual assistance programmes or where no such programmes exist then be determined by capitation rates established for the purpose failing which will be determined by market rates prevalent. The charges levied are to be honoured by the agency seeking assistance and reimbursed.

**1211 Communication - RCC Members**

- (a) The primary members of the RCC are decision making executives of the participating agencies, who on completion of first functional meeting of RCC, may nominate subordinate members for functional discharge of duties on a day to day basis during the period that response operations are valid.
- (b) On receipt of POLREP/alert information, the RCA shall promulgate communication channels exclusively for use of response operations.

**1212 PR Preparedness Meeting.** CGDHQ shall conduct annual meetings with Ports/ OHAs/ other PR stakeholders for discussion on issues towards PR preparedness including availability of approved OSDCP. The meeting will be chaired by the COMDIS and attended by rep of CGPRT (W) in addition to other local officers as required. The points for the discussions are to be received from the agencies in adequate time and first deliberated internally on file prior the conduct of the meeting. The minutes of the issues deliberated during the meeting are to be promulgated, with a copy to CGRHQ(W) and CGPRT(W), for compliance of all agencies.

**1213 Check Off List For RCA**

- (a) Execute POLRES (Pollution response) as per NOS-DCP.
- (b) Issue notice to the polluting vessel in accordance with the MS Act 1958 and as amended from time to time keeping the DG shipping informed.

- (c) Record events in a response logbook.
- (f) Activate concerned RCC, as required.
- (g) Establish communication with Coast Guard units and concerned government agencies.
- (h) Bring the Coast Guard ships in harbour to immediate notice.
- (i) Launch aircraft for receive and identify extent of oil spill.
- (j) Request Indian Navy/RCC to nominate ships for combating oil pollution.
- (j) Request naval authorities as necessary to bring the naval ships as required to immediate notice.
- (k) Requisition Coast Guard and Naval aircraft and helicopters as required.
- (l) Predict movement of oil spill from available meteorological and oceanographic data and identify sensitive areas likely to be affected.
- (m) Keep all the equipment and OSD available with various agencies on immediate notice for mobilization.
- (p) Embark PR equipment as required for transportation by ships.
- (q) Ships ordered for deployment are to embark logistics, including anti-pollution and fire fighting equipment, fuel, water and rations to maximum capacity.
- (r) Requisition for additional equipment as required from other response agencies like ONGC and port trust in the case of Tier II response.
- (s) Sail ships as necessary to the scene of contingency after embarking pollution response equipment.
- (t) Inform following local authorities by fastest means for any sign of pollution of the sea by oil along the coast and request them to keep the Regional Commander informed:-
  - (i) Port officers of the major and minor ports.
  - (ii) District collectors
  - (iii) Authorities at fish landing ports.
- (u) Requisition additional communication sets as required.
- (v) Ensure availability of information regarding capabilities of Coast Guard and Naval ships and aircraft.

- (w) Ensure availability of ONGC ships with suitable equipment onboard.
- (x) Request MMD/SCI for chartering of ships for oil transhipment.
- (y) Request DG Shipping/MMD for appointment of receiver of wreck as per Merchant Shipping Act.
- (z) Send regular SITREP to CGHQ, DG shipping and all concerned authorities as necessary.
- (aa) Inform the District Collector of the respective state through the District Commander of the oil spill disaster and the need for coastal cleanup.
- (ab) Carry out net environmental benefit analysis of the situation for response methodology.
- (ac) Preparation of Capitation claims.

1214 **AIDE MEMOIRE For OSC**

- (a) Promulgate sailing orders to ships.
- (b) Promulgate flying sequence and programme.
- (c) Promulgate equipment transfer sequence.
- (d) Promulgate personnel call up.
- (e) Notify marshalling area and security.
- (f) Promulgate resource pool up.
- (g) Secure samples and dispatch to lab by hand.
- (h) Secure air space restrictions.
- (j) Promulgate disposal regime.
- (k) Promulgate disposal sequence to temporary storage.
- (l) Promulgate disposal sequence to incineration.
- (m) Secure nominated temporary storage overland.
- (n) Secure Navarea restrictions.
- (p) Promulgate dispersant application parameter.

**RESTRICTED**

244

1215  
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**CHAPTER - XII**

**SECTION II**

**COMMUNITY INTERACTION PROGRAMMES**

**1221 Introduction**

(a) The community interaction programme has been introduced in the Coast Guard with an aim to develop effective interaction with the coastal populace and in particular the fishermen community for better enforcement of maritime laws. This programme will be executed at district level under the supervision of the District Commanders keeping the regional headquarters informed. The programme will involve the issues relating to the ocean along the coastal belt of the main land and in the islands. The shore units and the ship's undertaking such programme during their visit to small ports and coastal villages are to educate and instil the confidence amongst fishermen communities for safety of their life and property at sea and to bring in awareness to curtail nefarious activities by the neighbouring countries. Such programmes may also be utilised for useful intelligence gathering.

(b) Community interaction programmes conducted by ICG are considered important link between ICG and fishermen. However, to achieve optimum output there is a need to take the programme to next level. Hence efforts are envisaged to convert community interaction programme to community integration programme.

**1222 Programme**

- (a) Community interactions shall involve the following among others:-
- (i) Visiting coastal community segments, fishing villages, community centres, country boat association, islanders, etc.
  - (ii) Appearing at boat shows, yacht clubs, exhibitions, educational institutions and other public events.
  - (iii) Making friendly non-threatening contacts on matters related to public safety in water.
  - (iv) Interacting with state governments and central agencies in spreading safety message for fisherman, water sports personnel, etc, through classes, visits and personal involvement.
  - (v) Speaking to sea cadet corps, NCC and yachting club members.
  - (vi) Preparing informative brochures as CG activities for community interaction (being prepared centrally at the CGHQ).

- (vii) Public awareness programmes on marine environmental preservations and protection.
- (viii) Visit by civilians especially school children to CG ships and taking them to sea to make them aware of the maritime aspects and theservice.
- (ix) Any other publicity oriented activities related to the "Coast Guard and Community".
- (x) Advising fishing community accordingly on points which are beyond the purview of Coast Guard.
- (xi) Enhance awareness in fishing communities about prohibition on fishing in and around the safety zones (oil rigs and platforms 500 mtrs all around) and near the IMBL (5nm inside the IMBL)

1223 **Reports**

Units are to forward a report on the Community interaction programme undertaken as per the format by third of every month to dovetail the information reflected by this headquarters in monthly ops summary return to CGHQ. District Commanders are requested to introduce appropriate interactions programmes at the district level, at an opportune moment and forward the activity profiles to this Headquarters for information every six months as on 20 Dec and 20 Jun respectively.

1224 **Format for Report**

- (a) Name of the unit/ ship
- (b) Port visited during the deployment
- (c) Site of community interaction
- (d) Date and duration of interaction
- (e) Description of activity
  - (i) Educational lecture
  - (ii) Relief work
  - (iii) Medical camp
  - (iv) Social subject
  - (v) Fishermen interaction

**RESTRICTED**

247

- (f) Number of personnel attended
- (g) Important dignitaries present
- (h) Language used for interaction
- (j) Response of community
- (k) Points raised by community
- (l) Points requiring action by Govt/ Local administration
- (m) Points requiring action by Indian Coast Guard
- (n) Govt Official called on
- (p) Difficulty experienced if any
- (q) Observations/Recommendations
- (r) Photographs
- (s) Any other information

1225  
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**CHAPTER-XIII**  
**SECTION-I**  
**REFUGEES AND STOWAWAYS**

**1301 Introduction**

- (a) A stowaway is defined as a person who is secreted on a ship or in a cargo which is subsequently loaded on the ship without the consent of the ship owner or the master or any other responsible person and who is detected on board after the ship has sailed and is declared on board as stowaway by the master to the ship.
- (b) The global maritime community is still a witness to the menace of piracy, stowaway, asylum seekers and human smugglers. The stowaway phenomenon seemingly harmless on the exterior but bristling with the menace of terrorism along with modern day piracy attacks is a great security risk to the Sea Lanes of Communication. The assurance to safety of life and property at sea is still a matter of concern.
- (c) The status of a stowaway is unclear. On board a vessel, it is impossible to determine whether the stowaway is a refugee, an asylum seeker, an illegal immigrant or a criminal. The case of stowaways as well as their classification has always been time-related decisions. Tapping a key or flipping a coin cannot pinpoint and classify. While stowaways have been caught with drugs, found drunk, involved in hijacking and have been audacious enough to put safety of life and property at sea at stake. Killing of stowaways, suffocation, executions, dumping over board have been the other extremities faced by the stowaways.

**1302 Unauthorized Entry - Causes**

Stowaways generally find their way on board a ship in harbour due to lapse in one of the following:-

- (a) Inadequate dock security.
- (b) Inadequate harbour security.
- (c) Insufficient security checks of cargo.
- (d) Nexus with harbour/ship staff.
- (e) Inadequate scrutiny of visitors.
- (f) Non-provisioning of security clearance for agents/ suppliers, scavengers, repair support yards, etc.

**1303 Threats**

- (a) Various threats posed by the stowaways are:-
- (i) Jeopardizing safety to life and property onboard ships.
  - (ii) Inter-personal problems between stowaways.
  - (iii) Legal problems.

- (iv) Financial problems.
  - (v) Conveying of drugs.
  - (vi) Hijacking by stowaways.
  - (vii) Bomb threats.
  - (viii) Traffic disturbance on high seas.
  - (ix) Straining diplomatic ties.
  - (x) Harassment to owner due death onboard.
  - (xi) Paving way for illegal immigration, human smuggling.
  - (xii) Arms trafficking.
  - (xiii) Pirates embarking as stowaways and taking vessel to ransom.
- (b) In addition, a ship threatened by stowaways is also hazarding the safe navigation at sea.

1304 **Legislation**

(a) **International Maritime Law.** International Maritime Law provides no definite principles governing the stowaway, asylum-seekers. However, following international instruments are applicable to certain categories of stowaways:-

- (i) Brussels Convention,1957.
  - (ii) UN declaration on human rights.
  - (iii) Convention for protection of human rights and fundamental freedom of the council of Europe, Rome,1950.
  - (iv) UN convention on status of refugees,1951.
  - (v) UN protocol relating to status of refugees
- (b) The above instruments provide for following basic human rights to the stowaways:

- (i) The right to life.
- (ii) The right not to suffer torture, inhuman or degrading treatment or punishment.
- (iii) The right not to be held in slavery or servitude or forced or compulsory labour.
- (iv) The right to liberty and security of person no unlawful arrest or detention.

- (v) The right to a fair and public hearing.
- (vi) The right to freedom of expression.
- (vii) The right not to be discriminated against.
- (viii) The right to political asylum.

1305 **Brussels Convention, 1957**

The international convention relating to stowaways was adopted by diplomatic conference on Maritime Law at its session in 1957. Over the past 50 years, the convention has only attracted 09 out of 10 ratification needed to bring it into force. The convention is unlikely to enter into force in near future. Although not yet a source of obligation, the convention is important as it offers a detailed framework for allocating responsibility for stowaway among states and recognizes the special dangers faced by stowaways fleeing persecution. The convention provides the following general guidelines:

- (i) Master of the ship on discovery of stowaway on board at sea is to deliver the stowaway to the appropriate authority at the first port, at which the ship calls after the stowaway is found.
  - (ii) Port state to accept stowaway.
  - (iii) Stowaways remain the responsibility of the port state only temporarily. The port state may send the stowaways either to their state of nationality or to state of embarkation or to the state of last port of call. If stowaways cannot return to any of these states, the flag state must accept responsibility for them. It is, therefore, clear that the convention ultimately puts the responsibility on flag state.
  - (iv) The flag state retains predominant jurisdictional authority while the vessel is on the high seas or on innocent passage through foreign territorial waters. However, the flag states jurisdictional power diminishes when the ship enters foreign port. Foreign ships in port cannot grant asylum on board to local or alien fugitives. Local authorities may board and arrest such alien fugitives and extradite them to the requesting states. Therefore, the local laws apply on the foreign ships which port state exercises.
  - (v) Over one quarter of all Ocean going merchant ships sail under flags of convenience. Such arrangement diminishes the responsibility of flag state towards stowaway and asylum seekers.
- (b) **Human Rights Principles.** The existing body of fundamental human rights principles provides further guidance for dealing with situations involving stowaway and asylum-seekers. These principles apply equally to nationals and

non-nationals, refugees and asylum-seekers. Thus, it is, that the treatment of stowaways, asylum seekers and the search for solutions to their problems must respect the fundamental tenets of human rights law including the right to life, liberty and security of person, the right to seek and enjoy asylum from persecution and the right not to be subjected to cruel or degrading treatment.

(c) **Refugee Law.** Besides the compulsions to treat stowaways as asylum seekers and dealt in a human manner, the other influences on the decision making besides human rights law is the refugee law. As per 1951 convention of UN on status of refugees, no contracting state shall expel or return a refugee in any manner whatsoever to the frontiers of the territories where his life or freedom would be threatened on account of his race, religion, nationality, membership of a particular social group or political opinion, further no person (who is refugee) shall be subjected to measures such as rejection at the frontier or if he has already entered the territory in which he seeks asylum, expulsion or compulsory return to any state where he may be subjected to prosecution.

1306 **Resolutions**

International Maritime Organisation (IMO) from time to time has published various guidelines to deal with the problems of stowaways. The salient points of resolution A.871(20) adopted on 27 Nov 1997 regarding guidelines on allocation of responsibilities to seek successful resolution of stowaway cases are as follows:-

(a) **General Guidelines**

- (i) Stowaways are illegal entrants and decision to deal with the situation is prerogative of the port state.
- (ii) Stowaway and asylum seekers to be dealt in accordance with international protection principles.
- (iii) Ship owner, agents and the master as well as port authorities and national administration should co-operate.
- (iv) Provide security arrangements in place to prevent stowaways from getting aboard the ship.
- (v) Country should admit return stowaways with full nationality/citizenship status.
- (vi) Country of the original port of embarkation should normally accept the return of stowaways for examination.
- (vii) Efforts should be made to avoid detaining stowaways on board ship for longer duration.

(b) **Responsibility of Country of First Scheduled Port of Call.**

- (i) To accept stowaway for examination in accordance with national laws.
- (ii) To allow disembarkation of stowaway in accordance with national laws.
- (iii) To assist in identification of stowaways.
- (iv) To deport stowaway to port of embarkation of country of nationality or to other country.

**(c) Responsibility of Country of Original Port of Embarkation of Stowaway**

- (i) To accept returned stowaway.
- (ii) To accept stowaway for examination.
- (iii) To apprehend the stowaway where permitted by national legislation if the stowaway is discovered before sailing, or while in territorial waters.

**(d) Responsibility of Claimed Country of Nationality of Stowaway**

- (i) To assist in determining the identity of stowaways.
- (ii) To extract stowaways when nationality is established.

**(e) Responsibility of Flag State**

- (i) To assist in identifying the stowaway.
- (ii) To make representation to relevant authorities to assist in removal of stowaways from the vessel.

**1307 State Regulations**

India is a signatory to the convention of the Brussels Conference, 1957 and is obliged to stand as well as act by the guidelines of the conference. Though, there are no definite and defined legislation on handling of stowaways as a national legislation, the case of MV Med Star, an Iranian merchant vessel hijacked by 14 stowaways handled very meticulously and in most humane manner by the Coast Guard and other investigating agencies. Maintaining constant liaison and continuous negotiation with various departments, Iranian Embassy, P & I club, owner etc., averted an orbit situation. The case was dealt under the national immigration laws, especially dealing with illegal immigrants. A close liaison with consulate of Iran (original port of embarkation) resulted in preparation of travel documents of 10 Iranian stowaways. This enabled deportation of Iranian nationals

to Iran. Balance 04 Iraqi nationals were also sent to Iran for examination of identity.

1308 **Organizational Integration**

In order to effectively handle the case of stowaways the following organisations need to work in close liaison:

- (a) IMO.
- (b) Government of concerned nations.
- (c) Embassies of concerned nations.
- (d) Ship owners.
- (e) Agents.
- (f) Master/crew.
- (g) Security forces like Coast Guard, Police, etc.
- (h) Immigration officials/ Customs.
- (j) P & I Club.
- (k) Harbour/ Ports
- (l) Private security operators.
- (m) UNHRC
- (n) International/national human rights commission.
- (p) Piracy reporting centre/IMB.
- (q) Intelligence agencies.

1309  
to Spare  
1310

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254

**CHAPTER-XIV**  
**SECTION-I**  
**PUBLIC RELATION**

**1401 Introduction**

The charter of duties of Coast Guard by nature itself is mariners friendly and for the public at large. This dictates the Coast Guard to keep the public informed through the news print and electronic media of the conduct of operations. Effective media management plays a vital role in enhancing the image of the Coast Guard and needs no emphasis. Defence PRO is to be approached for all media and news print activities of the Coast Guard.

**1402 Contact with Media**

Contact with media shall take one of following forms: -

- (a) **Press release.** For early release of information obtaining only factual information of "Who, What, Where, When, Why and How."
- (b) **Press Conference.** To give CG a humane face, give the media an opportunity to obtain video footage, photographs and audio for broadcast.
- (c) **Interviews.** A designated spokesperson will normally conduct interviews with media to avoid wrong information and misunderstanding.

**1403 Guidelines For Public Relations**

- (a) The public should be informed of Coast Guard operations, within the limits of confidentiality of Service norms and without compromising the security. The potential benefits of early release of information include: -
  - (i) Additional information from the public, leading to effective conduct of operations.
  - (ii) Fewer time - consuming requests from the news and media.
  - (iii) Reduction of inaccurate public speculation and about the CG conduct and operation effectiveness.
- (b) A CG operation often creates great interest with the general public and amongst the electronic and newsprint media. Contacts with media is normally the responsibility of public relations officer, but may also be delegated to the operations team conducting and coordinating the operations. It is important that a good relationship between the media and the CG is established to ensure that

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255

information reaching the public is factual and complete. This relationship should be established and maintained at all times and prior to any major incident/operations. The CG should use the media to communicate an overall image, the services provided, and its impact on the community. This can be accomplished by:-

- (i) Providing information to the local media about the CG operations and the services it provides.
  - (ii) Providing "good will" stories on an ongoing basis to build up the credibility with the media as a professional concern, and open organisation.
  - (iii) Taking every opportunity to present news so that when a major CG operation is being conducted, the media will be knowledgeable in reporting correctly.
- (c) A press release can be used as an early release of information, a public update on progress, and as a final release summarizing the entire case after the operations are concluded. All information released by the CG should normally be approved by the Administrative authority, and contains only factual information. In the event, press article appearing in the news/print/electronic media not carrying factual information, the same is to be brought to the notice of the RHQ(W) and endeavour shall be made to re-publish the factual data through a rejoinder. A copy of the press release after publication is to be forwarded to RHQ (W). Translations wherever required are to accompany such articles.
- (d) A press conference gives an opportunity to initiate the following actions:-
- (i) Give information.
  - (ii) Give interviews.
  - (iii) Answer questions.
  - (iv) Summarise what has happened and what the MRCC/MRSC is planning for the effective conduct of CG operations so that media fully understands what has occurred.
  - (v) Give the MRCC/MRSC a "human face."
  - (vi) Give the media an opportunity to obtain the video footage and photographs which depict the CG activity for broadcast
- (e) Interviews can be conducted to avoid wrong information or misunderstandings, normally only a designated spokesperson (PRO) should conduct interviews with the media. This will also allow the Ops team/MRCC/MRSC to remain focused on its planning efforts. The spokesperson should be in direct contact with the

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256

authority conducting/coordinating operations to ensure that complete and up-to-date information is obtained. Avoid communication of information over telephone. In interviews with the media, the spokesperson should exercise good judgment and avoid following:-

- (i) Personal judgments or demeaning information on the crew or missing persons.
- (ii) Judgment, experience or training of the pilot in-command, captain or the crew degrading opinions on the conduct of CG operations.
- (iii) Personal opinions or theories as to why the accident occurred or how it could have been avoided.
- (iv) Unduly pessimistic or optimistic on the chances of success.
- (v) Giving names of missing or distressed persons until every effort has been made to inform the relatives.
- (vi) Revealing names of persons who have given information related to the case.
- (vii) Sensationalising an issue to make it attractive is not to be resorted to.

1404  
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1410

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257

**CHAPTER-XV**  
**SECTION I**  
**BERTHING AND ALLIED FACILITIES**

**1501 Introduction**

The information provided for berthing and allied facilities for CG Ships is merely for an overview. However, for latest updates, units are to refer to Pilots, Notices to Mariners, Port Orders and other related navigational updates prior navigating through these Ports. The Coast Guard Assets of Western Region are located in following ports: -

(i)	Dahanu	-	02 IC
(ii)	Mumbai	-	02 OPV, 01 PCV, 02 FPV 02 IB and 02 ACV
(iii)	Murud Janjira	-	02 IB
(iv)	Ratnagiri	-	02 IB and 02 IC
(v)	Goa	-	02 OPV, 02 FPV, 03 IB and 02 IC (Sangram being rebased 01 Apr 2020)
(vi)	Karwar	-	02 IB and 02 IC
(vii)	New Mangalore	-	01 OPV, 04 FPV and 02 IB
(viii)	Beypore	-	02 IB and 02 IC
(ix)	Kochi	-	02 OPV, 02 FPV and 01 AB
(x)	Vizhinjam	-	01 IB and 02 IC
(xi)	Kavaratti	-	02 IB and 01 AB Urja Shrota
(xii)	Minicoy	-	01 IB

**1502 Naval Dockyard.** Generally CG ships are berthed at Naval Dockyard Mumbai. Due to berthing constraints at Naval Dockyard ships are alternatively being berthed MbPT berth. The geographical location of Naval Dockyard is 18° 56.00 N 072° 50.00 E. The pictorial depiction of the harbour is placed at **Appendix 'A'**.

**1503 Mumbai Port (MbPT).** ICG has acquired 150m MbPT berth (ID-22) on 02 Dec 15. The berth has been taken over and lease agreement signed on 15 Feb 17. CG Ships are berthed frequently at ID-22, MbPT. However, for other berthing requirements at MbPT, requisition for Pilot and Tugs are to be submitted prior berthing meeting by the rep of ICG. Further, details are envisaged in Pilots and Port Orders. Preferably, ammunitioning / de-ammunitioning and helo operations are not to be undertaken at MBPT, Civil berths by ICG ships. The pictorial depiction of the port is placed at **Appendix 'B'**. Relevant details are envisaged in Pilot & Port Orders.

**1504 Jawaharlal Nehru Port Trust (JNPT).** Geographical locations of Jawaharlal Nehru Port is in position 18° 57' N 72° 57' East) lies in the NE side of Bombay harbour, it is situated on the mainland SE of Elephanta island. The pictorial depiction of the port is placed at **Appendix 'C'**. Relevant details are envisaged in Pilot & Port Orders.

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258

1505 **Dighi Port At Murud Janjira.** The geographical location of the port is  $18^{\circ}18' N$   $072^{\circ}58'E$ . The pictorial depiction of the port is placed at **Appendix 'D'**.

1506 **Konkan LNG PvtLtd (Ratnagiri Gas & Power Pvt Ltd), Dabhol**

(a) **Geographical Location Of Port.** The geographical location of the port is  $17^{\circ} 32' N$   $073^{\circ} 09' E$ . The pictorial depiction of the port is placed at **Appendix 'E'**. Relevant information can be obtained from Pilots.

(b) **Details of the Berths.**

- (i) No. of berth – 01
- (ii) Length of berth – 300 mtr
- (iii) No. of bollard – 08
- (iv) Lay of jetty- 310-130

(c) **Alongside Sounding** - 13 mtr

1507 **Angre Port Pvt Ltd, Bankot**

(a) **Geographical Location** The position of the Angre Port is lat  $17^{\circ} 17'N$   $073^{\circ} 14'E$ .

(b) **Details of Berths.**

- (i) No. of berth – 02
- (ii) Length of Berth – 350 mtr and 330 mtr
- (iii) No. of bollards – 15 & 14
- (iv) Lay of Jetty – 090 -270 and 000-180

1508 **JSW Jaigarh Port Ltd, Jaigarh**

(a) **Geographical Location.** The geographical location of the port is  $17^{\circ} 18' N$   $073^{\circ} 13'E$ .The pictorial depiction of the port is placed at **Appendix 'F'**.

(b) **Details of the Berths**

- (i) No. of berth – 07 (Berth 1, Berth 2, Berth 3A, Berth 3B, Berth 4A, Berth 5 (LNG) & Berth 6A)

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259

(ii) **Length, no. of bollards, lay of jetties and sounding alongside depth are as follows: -**

<b>Ser</b>	<b>Name of Berth</b>	<b>Length in mtrs</b>	<b>No. of Bollards</b>	<b>LOJ</b>	<b>Sounding alongside Berth (in mtrs)</b>
(aa)	Berth 1	300	12	042-222	18
(ab)	Berth 2	300	12	042-222	18
(ac)	Berth 3A	306	13	120 -300	18
(ad)	Berth 3B	307	13	120-300	15.5
(ae)	Berth 4A	425	16	120-300	14
(af)	Berth 5(LNG)	406	04	130-310	15
(ag)	Berth 6A	343	24	130-310	18

**1509 Ashapuram MINCHEM Ltd, Khelshi**

(a) **Geographical Location.** The geographical location of the Port is Lat 17° 55' N 073° 03' E.

(b) **Details of the Berths.**

- (i) No. of Berth – 01
- (ii) Length of Berth – 34 mtr
- (iii) No. of Bollard – 02
- (iv) Lay of Jetty – 090 – 270

**1510 Infrastructure Logistics Ltd, Bankot**

(a) **Geographical Location.** The geographical position of the port is lat 17° 58' N 076° 06' E

(b) **Details of Berths.**

- (i) No. of Berth – 01
- (ii) Length of Berth – 26 mtr
- (iii) No. of Bollards – 04
- (iv) Lay of Jetty – 060 – 240

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260

**1511 Ultratech Cement Ltd, Ratnagiri**

- (a) **Geographical Location.** The geographical location of the port is lat  $16^{\circ} 59'$  N  $073^{\circ} 16'$  E
- (b) **Details of the Berths.**
- (i) No. of Berth – 01
  - (ii) Length of Berth – 129 mtr
  - (iii) No. of bollard – 06
  - (iv) Lay of Jetty – 006-186

**1512 Finolex Ind Ltd, Ranpar, Ratnagiri**

- (a) **Geographical Location.** The geographical location of the port is  $16^{\circ} 53'$  N  $073^{\circ} 16'$  E.
- (b) **Details of the Berths.**
- (i) No. of Berth – 02 (EDC Berth and Coal Berth)
  - (ii) Length of Berth – 180 mtr (EDC berth), 82.5 mtr (Coal Berth)
  - (iii) No. of Bollard – 06 (edc berth), 08 (Coal Berth)
  - (iv) Lay of Jetty – 000-180 both EDC and Coal Berth

**1513 Redi Port, Venugurla, Sindhudurg**

- (a) **Geographical Location.** The geographical location of the port is  $15^{\circ} 45'$  N  $073^{\circ} 40'$  E
- (b) **Details of the Berths.**
- (i) No. of Berth – 02
  - (ii) Length of Berth – 25 mtr each
  - (iii) No. of Bollard – 05 each
  - (iv) Lay of Jetty – 115-295 and 095 -275

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**1514 ADTPS Dahanu (Minor Port)**

(a) **Geographical Location.** The geographical location of the port is Lat 19° 57.45' N long 72° 44.10' E.

(b) **Length Of Jetty.**

- (i) 83 meter (berth 37 + 46 mtr),
- (ii) No. of bollard – 07
- (iii) Lay of Jetty – East to West

**1515 Mormugao Port**

(a) **Geographical Location of Mormugao Port.** Mormugao Port is situated on the West Coast of India between latitude 15° 25' north and longitude 073°48' east at the mouth of the river Zuari. The approach channel of the port comprises an outer channel 5,200 mtrs long and inner channel 2,300 mtrs long. The channel is 250 mtrs wide. The port has a 522 mtrs breakwater aligned slightly east of north at the western end of the port/ berthing facilities. A mole of 270 mtrs runs from the tip of the breakwater in an easterly direction. The breakwater and the mole give protection to the berths from West and North-West waves during monsoon. The port is well connected with Maharashtra and Karnataka and with rest of India via national and state highways. The pictorial depiction of the port is placed at **Appendix 'G'**.

(b) **Details of Berths.** The length of berth, bollard markings and soundings recorded alongside jetties at this port are as follows:-

Berth	Length (mtr)	Soundings (mtr)	No. Of bollards	Distance between bollards
Cruiser berth	450	9.5	32	14.5 mtr
Mole berth	250	9.5	12 both inner/outer	20 mtr
Berth-4	194	9.5	24	10.5 mtr
Berth-8	300	14.1	04	17.7 mtr
Berth-9	357	14.1	11	35 mtr
Berth-10	250	13.1	11	26 mtr
Berth-11	270	13.1	12	26 mtr
Barge berth	05 finger jetty of 110 mtr each	6.0	Uneven no. of bollards	
Berth-05	210	14.1	Privately owned	
Berth-06	240	14.1		
Berth-07	300	14.1		

**1516 Karwar Port**

(a) **Geographical Location of port** The location of the Karwar port is 14 deg 48 min N 74 deg 07 min E. The pictorial depiction of the port is placed at **Appendix 'H'**. Karwar Port is a minor port on south east side of Karwar bay. The port is located in Baithkal area of Karwar town on the edge of Karwar bay. The bay's mountain range opposite to the port towards the Arabian sea protects the ships berthed at the port from the sea waves. Length overall of jetty is 510 mtrs of which CG has taken 150 mtrs of jetty towards south on lease.

(b) **Details of Berth Including Length Of Berth, Bollard Marking and Lay Of Jetty.** ICG has acquired 150 mtr leased Jetty at Karwar.

**1517 New Mangalore Port**

(a) **Geographical location of Port.** The geographical location of the port is 12 deg 55 min North, 074 deg 48 min E. The pictorial depiction of the port is placed at **Appendix 'J'**. Port has provided dedicated berths for FPV Class.

**1518 Beypore Harbour.** The geographical location of the port is 11° 09.00 N, 075° 48.00 E. The Pictorial Depiction of the Harbour is placed at **Appendix 'K'**.

**1519 Cochin Port**

(a) **Geographical Locations of the Port.** Cochin port is one of the 12 major ports in India and is located on the south-west coast of India, in the state of Kerala at 09°58' N and 076°14' E. The Port of Cochin is an all-weather natural harbour. The location of the port offers calm and placid channels for ships throughout the year, even during the monsoon season. The pictorial depiction of the port is placed at **Appendix 'L'**. Generally ICG ships are berthed at North/ South of Naval Jetties or Mattancherry and Ernakulam wharfs.

**1520 Vizhinjam Port.** The geographical location of the port is 11° 09.00 N, 075° 48.00 E. The Pictorial Depiction of the Harbour is placed at **Appendix 'M'**.

**1521 Lakshadweep & Minicoy Islands**

The UT of Lakshadweep has no Major Ports. There are 10 ports in Lakshadweep Islands. The ports are only used by the passengers ships for ferrying, the passengers to and fro mainland. Inter-island high speed crafts are also ply between islands to ferry passenger during fair weather. Mechanized sailing vessel (Dhow) and other crafts also ply between islands for transporting material / logistics within the islands. All inhabited islands have a port for operating the small vessels. All the Port Control tower is manning VHF channel 16/12 for stipulated time from 1000-1700 hrs on all days.

1522 **Kavaratti**

(a) **Geographical Position of Port.** The geographical location of the port is  $10^{\circ}34.00\text{ N}$   $072^{\circ}38.00\text{ E}$ . The geographical location the port is placed at **Appendix 'N'**.

(b) **Details of Berth Including Length of Berth, Bollard Marking and Lay of Jetty.** Kavaratti Port has three Jetties namely Western jetty, Fisheries jetty and Eastern jetty.

1523 **Minicoy**

(a) **Geographical Position of Port.** The geographical location of the Port is  $08^{\circ}17.00\text{N}$ ,  $073^{\circ}03.00\text{ E}$ . The geographical location of the port is placed at **Appendix 'P'**.

(b) **Details of Berth Including Length of Berth, Bollard Marking and Lay of Jetty.** Minicoy consists of 02 Jetties Western Jetty and Eastern Jetty.

1524 **Agatti**

(a) **Geographical Position of Port.** The geographical location of the Port is  $10^{\circ}52.00\text{ N}$   $072^{\circ}12.00\text{ E}$ .

(b) **Details of berth including length of berth, bollard marking and lay of jetty.** The Agatti Port consists of 3 jetties namely the main Eastern Jetty (used for passenger movement and cargo operation) and the Western jetty (1.5 Km away towards the west used for the passenger movement and also cargo, with some dhows berth on this jetty) and the third, fisheries jetty used for fish landing activities.

1525 **Amini**

(a) **Geographical Position of Port.** The geographical location of the Port is  $11^{\circ}07.00\text{ N}$   $072^{\circ}44.00\text{ E}$

(b) **Details of Berth including Length of Berth, Bollard Marking and Lay of Jetty.** The Amini port consists of 2 jetties namely the main eastern jetty and the western jetty, both of which are used from the passenger movement as well as the cargo operation.

1526 **Androth.** The geographical location of the Port is  $10^{\circ}49.50\text{ N}$   $073^{\circ}40.70\text{ E}$ . Androth Port consist of a Break Water Jetty with 03 wharfs located on the north side of the Island. It is used for the transportation of persons as well as cargo. The port has an old jetty located inside the breakwater which is used as a fisheries jetty.

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264

- 1527 **Kadmat.** The geographical position of the port is  $11^{\circ}13.00$  N,  $072^{\circ}47.00$  E. Kadmat Port has a single Jetty on the western side of the Island. The length of the jetty is 75 mtrs, depth alongside is 1.5 Mtr and lay of jetty is 290-110
- 1528 **Kalpeni.** The Geographical location of the port is  $10^{\circ}05.00$  N,  $073^{\circ}39.00$  E. Kalpeni Port has a two Jetties namely western and eastern jetty. The length of western jetty is 183 mtrs.

1529

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1530

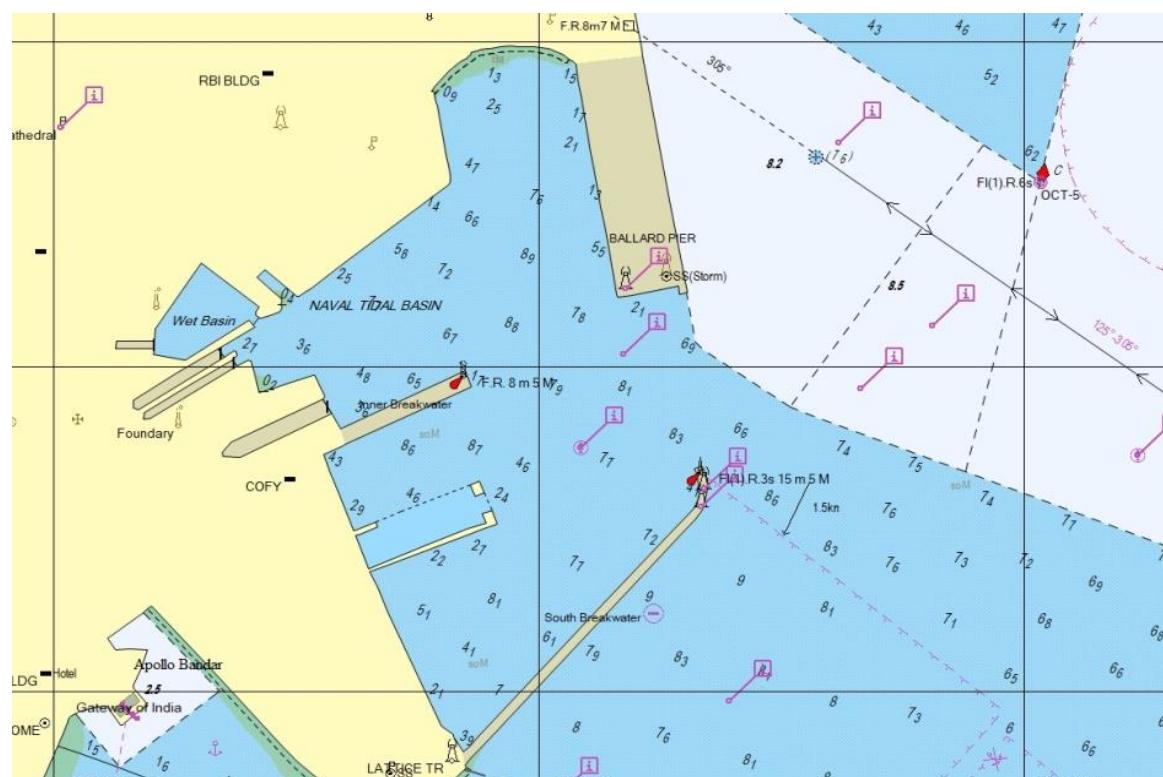
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265

**Appendix 'A'**  
(Refers to para 1502)

**MUMBAI NAVAL DOCKYARD**



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266

**Appendix 'B'**  
(Refers to para 1503)

**MUMBAI PORT TRUST**



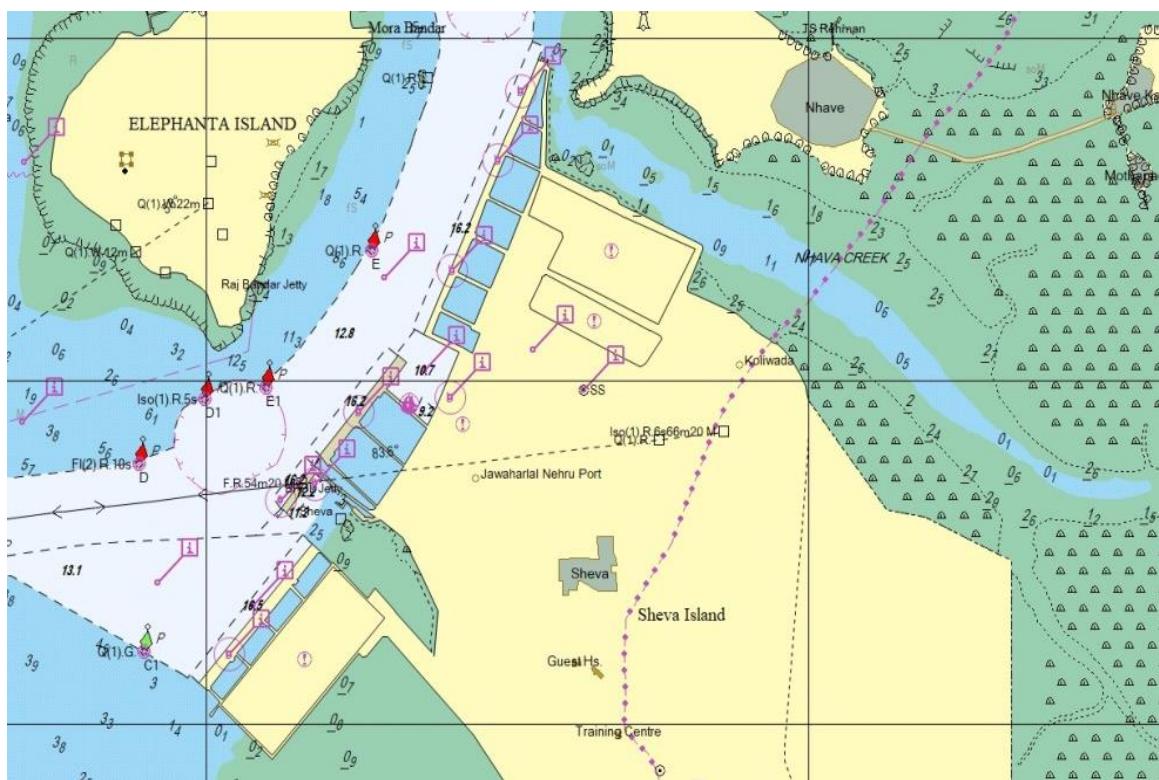
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267

**Appendix 'C'**  
(Refers to para 1504)

**JAWAHARLAL NEHRU PORT TRUST**



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268

**Appendix 'D'**  
(Refers to para 1505)

**DIGHI PORT- MURUD JANJIRA**



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269

**Appendix 'E'**

(Refers to para 1506)

**DABHOL PORT- RATNAGIRI**



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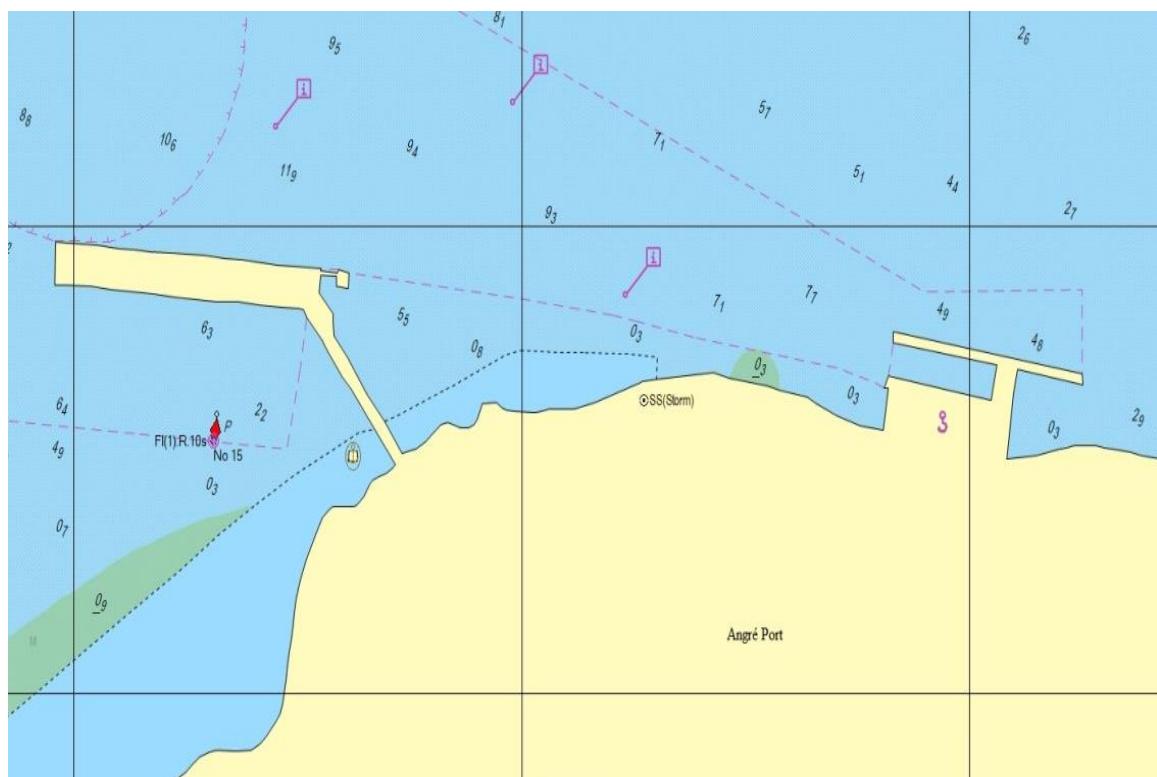
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270

**Appendix 'F'**

(Refers to para 1508)

**JAIGAD PORT- RATNAGIRI**



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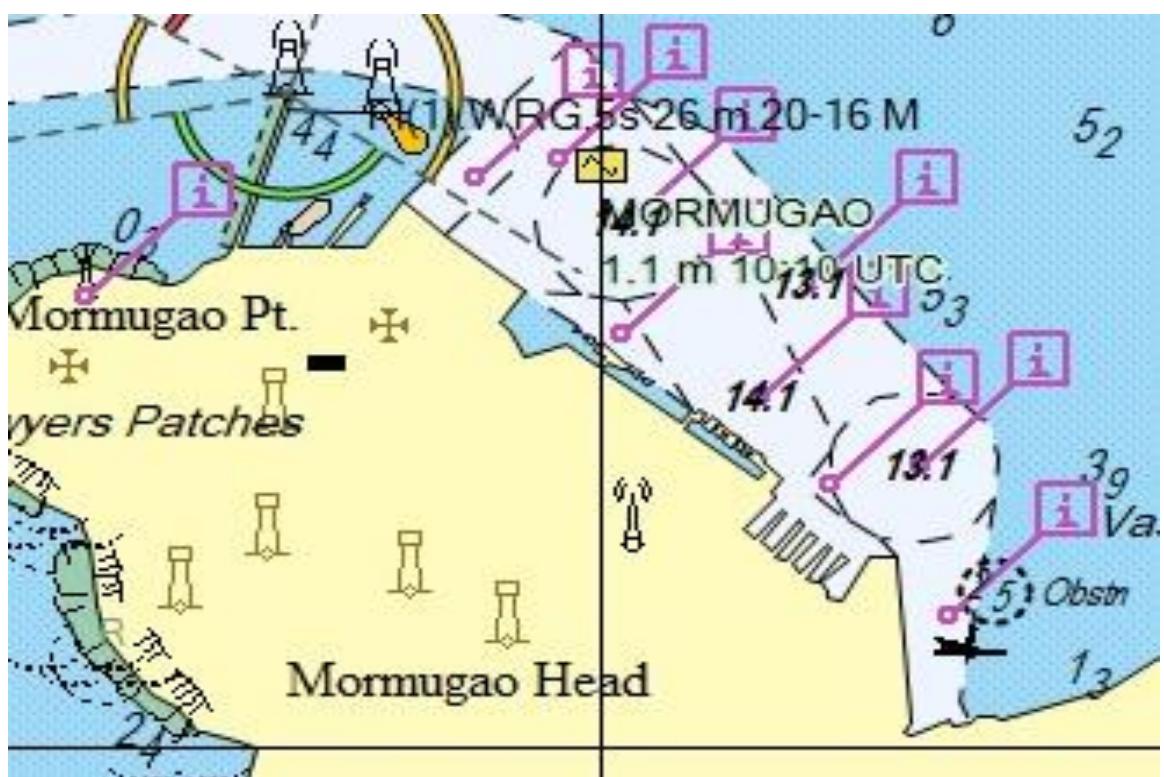
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271

**Appendix 'G'**

(Refers to para 1515)

**MORMUGOA PORT**



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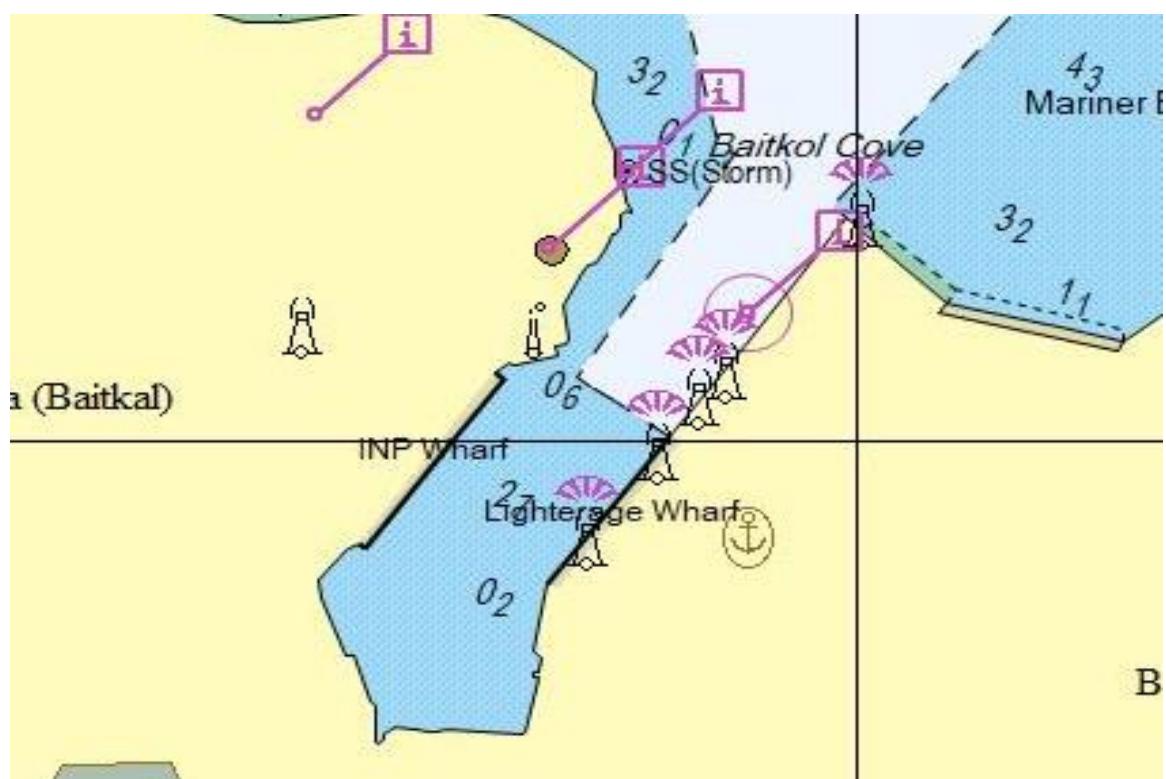
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272

**Appendix 'H'**

(Refers to para 1516)

**KARWAR PORT**



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273

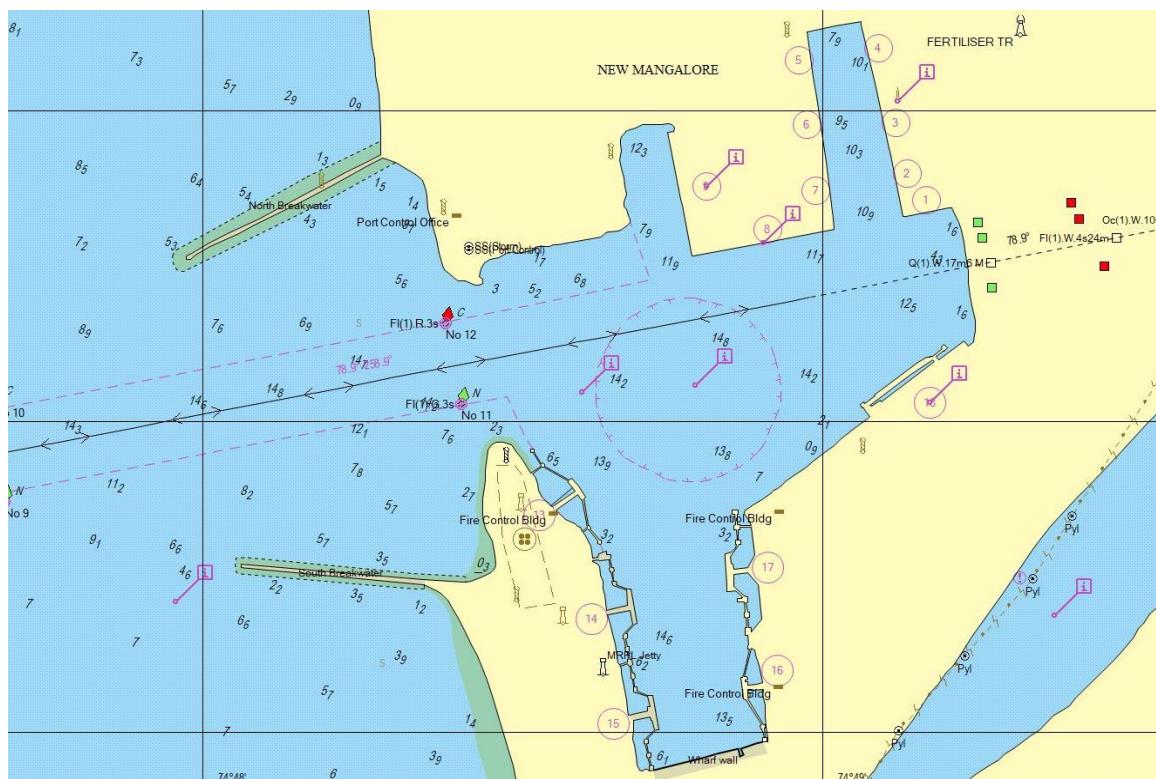
**Appendix 'J'**  
(Refers to para 1517)

**NEW MANGALORE PORT**



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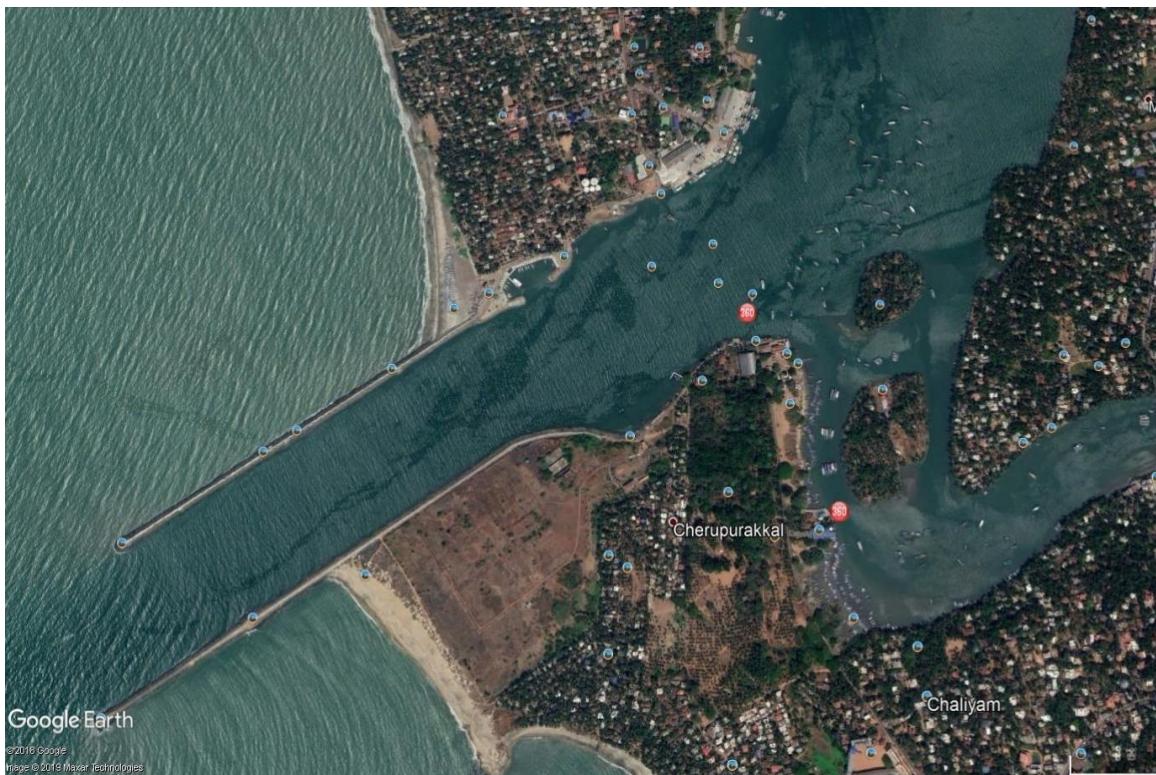
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274

**Appendix 'K'**

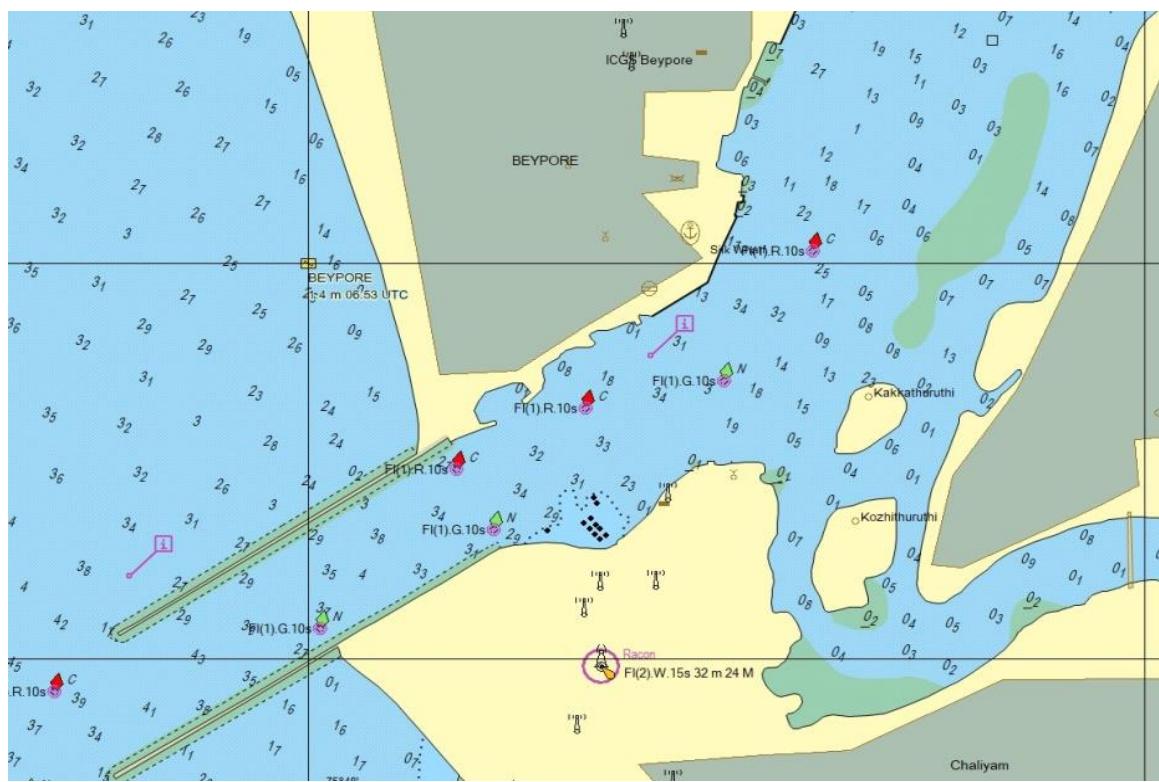
(Refers to para 1518)

**BEYPORE PORT**



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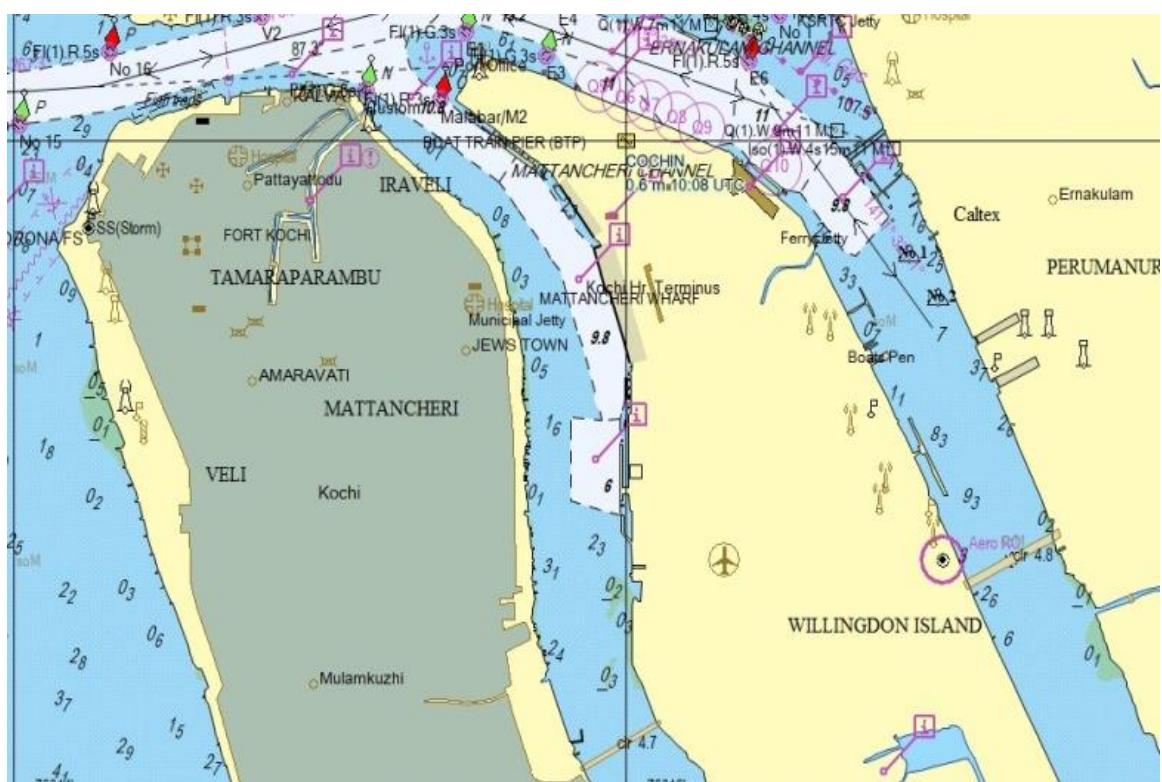
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275

**COCHIN PORT**

## **Appendix 'L'**

(Refers to para 1519)



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276

**Appendix 'M'**

(Refers to para 1520)

**VIZHINJAM PORT**



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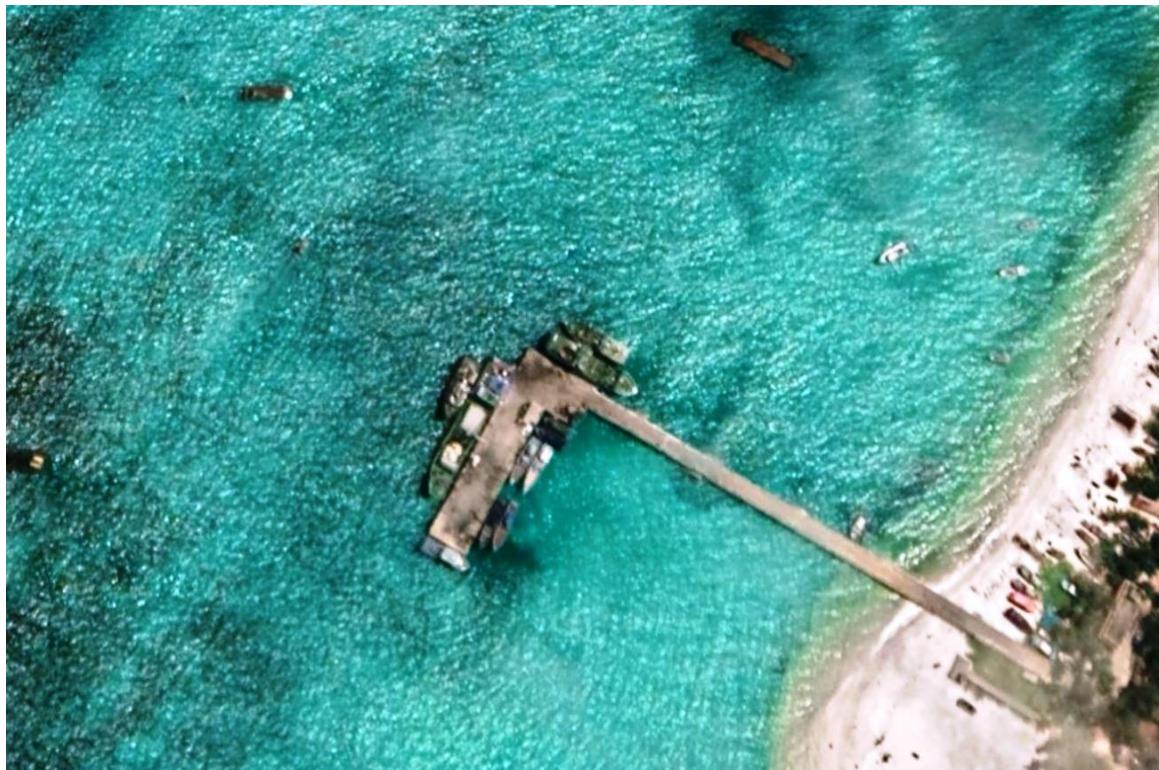
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277

**Appendix 'N'**

(Refers to para 1522)

**KAVARATTI PORT**



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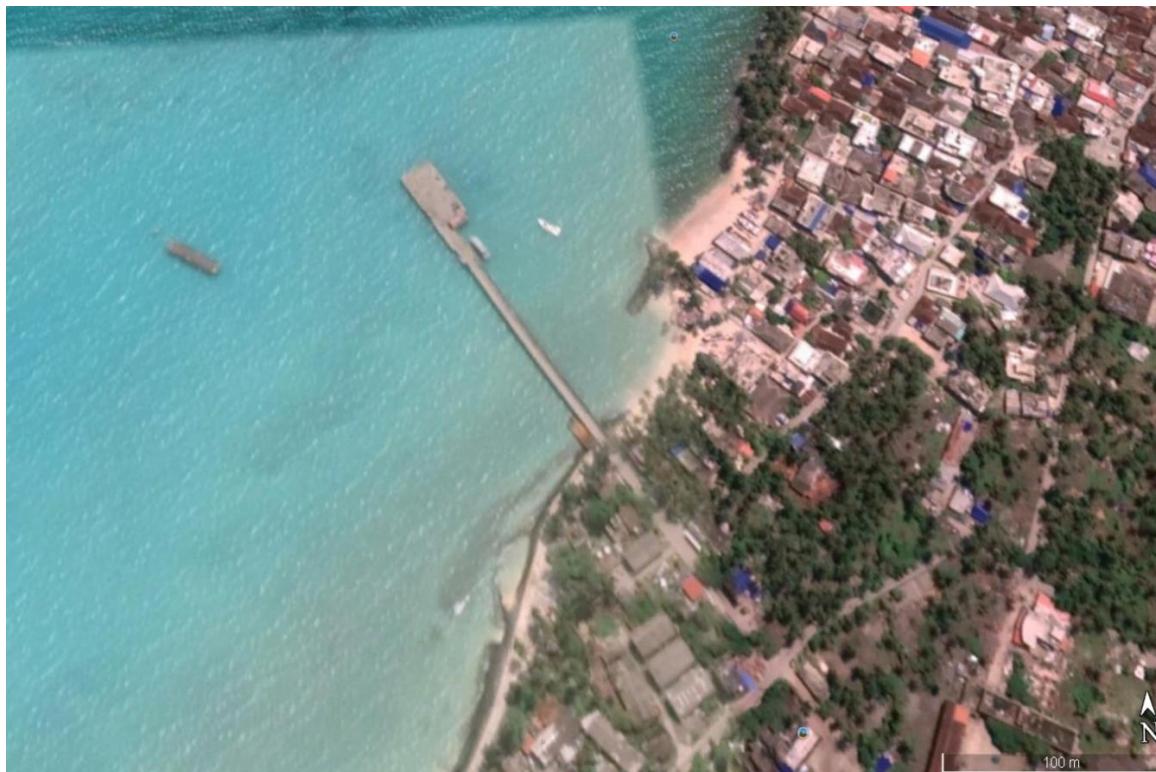
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278

**Appendix 'P'**

(Refers to para 1523)

**MINICOY PORT**



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**CHAPTER XVI**  
**SECTION I**  
**LEAVE AND TRANSFER**

**1601 Leave - Officers**

- (a) Leave to officers is sanctioned in accordance with the current regulations in force.
- (b) Leave for CoS, District Commanders, Commanding Officers of Ships, BUVIK, CGRPS (MBI), CGPRT (MBI), CGSD (MBI), CO ICGAS Daman, CO, CGAS Ratnagiri, CO 842 Sqn, OiC MRCC (MBI), CGAIS (MBI) and any other units directly under administrative control of CG RHQ (W) will be approved by COMCG (W).
- (c) Leave for Staff officers of RHQ(W) will be approved by respective CSOs and leave for CSOs will be approved by CoS.
- (d) District Commanders, Commanding Officers of Ships/Stations, Oi/Cs and CGRPS may grant leave to the officers serving under when no relief is required.

**1602 Recall From Leave**

Leave sanctioning authority may recall officers from leave to meet service exigencies.

**1603 Temporary Duty Move of Officers**

- (a) Moves of Ty duty within the region and inter region for all officers of Coast Guard Region (West) shall be approved by the COMCG(W). However approval of HQ, CGC (WS) / CGHQ is to be sought for the movement to Delhi/Noida.
- (b) The following authorities may depute officers serving under them on ty duty within their respective area of jurisdiction.

<b><u>Authority</u></b>	<b><u>Area of Jurisdiction</u></b>
COMDIS-2	State of Maharashtra
COMDIS-3	State of Karnataka
COMDIS-4	State of Kerala & Mahe

**RESTRICTED**

280

COMDIS-11	State of Goa
COMDIS-12	U/T of Lakshdweep & Minicoy Islands
CO, ICGAS Daman	Daman, DNH, Vapi, Valsad, Surat

(c) The authorities mentioned at article 1603(b) are to sanction the Ty duty moves of officers and this authority is not to be sub-delegated. The following procedure is to be adopted by them:-

(i) Prior concurrence of approving authority is to be recorded in each individual case in a register maintained for the purpose.

(ii) Genform is to be issued for each Ty duty move.

(d) Prior Ty duty approval of CG RHQ (W) and HQ, CGC (WS) as the case may be is to be obtained before deputing officers outside their respective jurisdiction.

1604 **Officers Ex Leave/Transfer - Ship Away from Base Port**

(a) If on arrival at base port ex-leave/transfer, an officer finds that his ship is away, he is to report to Base support CG unit for instructions.

(b) Depending on ship's program and instructions from the Commanding Officer, such officers will be directed to report at next port of call or will be required to await return of ship at base port. In case a ship is not likely to be at the base port on expiry of officer's leave, the Commanding Officer in exceptional circumstances may intimate the port at which the officer should report on expiry of leave.

1605  
to **Spare**  
1610

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**CHAPTER XVI**  
**SECTION II**  
**ADMINISTRATION**

**1611 Working Hours**

Working Hours to be observed in Coast Guard ships/establishments are laid down in para 3 to 4 of CGO 11/87.

**1612 Complaints or Representation / Request**

Instructions regarding submission of complaints or representation/requests by officers and enrolled personnel are contained in rules 32 to 35 of the Coast Guard (General) Rules, 1986. In addition, the procedure given in CGO 15/04 is to be strictly followed. The channel of correspondence laid down in CGO 7/99 is also to be strictly observed. Any other method of submitting complaints or representations/request and seeking redressal from Superior Authorities is strictly forbidden.

**1613 Controlling Officer**

The under mentioned authorities are declared the controlling officers in terms of Rule SR 191 for the purpose of countersigning travelling allowances/claim in respect of personnel serving under them:-

- (a) Commander, Coast Guard Region (West)
  - (b) Commanders, Coast Guard District Headquarters
  - (c) Commanding Officers, CG Ships/Station/Air Station / Air Enclave / ACV SQN
  - (d) BUVIK, CGRPS and Officer-in-Charges of Units
- TA claims in respect of the authorities at serial (b) to (d) will be countersigned by the CSO (P&A), RHQ (W) or as delegated by appropriate orders.

**1614 Safety of Personnel**

The Commanding Officers are to ensure that the ship's company is made aware of the importance to observe seamen like precautions by regular training at sea. The precautions mentioned in Para 2 of CGO 6/89 are to be highlighted to Officers and enrolled personnel.

**1615 Change of Branch**

The Commanding Officer is to exercise utmost care and restrain in recommending requests from enrolled personnel seeking change in branch/specialisation. The guidelines given in BUVIK manual and CGO 5/2010 are to be followed while considering requests.

**1616 Application for Job Outside Coast Guard**

No member of Coast Guard shall seek employment in any other Govt. department or public sector/private undertaking without obtaining prior permission and No Objection Certificate (NOC) of the Director General Indian Coast Guard in the case of Officers and the Additional Director General in the case of enrolled person. NOC will be issued by CGHQ for Officers and BUVIK for enrolled personnel. The information laid down in article 0504 of BUVIK manual is to be followed and cases to be forwarded to BUVIK in case of enrolled personnel.

**1617 Certificate of Sea Service - Enrolled Personnel**

The ships/establishments are to forward sea service extract for verification in respect of enrolled personnel. The guidelines on issue of Sea Service Extract are given in CGO 7/97. The sea service extracts are being issued to the following categories of the Enrolled Personnel.

- (a) At the time of discharge, due to retirement/premature release and discharge on compassionate grounds.
- (b) Personnel appearing in civil examinations where the requirement of sea service extract exists such as MOT etc. However, the sea service extract in these cases shall be issued only after necessary approval has been accorded by the Competent Authority to pursue such studies/examinations.

**1618 Proficiency in Swimming**

All Coast Guard Officers and enrolled personnel are required to pass the standard swimming test soon after joining the service. The Coast Guard personnel will not be removed from probation till such time they clear standard swimming test.

**1619 Permission to Pursue Higher Studies**

Guidelines for permission to pursue higher studies are contained CGO11/2006. In addition, the details given in article 0501 of Buvik manual are to be adhered to.

**1620 Discharge/Release / Retirement**

Requests for discharge / release / retirement from service along with relevant documents are required to reach CGHQ / BUVIK through Administrative Authority at least 04 months prior to date of VR / Discharge / Release for processing the case with Coast Guard Headquarters. Following documents / undertaking are required to be forwarded to CGHQ / BUVIK in duplicate along with prescribed Proforma. As per Article 0512 of BUVIK Manual-2016 the following documents are essential:-

- (a) Duly audited Service Book.
- (b) Application of the individual along with supporting documents (i.e. Medical Certificates or any other documents as required).
- (c) Undertaking to refund the cost of training.
- (d) Undertaking to repay the Govt. Loans/advance if any.
- (e) Vigilance Certificate.
- (f) Recommendation of the Commanding Officer.
- (g) Individual seeking premature release are required to mention their expected date of release from service.

**1621 Grant of Rewards**

CG personnel involved in apprehension of contraband are given reward in terms of the guideline issued by Govt. of India. The Commanding Officers of CG ships are to follow the award of star rating system prescribed in Para 3 of CGO6/92.

**1622 Commendation by Director General Indian Coast Guard/  
Coast Guard Commander (Western Sea Board) and COMCG (West)**

Recommendation for DGICG, CGC(WS) and COMCG(W) commendation are to be initiated by ships and establishments as specified in CGO12/2017:-

- (a) **DGICG Commendation** Twice a year, on Coast Guard Day (01 Feb) and Independence Day (15 Aug).
- (b) **On the Spot Commendation by DGICG** There are at times other suitable occasions / notable acts of "devotion to duty" or "gallantry" which warrant immediate recognition in the larger interest of boosting the morale of

personnel. For such acts personnel will be awarded with 'On the Spot' DGICG commendation. The discretion to award such commendation would rest with the DGICG.

(c) **ADG CG / CGC Commendations** Twice a year, on Coast Guard Day (01 Feb) and Independence Day (15 Aug).

(d) **Regional Commander Commendation** Once a year, on Coast Guard Day (01 Feb).

**1623 Presidents Tatrakshak Medal and Tatrakshak Medal**

The President has instituted 02 medals namely PTM and TM to recognize individual acts to exceptional devotion to duty or courage or conspicuous devotion to duty or courage respectively. The grounds for recommendations of PTM & TM are given in CGO 6/14.

**1624 Sainya Seva Medals and Videsh Seva Medals**

Coast Guard personnel are eligible to claim for Medals viz. Sainya Seva Medal (L& M) and Videsh Seva Medal.

(a) **Sainya Seva Medals** ICG Personnel who have rendered service at Lakshadweep & Minicoy islands for a period of one year and over are entitled to claim this medal. Unit are to forward the claim in duplicate through respective Regional Headquarters to CGHQ/BUVIK.

(b) **Videsh Seva Medal** ICG Personnel who have rendered service abroad (outside India) for more than 03 months are eligible to claim this medal. The procedure is similar to that of Sainya Seva Medal.

(c) **Op Parakram Medal** OP Parakram Medal will be awarded to :-

(i) All personnel on the effective strength of Coast Guard who were operationally deployed at sea or were part of the operational planning at various headquarters.

[during the year 2001]

[OP PARAKRAM in accordance with the President Sectt. notification No. 16-Pers/2005 dated 3 May 2005].

(ii) All Coast Guard Personnel onboard Naval, Coast Guard ships and crafts under the operational control of the Indian Navy who have completed an aggregate service of 180 days in the qualifying area or have undertaken an aggregate of five armed patrol sorties in the qualifying area.

(d) **Qualifying Area** All personnel from shops, aircraft, Coastal batteries and coastal defence forces, War watching, Naval Control of Shipping, Examination services including Coast Guard units that were deployed at sea of the Indian Ocean, Arabian Sea and the Bay of Bengal including the Andaman Sea and involved with operational activities of OP PARAKRAM. The claims for this medal are to be forwarded to CGHQ through administrative authority.

(e) **09 Years / 20 Years and 30 Years Long Service Medals** These medals are awarded to all Coast Guard Personnel, on completion of unblemished service of 09 years, 20 years and 30 years except to those who are permanently absorbed or re-employed in the Coast Guard service and in possession of such medals from their previous service. The claims for medals are to be forwarded to Bureau through administrative authority.

(f) **OP Vijay Star** It is awarded to all Coast Guard personnel who participated in the operations or remained in maritime battle zone. The minimum qualifying service shall be one day in the battle zone or one operational sortie or a total of three flying hours as a member of the crew of Naval Seva Medal will be applicable.

[during (the period of eligibility) – 01 May 99 to 31 Oct 99].

**1625 Award of Medals / Trophy / Books - Trainee**

The various categories of award of medals/trophies/prizes for Coast Guard Officers & Enrolled personnel are laid down in CGO 26/98.

**1626 Role of Commanding Officer Regarding Welfare of Ship's Company**

(a) The Commanding Officer has a very vital role to play in the management of EP. It is his duty to ensure that the officers serving under him are thoroughly conversant with all the regulations pertaining to EP. Periodic questioning of officers serving under him will ensure that the officers keep themselves abreast of all regulations as amended from time to time.

(b) Counseling plays an extremely important role in establishing a rapport between the Commanding Officer/Divisional Officer and his men. The Commanding Officer/Divisional Officer is in a position to counsel his men on a variety of subjects. Even if an Officer is himself not in position to be conversant with the nature of a problem, he will be aware of another officer within the ship or in the Command who may possess the required expertise. Counseling need not be restricted to professional matters. Some of the subjects on which EP require counseling are as follows:-

- (i) Safe driving and protection
- (ii) Family matters
- (iii) Financial Matters
- (iv) Addiction to Alcohol
- (v) Professional matters
- (vi) Hospitalisation
- (vii) Higher Education
- (viii) Career Option
- (ix) Leading Healthy Life Style

**1627 Nomination**

(a) Nominations are important documents for claiming various types of benefits. In the absence of valid nominations, the widow/NOK has to submit various types of affidavits and other legal documents for claiming benefits resulting in avoidable delays in payment. The Commanding Officers are required to apprise all personnel that:-

- (i) The nominations made prior to marriage become invalid on acquiring of family (i.e. after getting married).
- (ii) The legally wedded spouse is the legal heir for all benefits and is the prime beneficiary.
- (iii) The name of spouse cannot be deleted from the family.
- (iv) The name of wife should appear as first serial in all types of nominations.
- (v) The definition of "Family Members" differs for the purpose of different types of benefits.
- (vi) The mother (Hindu) is the legal guardian of the minor child/children. Therefore, in cases where any nomination has been made in favour of minor child/children, the benefits are payable to the mother of the child/children only.
- (vii) The marriage declaration forwarded to the BUVIK should be accompanied by fresh nominations in the name of wife alongwith Marriage Registration Certificate.
- (viii) The details of family members (for Family Pension) and the nominations for NGIS, DCRG, GPF should be forwarded in duplicate to the CGHQ/BUVIK.

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287

(b) Various nominations for different types of benefits are required to be submitted by every individual on entry into the service and subsequently on change of marital status/family members. Various forms have been prescribed for different types of nominations and therefore the nominations are to be made strictly in the prescribed form in accordance with BUVIK Manual 2016.

1628 **Entertainment of Guests on Board Ships**

Entertainment of guest on board ship is to be restricted to the minimum. The Commanding Officer of the ship is to ensure that a Guest Book is maintained. The guest book shall be inspected by the Commanding Officer at least fortnightly.

1629

to **Spare**

1630

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288

**CHAPTER XVI**  
**SECTION III**  
**CORRESPONDENCE**

1631 **Common Service Writing**

The convenient and forms of common service writing as laid down in Joint Services Staff Duties Manual Vol-I/INBR 240(1)/73 and amplified in CGO 28/85 are to be strictly followed in service correspondence.

1632 **Signature on Correspondence**

All official correspondence of important nature originating from the ships/establishment is to be signed by the Senior Officer or Commanding Officer concerned himself. During the temporary absence the officer officiating may sign 'for' letters. The Senior Officer or Commanding Officer may however, at his discretion authorise any officer to sign on his behalf, letters of a routine nature connected with the ship or establishment.

1633 **Channel of Correspondence**

The following orders are issued pertaining to channels of correspondence and will govern the addressing and routine of letters from the ships and establishments.

- (a) **Policy Matters** Matters involving policy or of controversial nature are to be taken up with this Headquarters through proper channel. A copy of such letter should not be addressed to an outside authority. This will also apply to the addressing of signals.
- (b) **Routine Matters** Matters of routine and minor nature may be dealt with directly by ships and establishments with RHQ (W) and other authorities concerned.
- (c) **Periodical Returns** The Senior Officer must see all reports and periodical returns of ships of his region affecting ship's activities, complement, state of material, etc., and other returns which require scrutiny by his staff.
- (d) **Correspondence with Coast Guard Headquarters** Ships and establishments are to address the correspondence to their respective senior formation who in turn may forward such correspondence to RHQ (W). RHQ (West) in turn, will take such action as necessary and may forward the correspondence to CGHQ/HQ, CGC(WS) with comments and recommendations. Commanding Officer

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of ships and establishments may correspond directly with CGHQ when specially ordered to do so by this Headquarters or as directed by CGHQ in case of urgency, where, the delay involved in submitting a letter through normal channel would be unacceptable. He may address the letter directly to CGHQ, endorsing a copy to this Headquarters. The reason for adopting this course should either be apparent or explained in the letter.

**1634 Action on Letters Originated by CGHQ**

(a) Whenever copies of letters are endorsed to subordinate authorities, they are to progress action as necessary without waiting for further instructions from this Headquarters. Action pertaining to operational matters or executive action (i.e. movement or sailing of ship) is however to be taken only on instruction from this Headquarters.

(b) **Circular /Letter** In case of circular /letters, originating from CGHQ, eliciting the views of the Senior Officer, replies are to be sent to CGHQ through normal administrative channel unless specifically directed otherwise in the letter itself.

**1635 Action on Letter Originated by RHQ (W)**

Correspondence, on which RHQ (W) considers that the Senior Officer should take action, will be addressed to them. All other letters will be addressed to the Commanding Officers of the ships and establishments with a copy to the Senior Officer concerned. The Commanding Officers, however, should route all their replies through their respective Senior Officers, except for those correspondence on routine matters such as counter signature on bills, injury report, loan applications which will be corresponded directly between CGRHQ (W) and the ships.

**1636 Copies of Letters and Reports**

Commanding Officers are to ensure that sufficient copies of letters and reports are forwarded. Authorities originating letters and reports should forward sufficient copies so that a copy can be detached by each intervening authority and the required number of copies reaches the final authority.

**Anonymous Communications**

Anonymous letters do not hold any sanctity for initiating inquiry/actions in accordance with extant rules. Invariably any complaint/allegation forwarded directly to authorities outside ICG are referred back to suitable authorities for disposal. No official enquiries would commence based on any anonymous

**RESTRICTED**

290

letter. The discontentment arising thereof amongst personnel can be addressed to a large extent with discussions across chain of command. It is especially incumbent upon seniors to educate juniors regarding intricacies inherent in issues of promotions, appointments and career progressions. [District Commanders, Commanding Officers of the units are, therefore, requested to address this growing menace through leadership nodes at various levels. These issues need to be continuously and openly discussed during address to Officers/Darbar/Grievance meetings of civilian employees to drive home the point.]

1637

**toSpare**

1640

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**RESTRICTED**

291

**CHAPTER XVI**  
**SECTION IV**  
**REPORTS AND RETURNS**

**1641 Periodical Reports and Returns**

All returns as promulgated from time to time which are required to be rendered to the administrative authority are to be forwarded to Regional Headquarters. All ships based under the administrative authority of District Commander are to forward reports and returns only to respective DHQs.

**1642 Schedule of Returns**

Schedule of Returns is promulgated vide CGO 17/02. Regional Headquarters will promulgate the schedule of returns from time to time. DHQs are to promulgate the schedule of returns for the ships/stations based under them.

**1643 Confidential Reports**

The guidelines regarding rendition of reports and channels for initiation of confidential reports as laid down in Coast Guard Order 11/2017 and are to be strictly complied with Confidential Reports of Officer are to reach this Headquarters within 10 days of the report becoming due. The guidelines regarding rendition of confidential reports and channels for initiation of CR laid down in Coast Guard Orders 09/2011.

**1644 Morale and Security Report**

The Morale and Security report in respect of Western Region for the half-year ending 31 May and 30 Nov is to reach CGHQ by 30 Jun and 31 Dec respectively. The report is to be rendered in accordance with CCGO01/89.

1645

**to Spare**

1650

**RESTRICTED**

**RESTRICTED**

292

**CHAPTER XVI**  
**SECTION V**  
**SERVICE BOOKS**

**1651 Care and Custody of Service Books**

Service book of Enrolled personnel is an important official document. The Commanding Officer is to nominate an officer for care and safe custody of the document.

**1652 Receipt of Service Book from Units / Training Establishments**

The actions to be initiated on receipt of the service book from Unit/Training establishment are given in Article 0725 of chapter 07 in BUVIK Manual.

**1653 Action to be initiated on Transfer of Enrolled Personnel**

All actions are to be initiated as per article 0726 of Chapter 07 in BUVIK Manual. Action pertaining to initiation of ACR on transfer as applicable is to be taken well in advance.

**1654 Reconstruction of Service Book**

The occasions for reconstruction of Service Book are as follows. The guidelines for the same are given in article 0727 of Chapter 7 in BUVIK Manual.

- (a) Loss of Service Book.
- (b) Defaced Service Book.
- (c) Partially Defaced Service Book.
- (d) Issue of Second Service Book.

1655  
to Spare  
1660

**RESTRICTED**

**RESTRICTED**

293

**CHAPTER XVI**  
**SECTION VI**  
**BRs AND PUBLICATIONS**

**1661 Books of Reference**

Publications with security Classification "Restricted" and below distributed by CGHQ are designated as Books of Reference (BR). The list of BR authorised for use in the Coast Guard is as per Appendix 'A' & 'B' of CGO05/94.

**1662 Publications**

The term publication denotes various priced publication from civil sources such as the Central Civil Services Rules, Pension Rules, Leave Rules, etc. The list of publications which are considered essential for the day to day administration of the service areas per Appendix 'C' to CGO05/94.

**1663 Central Accounting Authority**

Coast Guard Headquarters is the Central Accounting Authority for all BRs/Publications listed in Appendix 'A' & 'B' and responsible for procurement, stocking and issue to users as per scale laid in Appendix 'A' & 'B' to CGO 05/94. Publications mentioned in Appendix 'C' to CGO 05/94, may be procured under own powers.

**1664 Accounting by Ship / Units**

The Commanding Officer is responsible for accounting and safe custody of all BR's and publications received/procured. An officer or a Subordinate Officer may be nominated as Officer-in-Charge BR's and Publications who is to ensure safe custody, muster and updating etc., of the BR's publication register which will be a auditable document by the audit authorities. Each BR/Publications should be taken on charge on a separate page indicating the source of supply, date of purchase/receipt and the price.

**1665 Occasions for Mustering**

BRs and Publications are to be mustered on the following occasions:-

- (a) Quarter on 31 Mar, 30 Jun, 30 Sep, 31 Dec by a Board of officers appointed by the Commanding Officer.
- (b) On change of BR Officer, the BRs are to be mustered jointly by the outgoing and incoming officers.

**RESTRICTED**

**RESTRICTED**

294

(c) Surprise muster may be carried out by the Commanding Officer /Administrative authority.

1666 **Losses**

Any loss or damage to BRs and Publications is to be investigated immediately by the Commanding Officer. Appropriate action is thereafter to be taken to regularize the loss. All cases of serious nature are to be reported to the Administrative Authority and CGHQ.

1667

**toSpare**

1670

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**CHAPTER XVI**  
**SECTION VII**  
**CIVILIAN PERSONNEL**

1671 **General** The two main categories of civilian personnel in the Coast Guard are as under:-

- (a) **Ministerial** SCSO, CSO, PPS, SO, Assistants, PA, Stenographers, UDCs, LDCs and MTS.
- (b) **Non-Industrial** Foreman Electrical/Mechanical/Hull, Drawing Office Staff, MT Drivers, Hindi cadre, Mazdoor, Packer, Boat crew etc.

1672 **Groups**

- (a) Group 'A'- SCSO,CSO, PPS,CSO(Log), AD(OL), TO (Technical Officers)
- (b) Group 'B' (Gazetted) - Section Officer, CGO(Log), PS, F/M(Tech)
- (c) Group 'B' (Non Gazetted) - Assistant., Foreman of Store, MTD (SplGd), SHT, JHT,PA Chargeman.
- (d) Group "C"- UDC,LDC,SK-I & II, Stenographer, Draughtsman-III, Fireman, Engine Driver, Sarang Lascar, Lascar 1<sup>st</sup> Class, Painter, Spray Painter, Carpenter, Rigger, MTS, Forklift Operator, Mechanical Fireman, MT Fitter, MT Cleaner, Welder, Turner, Sheet Metal Worker Gestetner Operator, CMTD, Sheet Fitter, MT(Mech), Electrician, Fire Supervisor and Dispatch Clerk.

1673 **Appointing Authority**

**DGICG** is the appointing authority for Group 'A' and 'B' posts and **COMCG(W)** is the appointing authority for all group 'C' post in Western Region.

- (a) **Recruitment Rules** The Recruitment Rules of various categories are promulgated by CGHQ as per statutory rules and orders issued by the government from time to time.

(b) **Sources of Recruitment**

(i) **Direct**

- (aa) Staff Selection Commission in respect of clerks grade (LDC & Assistant) and Stenographers, Hindi Translator.

- (ab) Multi tasking staff (Peon, Daftry, Gestetner Operator, Labour, Safaiwala, Mali, Chowkidar) by direct recruitment under Commander Coast Guard Region(West).
- (ac) Employment Exchange for others.

(ii) **Deputation/Promotion** In case of non availability of eligible candidate for promotion, the post is filled on the basis of certain percentage of post of foreman of store are recruited from Central Govt. Officers on deputation basis apart from promotional basis.

**1674 Promotions**

Promotion(s) of all regular employees is/are centrally controlled by CGHQ.

**1675 Transfers**

- (a) As per directive from CGHQ, the transfer policy vested to COMCG (W) with the power to transfer civilian staff (Group 'C') within the region. The transfer in respect of Group 'A' and 'B' (Gazetted) is done by CGHQ.
- (b) All transfers involving inter region are to be referred to CGHQ for being Competent Authority.
- (c) All transfers involving intra region are to be considered by Regional Commander being Competent Authority.

**1676 Service Documents**

(a) **Service Book** A Service Book on MSO (T)-27 is to be maintained for every regular Civilian employee of the Coast Guard. This book is to be preserved for 35 years after retirement.

(b) **Accompanying Documents** The following are some of the important documents are to be filled and kept with the Service Book:-

- (i) Oath of allegiance
- (ii) GPF nomination
- (iii) Nomination for CGEIS
- (iv) Declaration of home town.
- (v) Declaration of Marriage.
- (vi) Family particulars.
- (vii) Nomination of family pension/gratuity, etc.
- (viii) Next of kin particulars.

**1677 Discipline**

Detailed rules regarding the conduct of civilians in Government service are contained in CCS (Conduct) Rules, 1964. For breach of any provision in the Conduct rules, an employee is liable for disciplinary action under the Central Civil Service (Classification, Control and Appeal) Rules, 1965.

**1678 APAR**

APAR in respect of all civilian personnel belonging to Group 'C' employees of Western Region is maintained/retained at RHQ(W). The APAR in respect of Group 'A' and 'B' is maintained/retained at CGHQ.

**Time Schedule for preparation/Completion of APARs**

- (a) Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable) - 15<sup>th</sup> April.
- (b) Submission of report by Reporting officer to Reviewing Officer - 30<sup>th</sup> Jun.
- (c) Report to be completed by Reviewing Officer, contents of the same to be communicated to the Ratee and then to be sent to the Administration or CR Section/Cell - 31<sup>st</sup> July.

**1679 Training for Civilian Personnel**

In accordance with existing RR's, Assistant, Lascar-1<sup>st</sup> Class and Store Cadre personnel i.e. CSO(Log), CGO(Log), Foreman of Store, SK-I, SK-II are to undergo Course/Training as laid down in RR's for considering promotion to next higher rank at ISTM, New Delhi or any Govt. recognized Institutes.

**1680 Discharge/Release / Retirement**

Centralized Pension Processing Cell (CP) was established at Bureau of Naviks to process Pensionary awards of Civilian Personnel of Indian Coast Guard. Accordingly following documents are to be forwarded to Buvik for initiating process of pension claims.

- (a) Duly audited Service Book.
- (b) Duly filled pension forms
- (c) Undertaking to refund the cost of training.

**RESTRICTED**

298

- (d) Undertaking to repay the Govt. Loans/advance if any.
- (e) Vigilance Certificate.
- (f) NDC for Govt. Accommodation/Govt. dues.

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**CHAPTER XVI**  
**SECTION VIII**

**IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY**

**1681 Introduction**

India is a nation with diverse culture and languages. To unite the nation into a functional unit, Hindi has got an important role to play. With the adoption of the Constitution on 26<sup>th</sup> January, 1950, Hindi became the Official Language of the Union of India, according to article 343 of the Constitution. RHQ (W) is in Region 'B' (as defined in the official Language Act1963).

**1682 Hindi Staff**

Staff Officer (Hindi) and Hindi Translator look after implementation of Official Language policy and deal with Hindi mail. Staff Officer (Hindi) supervises the work of the Hindi Translator.

**1683 Hindi Committee (Official Language Implementations Committee)**

Hindi Committee meets every quarter to discuss progress made in official language implementations. The Committee comprises:-

(a)	COMCG(WEST)	-	Chairman
(b)	CoS	-	Member
(c)	COMDIS-2	-	Member
(d)	CSO(P&A)	-	Member
(e)	All Heads of Departments	-	Members
(f)	SO(Hindi)	-	Member Secretary

**1684 Training**

As per the requirement of rules and provisions of official language, individuals from sections are sent for training in Hindi at Hindi Teaching Scheme, Department of Official Language of Ministry of Home Affairs.

**1685 Reports**

Reports are submitted to CGHQ every quarter/year about the progress made in implementations of Official Language. Every quarter target is fixed to increase correspondence in Hindi.

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300

**1686 Hindi Library**

A Library which has books of general interest, good Hindi – English and English - Hindi dictionaries and reference literature are to be maintained by the Staff Officer (Hindi).

**1687 Hindi Workshop**

Hindi Workshop is organized in every quarter. Hindi officials from Hindi Teaching Scheme, Department of Official Language of Ministry of Home Affairs, are generally requested to deliver lectures on subjects of importance in Hindi.

**1688 Hindi Day/Hindi Week**

In accordance with the guidelines issued by the Department of official language, Hindi Day/Hindi Week is being celebrated every year on 14 September. On this occasion competitions are held in Hindi Writing, Hindi Essay, Speech, Noting and Drafting etc., 1<sup>st</sup>, 2<sup>nd</sup>,3<sup>rd</sup> and Consolation Prizes are distributed to the winners to inculcate interest in Hindi.

1689

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1690

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**CHAPTER XVII**  
**LAW AND DISCIPLINE**  
**SECTION I - INTRODUCTION**

1701 **Introduction**

The primary object of the Coast Guard Act, 1978 and the Coast Guard (Discipline) Rules, 1983 (hereinafter referred to as the 'Act' and the 'Rules' respectively) is to condition the rights and duties of the members of the service to achieve a high standard of discipline amongst them. It is the duty of every member of the Coast Guard to familiarise himself with the provisions of the 'Act', the 'Rules', Orders etc., issued and to conform to the established customs and practices of the Coast Guard. Ignorance of law is no excuse. The standard of discipline in the Coast Guard will mainly depend upon the extent of knowledge and its application by the Commanding Officers, Executive/Divisional Officers and other members of the service. It is essential for the Commanding Officers to fully familiarise themselves with the procedure for investigation and trial under the 'Act' and the 'Rules', especially for award of minor punishments to EPs under Section 57 of the 'Act'.

1702  
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1705

**CHAPTER XVII**  
**SECTION II**  
**INVESTIGATION AND PUNISHMENTS**

**1706 Informal Investigation**

Informal Investigation includes verbal inquiries from the concerned witnesses and/or examination of relevant documents etc. The informal investigation is conducted for reducing the allegations into writing on an 'Offence Report', as per Appendix IIIA to the 'Rules'.

**1707 Formal Investigation**

- (a) The detailed procedure for the formal investigation is given in the Rule 18 to 25 of the 'Rules'. CGO 02/93 and CGO 05/2006 be also referred for compliance.
- (b) The graphic description of investigation and summary disposal of a disciplinary case under the 'Act' is given at Appendix – E to CGO 2/93.
- (c) Some of the common lapses which occur during investigation of disciplinary cases given in Appendix-D to CGO 2/93, should be carefully studied and their occurrences avoided.
- (d) The guidelines for investigating some of the important offences given in paras 28 to 31 of CGO 2/93 should also be complied with.

**1708 Record of Evidence (ROE)**

- (a) In order to reduce the evidence into writing the Commanding Officer can order for the preparation of Record of Evidence (ROE) under Rule 23 of the 'Rules'.
- (b) The method of preparation of ROE is given in paras 13 to 18 of CGO 2/93. The specimen form for the preparation of the ROE is given in Appendix 'A' to CGO 14/89 as amended vide CGO 16/94

**1709 Abstract of Evidence (AOE)**

- (a) In order to reduce evidence into writing, the Commanding Officer can alternatively order for the preparation of AOE under rule 24 of the 'Coast Guard (Discipline) Rules, 1983.
- (b) The method of preparation of AOE is given in paras 21 to 24 of CGO 2/93.

1710 **ROE / AOE Procedure**

- (a) The ROE/AOE must be completed preferably within 15 days from the date of the order for ROE/AOE. The reason for the delay, if any, in the completion of the ROE/AOE is to be communicated to Commanding Officer who have given order for conducting the ROE, if not done by Commanding officer himself.
- (b) An accused or a witness required for the formal investigation or the ROE or the AOE will not be sent on leave of any kind, temporary duty or course, without the prior approval of the Regional Commander.

1711 **Arrest**

- (a) The provisions of Sections 59 to 63 of the 'Act' and the Rules 5 to 13 of the Rules are to be strictly compiled with.
- (b) The Commanding Officer shall take care that persons under his command are not detained in custody for more than 48 hours without the charge being investigated.
- (c) The Commanding Officer is responsible for safe custody of every offender or arrested person placed in the Coast Guard custody in his ship or station.
- (d) The arrest may be open or close according to the circumstances of each case. The Commanding Officer shall issue necessary orders for carrying out guard or sentry duties of Coast Guard personnel in Coast Guard custody.
- (e) The 'Delay Report' under Rule 14 read with Appendix I of the 'Rules' as substituted vide SRO 33 dated 09 May 2005 shall be submitted to all the concerned authorities by due date.

1712 **Framing of Charges**

- (a) The offence shall be stated in the words of the 'Act' and if a 'Civil Offence' in such words as should sufficiently describe the offence.
- (b) **One Offence - One Charge** Each charge must disclose a single complete offence thus avoiding duplicity. For example, the offence of returning late from leave in a drunken state, contains the element of two offences, drunkenness and absence over leave, and therefore, two separate charges must be preferred.
- (c) **Major Offences Only** In preparing charges, it is desirable that they

should not be multiplied, that is, a series of acts constituting a single offence should not be made subject matter of separate charges. It is sufficient to frame charges based on the main offence(s), omitting minor offences. However, if an offender has committed a serious offence and is also absent without leave, he should also be charged separately with absence without leave/overstayed of leave, as the case may be, even though the period of absence may have been of a short duration, so that the mandatory punishment of mulcts of pay and allowances and stoppage of leave can be imposed.

(i) **Sufficient Details.** In order to avoid vagueness in the charge, sufficient details should always be included in the particulars of the charge to enable the accused to know exactly what he is charged with, so that he can prepare his defence according to the occasions and the events indicated in the charge.

(ii) **Place, Date and Time of the Offence** The place, actual date and time of the offence should be stated as far as possible. If the actual date is not certain, the charge may be laid as **on a day between two limiting dates**, taking care to keep the limits as close together as the evidence admits.

(d) **Loss of Government Property** For the charge of loss of government property, such as Identity Cards, Pay Books, stores etc., to constitute an offence, it is necessary that the words 'the property of the Government' is included in the charge. As far as possible the time, date and place where such losses are reported to have occurred should also be stated in the charges.

(e) Specimen charges and the format of Charge Sheet are given in CGO 30/92.

#### 1713 **Summary Punishments**

(a) All officers awarding summary punishment shall enter their rank and designation under column 6 of the Offence Report (Appendix IIIA to the Rules).

(b) The orders on award of punishment under section 57 of the 'Act' as given in CGO 23/02 read with CGO 01/06 are to be strictly complied with. The Commanding Officers of the rank of Asst Comdt can award punishments under Section 57(h), (i), (j) and (k) of the 'Act' of their own accord.

(c) The Commanding Officers of the rank of Asst Comdt are however required to seek the approval of the COMCG(W) before awarding punishments under section 57 (c),(e) to (g). While seeking the approval on

the offence report, ROE/AOE if any, or gist of evidence and the defence of the accused is required to be forwarded as per Para 6(a)(ii) of CGO 23/02.

(d) It should be remembered that for award of punishment of Deprivation of Good Conduct Badge(s) in the case of subordinate officers, a formal Punishment Approval Form is not required to be submitted for approval. However, the offence report, gist of evidence and the defence of the accused are to be forwarded to RHQ(W) for the approval of COMCG. In this regard Para 5(b) of CGO 23/02 refers.

(e) The guidelines for award of minor punishments are given at Appendix-D to CGO 23/2002.

(f) Procedure for sending Coast Guard offenders to undergo the punishment of detention in Naval Detention Quarters given in CGO 15/99 is to be complied with. The essential documents which are required to be forwarded to INS Kunjali while sending offenders for execution of punishments of Detention Quarters are mentioned in para 4 of CGO15/99.

**1714 Restriction on Summary Punishment**

(a) The charges, which cannot be dealt with summarily by the Commanding Officers, have been given in Rule 22 of the 'Rules' and para 3 of CGO 23/02.

(b) The Commanding Officers are also debarred from dealing with the case summarily in case of insubordination to the Commanding Officer, disobedience to his personal orders etc, in view of Rule 21 of the 'Rules'. In such cases, the matter be referred to RHQ (W) for attachment of the accused to another ship/station.

**1715 Mulcts of Pay and Allowances**

The Rules regarding award of mulcts of pay and allowances for improper absence are laid down in Rules 31 to 32 of the 'Rules' and is to be complied with. Discretionary power to reduce mulcts is to be exercised only when there are mitigating circumstances justifying exceptional treatment. Such power should not be exercised as a matter of course in normal cases. It is mandatory to award punishment of mulcts of pay and allowances and stoppage of leave to an offender convicted on a charge of improper absence. The provision of Rule 32(3) of the Rules be taken note of, which stipulates that where mulcts of pay & allowance are awarded for absence without leave, the period shall be treated as regularised for all purposes. Para 4(f) of CGO 23/02 is to be followed while awarding punishment of mulcts of pay and allowances for offences of improper absence.

**1716 Punishment Approval Form (PAF)**

The punishments under section 57(a) to (d) of the 'Act' namely, imprisonment for a period not exceeding 3 months; Dismissal from the Coast Guard; Detention in Coast Guard custody for a period not exceeding 3 months; Reduction to the ranks or to a lower rank in the case of Enrolled Personnel, requires the approval of the officers specified in Rule 28(a) and (b) of the 'Rules' read with para 5 of CGO 23/02. Keeping in view the nature of the punishments, it is necessary that the PAF is prepared with utmost care, in accordance with the 'Rules' and orders on the subject. Attention of the Commanding Officer is also drawn to Rule 28(g) to (l) of the 'Rules'.

**1717 Forwarding of Summary Trial Documents in Respect of EP to O/i C BUVIK**

The proceeding of every summary trial shall, after promulgation, be forwarded to the officer-in-charge, Bureau of Naviks who shall preserve those documents for a period of not less than seven years as stipulated in Rule 120(2) of the 'Rules'.

**1718 Award of Punishments to Naval Sailors on Deputation to Coast Guard**

The senior most Executive Officer of Indian Navy can on deputation to the command of the naval sailors on detached service and exercise all the powers of the Commanding Officer. However, if naval sailors on deputation to the Coast Guard are billeted together with other naval sailors in a naval establishment, the Commanding Officer of such establishment will exercise command over sailors on deputation. Where a serious offence has been committed by Naval sailors meriting a punishment by a warrant which cannot be approved by officer exercising powers of the Commanding Officer, the punishment warrant shall be forwarded to Naval Administrative Authority concerned for approval or for further action specified under Regulation 15 of Regulations for the Navy Part II, under intimation to RHQ (W). In this connection NHQ letter DL/1478/7 dated 21 Aug 1978 circulated under RHQ(W) letter CGR-W/Law/1052/Policy dated 08 Aug 1986 is relevant.

**1719 Coast Guard Court**

The Coast Guard Orders on procedure, ceremonials and award of sentence by Coast Guard Court as per CGO 3/96,08/04 and 17/88, respectively, be referred for compliance. When convening of Coast Guard Court for trial of an offender is considered necessary, the Commanding officer shall initiate action for the same in consultation with RLO.

**1720 Claiming of Offenders for Trial by Coast Guard Court**

In case a member of the Coast Guard is involved in a civil offence triable by a Criminal Court as well as Coast Guard Court, the Commanding Officer of the accused shall forward the case to RHQ(W) along with his recommendation as to whether it is a fit case for claiming the accused for trial by a Coast Guard Court. CGO 03/12 stipulates guidelines for considering taking over of the case for trial by Coast Guard Court and is to be adhered to.

**1721 Suspension from Service**

- (a) A person subject to the Coast Guard Act may be placed under suspension, at the discretion of the Appointing Authority under the circumstances as mentioned in Rule 15A (1) & (2) of the 'Rules'.
- (b) When a person remains under suspension for more than ninety days, a report, giving reason for the delay in the finalisation of his case, shall be submitted by the Commanding Officer of the accused to this Headquarters for onward submission to the Director General. Subsequent reports shall be submitted every month till the case is finalised or the order of the suspension is revoked, whichever is earlier as per Rule 15(A) (5) of the 'Rules'.

**1722 Civil Court Cases Against Coast Guard**

The procedure for dealing with court cases against Coast Guard has been given in CGO 04/11 and the same be compiled with. The Commanding Officer shall take action in accordance with various Appendices of CGO 04/11.

**1723 Quarterly Discipline Return of Coast Guard Personnel**

- (a) The quarterly Discipline Return of minor punishments awarded by the Commanding officer are to be forwarded by Coast Guard Ships/Station to RHQ(W) as per Appendix 'H' to CGO 17/02 by 10<sup>th</sup> of Apr, Jul, Oct and Dec.
- (b) All the Offence Reports prepared during the quarter alongwith the tabulated details of cases should be forwarded with the return.
- (c) The forwarding letter of the return should also give the following details:-
  - (i) Total no. of CG personnel punished during the quarter.
  - (ii) Total no. of Naval personnel punished during the quarter.

**1724 Punishment Return for Naval Sailors**

The Quarterly Punishment Return of Naval sailors on deputation to the Coast Guard along with daily record of offences be submitted to the concerned naval Establishment on whose books the sailors are borne additional by 5<sup>th</sup> of Jan, Apr, Jul and Oct of each quarter under intimation to RHQ(W). CGHQ letter LW/0552 dated 06 Nov 85 circulated under RHQ(W) letter CGRW/Law/1052/Policy dated 18 Jul 86 is also relevant.

**1725 Quarterly Traffic Accidents and Other Civil Court Cases Return**

In case of damage to or loss of Government transport or damage to private persons or property in respect of which there is likely to be a claim against the Central Government or the Coast Guard as per Rule 40 of the Coast Guard (General), Rules 1986, the matter is to be reported to RHQ(W) immediately by signal followed by a detailed report to enable RHQ(W) to convene Bol. In this regard orders contain in CGO 27/02 are also to be complied with. The quarterly return of traffic accidents cases and other civil court case of Stations / Establishments pertaining to Coast Guard are to be forwarded for the Quarter ending Mar, Jun, Sep and Dec, so as to reach this Headquarters by 10<sup>th</sup> of Apr, Jul, Oct and Jan as per format prescribed in serial (b) of Appendix 'H' to CGO 17/02.

**1726 Summary Punishment of Officers Below the Rank of Commandant**

(a) An officer below the rank of Commandant who is charged with an offence under the 'Act', may, in the prescribed manner, be proceeded against and awarded with one or more of the punishments enumerated in Section 57A.

(b) The manner in which the aforesaid summary trial of an officer below the rank of Commandant is to be conducted is provided in Rule 44A of the 'Rules', and as per the applicable form given at Appendix IVA thereof.

(c) Whenever such an officer is remanded for disposal of a charge against him by an authority empowered to deal summarily under Section 57A, the Commanding Officer will ensure that:-

(i) A copy of each of the Record of Evidence and the Charge sheet has been delivered to the accused Officer as soon as practicable, but in any case not less than twenty four hours before the summary trial.

(ii) Written consent of the accused Officer as to whether he wishes to either dispense with or requires the attendance of the witnesses during his summary trial is to be forwarded to the authority empowered to deal summarily under Section 57A.

1727 **Other Coast Guard Orders**

The list of Coast Guard Orders on the subject of discipline and other related subjects issued till 2019 is reproduced for reference:-

CGO 29/85	Investigation of Offences and specimen charges
CGO 17/88	Coast Guard Courts – Guide to the award of Sentences
CGO 16/89	Discipline Enrolled Persons
CGO 11/90	Officers authorised to sign and to verify plaints or written statements in suits by or against the Central Govt.
CGO 04/92	Boards of Inquiry-Procedure
CGO 30/92	Charges and Charge Sheet
CGO 14/89, CGO 16/94	Record of Evidence : Specimen Form and hints for its preparation
CGO 4/92, CGO 10/95 CGHQ letter No LW/0775 dt 25 May 12	Board of Inquiry
CGO 12/96	The Public Premises (Eviction of Unauthorised Occupants) Act, 1971
CGO 15/99	Procedure for sending Coast Guard offenders to undergo the punishment of detention in naval detention quarters
CGO 06/02	Attachment of a member of the Coast Guard to a ship or establishment for disciplinary purpose
CGO 27/02	Claim for compensation - Account of Traffic Accidents
CGO 36/02	Award of censure to Officers
CGO 06/03	Plural Marriage
CGO 15/04	Complaints or Representations/ Requests
CGO 03/05	Guidelines to decide the attributably or otherwise to service in cases of death / disablements due to injury
CGO 01/06, CGO 23/02	Summary Punishments
CGO 05/06, CGO 02/93	Hearing of charge by Commanding Officer.
CGO 11/07	Marriage of Coast Guard personnel with Foreign National
CGO 06/09	Procedure for trial of a person ceasing to be

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310

	subject to the Coast Guard Act, 1978
CGO 09/09	General Orders – Discipline
CGO 11/09	Private Debts of the Coast Guard Personnel
CGO 02/11	Test Identification Parade
CGO 04/11	Procedure for dealing with Court Cases against the Coast Guard
CGO 05/11	Dealing with cases of sexual harassment at work place
CGO 8/11	Appearance for giving evidence before Public Inquiry Committees
CGO 10/11	Discipline – Matrimonial Affairs
CGO 02/12	Delegation of Powers to Coast Guard Personnel under various Acts
CGO 03/12	Guidelines for taking over cases involving civil offences
CGO 07/12	Payment of Maintenance Allowance to wife and children under the Coast Guard Act, 1978
CGO 04/14	Coast Guard arrest and close custody
CGO 08/14	Private Debts of Coast Guard personnel
CGO 06/18	Coast Guard Identity Cards
CGO 1/19	Desertion and absent without leave

1728 The important policy letters are as under:-

- (a) CGHQ letter LW/0633 dated 27 Feb 13- Board of Inquiry- Effect of non-compliance of Rule 39(4) of Coast Guard (General) Rules, 1986
- (b) CGHQ letter LW/0775 dated 08 Apr 13-Monitoring and expeditious disposal of Disciplinary Cases-Guidelines
- (c) CGHQ letter LW/0775 dated 08 Oct 2012- Disciplinary Action-Coast Guard Personnel
- (d) CGHQ letter LW/0775 dated 29 May 2012-Summary Trial U/S 57 of Coast Guard Act, 1978- General Guidelines
- (e) CGHQ letter LW/0775 dated 29 Sep 2011-Summary Trial U/S 57 of Coast Guard Act, 1978- General Shortcomings
- (f) CGHQ letter LW/0775 dated 05 Sep 2016-Dealing with Cases of Non-Recognized Board/ University
- (g) CGHQ letter LW/0775 dated 05 Jan 2015-Designation of Squadron Commanders as Commanding Officer of Squadron

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**RESTRICTED**

311

(h) CGHQ letter NK/0110 dated 29 May 2015-Disciplinary Proceedings in Respect of CG Uniformed Personnel Post Dismissal

(j) CGHQ letter RT/0221 dated 15 Jul 2014-Fraudulent Entry in Coast Guard.

1729

To      **Spare**

1735

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312

**CHAPTER XVII**  
**SECTION III**  
**BOARD OF INQUIRY**

**1736 Introduction**

The primary purpose of a Board of Inquiry (BOI) is to investigate a matter on which the convening authority requires to be fully informed, in order to arrive at correct conclusions. In a disciplinary case, the object of BOI is to identify the offender(s) and the offence(s).

**1737 Rules and Orders**

The rules regarding convening of BOI and the procedure to be followed are laid down in Chapter VII of the Coast Guard (General) Rules, 1986 and CGO 04/92 as amended by CGO 10/95. These instructions are to be strictly followed.

**1738 BoI to be Held Mandatorily**

Rule 40 (1) of the Coast Guard (General) Rules, 1986 categorically specifies wherein a Board of Inquiry has to be convened mandatorily for investigate into any matter of importance such as,-

- (a) Loss, stranding or hazarding of Coast Guard Ships, Vessels, or Air Craft;
- (b) Accidental death of, or serious bodily injury to, any person on board a ship/ Establishment/Aircraft;
- (c) Loss of classified books or publication involving breach of security;
- (d) Damage to or loss of Government property or stores, or loss of public money;
- (e) Damage to private persons or property, in respect of which there is likely to be a claim against the Central Government or the Coast Guard. Notwithstanding the above, Director General or Regional Commanders can order for the convening of BoI whenever any matter arises upon which the said authority requires to be informed thoroughly. {Rule 36 of Coast Guard (General) Rules, 1986}

**1739 Conduct of BOI**

Incidents referred in Rule 40 of the Coast Guard (General) Rules, 1986 and other important matters are to be reported to RHQ(W) by signal followed by a detailed report.

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1740 **Ordering of BOI**

Once the decision to convene a BOI is taken by the COMCG(W), the staff officer concerned should immediately issue a signal. The selection of the officers to constitute the Board shall be the joint responsibility of Chief Staff Officer (Personnel and Administration) and concerned Department Chief Staff Officer. Once the convening order is issued, it shall be the responsibility of the Department Chief Staff Officer concerned to monitor the progress of the inquiry.

1741 **BOI of Personnel on Deputation**

All Boards of Inquiry in respect of Coast Guard matters even where other Service Personnel on deputation are involved will be convened and processed by the Regional Headquarters/CGHQ. A request can be made if required to the concerned Service Administrative Authority for making available a member/Presiding Officer. In case any disciplinary/other administrative action is required to be taken against them, the BOI proceedings will be forwarded to the concerned Headquarters for orders.

1742 **Assembly of BOI**

On receipt of the signal/convening order, the Presiding Officer and Members of the BOI shall assemble at the time, date and place indicated therein.

1743 **Examination of Witnesses and Evidence**

At the start of the proceedings, the Presiding Officer and Members of the BOI should discuss and map out their plan for the conduct of the inquiry, keeping the terms of reference firmly in view, studying any documents submitted along with the convening order, defining and determining the salient aspects and the relevant information required on the various facets of the case.

1744 **Proceedings**

The proceedings of the Board of Inquiry are confidential in nature and under no circumstances their contents are to be divulged to any person.

1745 **Quoting of Question Numbers in Proceedings**

The finding should be supported by evidence on record. The serial number of questions and answers are to be indicated by the Board in support of its findings and recommendations. The recommendations of the Board and attributability of the blame should be synonymous.

**1746 Time Schedule for Submission**

The proceedings of the Board of Inquiry should be submitted on or before the date specified in the convening order. BOI is required to investigate serious lapses and any delay in doing so is undesirable for obvious reasons. In most cases, delay occurs on account of lack of interest, initiative and resourcefulness of the Presiding Officer. The witnesses if on leave should be recalled and unless very special circumstances warrant, leave should never be granted to any of the Board Members or witnesses till the proceedings are finalised. If due to any compelling reasons, it is not possible to follow the time schedule, extension of time is to be sought well in advance.

**1747 Preservation of Documents**

It is the duty of the Commanding Officer/concerned officers to preserve the original documents in matter which become subject matter of an inquiry. CGO 05/88 on the subject be also complied.

**1748 Fatal Cases**

It is essential to convene a BOI in fatal cases, accidental deaths, suicide or serious injuries. The orders contained in para 4(b) (vi) of CGO 08/08 and para 11(f) of CGO 25/86 be also complied.

**1749 Loss/Theft of Small Arms**

When there is loss/theft of small arms etc., a BOI is required to be convened in compliance with para 22 of CGO 20/86.

**1750 Road Accidents**

Convening a BOI is mandatory in traffic accident cases resulting in damage to service vehicle, death or serious injury to a person. The inquiries involving MT vehicles should cover the following:-

- (a) Copy of the First Information Report (FIR) along with investigation report by the police.
- (b) An accident reports form.
- (c) Details of expenditure incurred by the injured person on medical treatment, transport and other items.
- (d) Damage to property, if any.
- (e) Details of dependents including name, relationship with the deceased, age and occupation.

- (f) Disablement, if any.
- (g) Permanent disablement if any, indicate percentage of disability supported by a medical certificate from the competent medical authority.
- (h) Temporary disablement if any, indicate period by which it is expected to be cured supported by a medical certificate from a competent medical authority.

**1751 Compilation and Binding**

Proceedings of the BOI are to be compiled in the following sequence and bound in suitable folders:-

- (a) Forwarding letter as per Appendix 'B' to CGO 04/92
- (b) The original convening order.
- (c) List of witnesses and serial number of questions put to each witness.
- (d) List of exhibits giving the question number at which introduced.
- (e) Minutes of proceedings (Evidence of witnesses)
- (f) Narrative of Events
- (g) Findings
- (h) Attributability of Blame
- (j) Recommendations
- (k) Certificate as per Appendix 'C' to CGO 04/92
- (l) Exhibits
- (m) Any other documents such as preliminary report of the Commanding Officer, correspondence on the subject of the investigation, etc.

All transcripts are to be carefully read and corrected to obviate any typographical error. All members are to sign minutes, findings and recommendations and put date under their signature. It is to be ensured that each copy of documents referred to in the proceedings be enclosed. The order of convening the Board and shorthand note books used by the stenographer during the BOI is to be returned to the convening authority. It is to be indicated in the proceedings whether death/injuries caused is

**RESTRICTED**

316

attributable to Coast Guard Service. Attributability of blame is to be clearly indicated.

**1752 Processing of Proceedings**

(a) The proceedings of BOI are to be received by the Staff Officer concerned, who is to hand over copy No. 2 to COMCG, copy No. 3 to concerned CSO, copy No. 6 to RLO. Thereafter, the Chief Staff Officer concerned is to ensure that the proceedings are processed on the file within a week from the date of receipt and the file is to be referred to RLO for his comments before submitting to COMCG. The Chief Staff Officer concerned should cover the following in his note:-

- (i) Brief facts of the case.
- (ii) Material findings and recommendations of the BOI.
- (iii) Reasons, if any, with not agreeing with (ii) above.
- (iv) Lapses in conducting BOI proceedings, if any.
- (v) Action taken/required to be taken on BOI.

(b) The letter forwarding the proceedings to HQ CGC(WS)/CGHQ is to be self-contained and cover the points above mentioned. The letter shall be signed by COMCG(W) or it should clearly indicated that it has been issued with his concurrence.

(c) All disciplinary actions arising out of BOI shall be the responsibility of the CSO (P&A) or the Staff Officer (Civilian) and those connected with administrative/remedial action and measures shall be handled by Department concerned. A record of a BOI convened by RHQ(W) is to be maintained by RLO. The Staff Officer concerned is to refer the concerned file to RLO at every stage to enable the maintenance of an up-to-date record till the case is finally closed in all respects. On the basis of this record, RLO will make a monthly report of the state of the BOI to COMCG(W). If no reply is received from HQ CGC(WS)/CGHQ within one month of forwarding the proceedings, the Staff Officer concerned is to remind HQ CGC(WS)/CGHQ periodically till such time the decision is received.

**1753 Time Schedule**

The following time schedule is to be adhered to in ordering/processing BOI at RHQ(W).

(a) They are to be convened as soon as possible and in any case not later than 12 hours after receipt of report pertaining to the

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317

incident/accident/irregularity.

(b) The Presiding Officer of the BOI is to be directed to submit the report within the specified date (generally 15 days) depending on the nature of the case, indicated in the convening order. Extension may be granted if required, by the Department in consultation with RLO and with the approval of COMCG(W).

(c) The staff scrutiny of the proceedings should be completed and the analysis submitted to the COMCG(W) within 15 days of the receipt of the proceedings in RHQ(W) as a rule.

(d) The forwarding letter to CGHQ shall be submitted to COMCG(W) within 2 days of COMCG(W)'s decision, if the proceedings are to be forwarded to HQ CGC(WS)/CGHQ.

1754

to **Spare**

1799

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318

**CHAPTER – XVIII**  
**SECTION I**  
**MEDICAL**

**1801 Organisation**

The charter of duties of medical officers and medical personnel are given in the RMSAF (Regulation for Medical Services of the Armed Forces). The DGCG and Director Medical CGHQ also issues administrative orders/instructions from time to time.

**1802 Staff at Regional Headquarters**

(a) **Regional Medical Officer** The Regional Medical Officer is the advisor to COMCG (W) on all medical matters and issues affecting the health of personnel borne in ships/establishments in the command.

(b) **Medical Assistants**

- (i) Senior Sailors - One
- (ii) Junior Sailors - Two

**1803 Medical Care Facilities**

The Medical Care facilities available at various CG Stations are as follows:-

<u>Station/Port</u>	<u>Location</u>
CGS Mumbai	MI Room, INHS Asvini
CGAS Daman	MI Room
CGAE Goa	MI Room, INHS Jeevanti
842 Sqn(CG)	MI Room INS Shikra
CGS Murud Janjira(in pipeline)	MI Room
CGS Karwar(in pipeline)	MI Room
CGS Ratnagiri	MI Room
CGS Dahanu (in pipeline)	MI Room
CGS Minicoy(in pipeline)	MI Room
CGDHQ-12 Kavaratty	MI Room

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319

CGS Mangalore(CGDHQ-3)	MI Room Govt. Hosp.
CGS Kochi[CGDHQ-4]	MI Room, INHS Sanjivini
CGS Vizhinjam	MI Room, MH Trivethapuram
CGS Beypore	MI Room,
CGS Goa[CGDHQ-11]	MI Room, INHS Jeevanti.

**1804 Functioning of Sickbay**

**(a) Attendance of Patients at Residences**

RMO/DMO/MO Ship alongside may be contacted during management of emergency depending upon the time required for the Doctor to reach the place and the time required to shift the patient to a nearest hospital. (PARA 10 of RAMSAF refers).

**(b) Timing of Sickbay RHQ (W)/CGS Mumbai**

- (i) 0900–1000 -- Attend sick parade of all officers/Sailors /Civilians of RHQ (W) at DHQ-2 MI Room / RHQ(W) and refer cases to INHS Asvini.
- (ii) 1030–1230 -- Re-categorization cases, Special Medical Examination for divers, Re-engagement at RHQ (W).
- (iii) 1400–1500 -- Administrative work.
- (iv) Emergency -- Can report anytime

**(c) Reporting of Casualties(CGO25/86)**

(i) The procedure for reporting of casualties of sick, wounded and dead are laid down in CGO 25/86, is to be compiled with at all times. Casualties of officers regarding death, missing, known to be dead, drowned and placed on SI/DI lists are to be reported by priority signals to RHQ(W) and CGHQ. In case of enrolled personnel, the intimation is to be sent to BUVIK.

(ii) In case of death, the commanding officers of the ships/establishments are to inform the next of kin by phone call under intimation to RHQ(W) and Coast Guard Pay section and in addition to BUVIK in case of enrolled personnel.

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320

(iii) Reporting of causalities in respect of Officers admitted in service hospital / civil hospital are to be intimated to RHQ & CGHQ for Officers and RMO for EPs. Para 2 of CGO 09/1989, CGO 25/86 and RHQ(W) policy letter CGR/MD/227/26 dated 08 May 2006 is relevant in this regard.

(iv) Reporting of hospitalisation in respect of Officers will be made by signal to RHQ(W) keeping CGHQ informed.

(v) All District Commanders/Commanding Officers/Officer in Charge of CG units and Officers of RHQ(W) on being placed in SIQ are to intimate the same to COMCG(W). Further SIQ form is to be submitted/forwarded by fax to CSO(P&A) for perusal in accordance with Policy letter CGR/MD/227/26 dated 02 Nov 06.

(vi) When an Officer is placed in SIQ, the ship/ establishment is to be intimated by a letter. Where possible, the fact shall be intimated on telephone also. It is however, the primary responsibility of the concerned officer to inform his Commanding Officer/Officer in Charge/HOD in case he has been placed on SIQ by the Staff Surgeon/Authorised Medical Attendant / Specialists of service Hospitals.

**1805 Admission of Entitled Patients to Service / Civil and Private Hospitals**

The categories of personnel and families entitled for admission in the Service/ Civil/Private hospitals are given in Para 293, 295 and 296 of RAMSAF as amended from time to time.

- (a) CG Personnel and their families.
- (b) Dependent parents of service personnel.
- (c) Admission is also permissible in civil/private hospital in case of emergency, provided no Armed forces and Government hospitals are available and reimbursement of medical expenses can be claimed according to CGO 03/2010.

**1806 Medical Documents For Admission**

PMO/Medical Officer in charge AOPVs/OPVs/establishments while referring cases for consultation/admission to hospital are to ensure that all relevant clinical notes and reports of investigations accompany each case along with relevant medical documents in sealed envelopes as applicable.

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1807 **Approval for Courses and Promotion in LMC: CG EPs**

The need for maintaining high standards of physical fitness in the Coast Guard requires no emphasis. There is therefore a need to streamline approvals for promotion and courses in low medical category, as well as requirement to weed out those found wanting in medical fitness in accordance with the demands of the service. In accordance with CGO 09/16, CGO 04/17 & CGHQ policy letter MD/2603/Policy dated 23 Oct 18, the following guidelines are to be adopted for promotion, removal from probation / confirmation in service and to undergo courses of the enrolled personnel in low medical category.

(a) **Courses**

- (i) Approval for courses in respect of individuals in LMC up to S2A2, where there is no restrictions on physical activity/capacity, may be accorded by Regional Headquarters duly recommended by RMO keeping in mind that the individual is fit for any activity that forms part of training and is fit for sea service. Further, it should be borne in mind that the disability is not likely to be aggravated, exacerbated or flare up as a result of the training. The capacity of the individual to complete the course and post course utility to service, are to be assessed before according approval.
- (ii) Cases of those below S2A2 are to be referred to CGHQ.
- (iii) Cases of Psychiatric disability are to be referred to a Psychiatrist at the nearest Military Hospital, together with the recommendation of his Commanding Officer, to assess the individual's suitability to undergo the course. It will form the basis for the RMO to recommend for according approval for courses.
- (iv) Approval to undergo course in LMC regardless of medical category, in respect of personnel afflicted by any of the following disabilities will not be accorded and such cases are to be disposed at the RHQs level itself.
  - (aa) Overweight / Obesity
  - (ab) Alcohol dependence
  - (ac) Drug / Substance abuse
  - (ad) EPs suffering from any significant ailment on active management which is likely to have an impact on their ability to undergo the course.
- (v) EPs in temporary LMC will not be considered for courses,

promotion, confirmation or removal from probation till such time they are placed in permanent LMC.

(b) **Promotions**

(i) Individuals in LMC up to S2A2 (PMT) may be promoted except in cases like Alcohol Dependence, Drug substance abuse and Obesity. Personnel in LMC S2A2 (Ty) & S3A2/A3 are to be referred to CGHQ for a decision.

(ii) Cases in LMC S2A2 (PMT) for Psychiatric disability to be referred by the AMA to a Psychiatrist at the nearest Military Hospital along with recommendations of CO. EP's case along with assessment/recommendation of the psychiatrist. Findings of AMA recorded an AFMSF-3B in triplicate and recommendations of CO are to be forwarded to RHQ for further disposal. EP's suffering from any significant ailment on active management which is likely to have an impact on their ability to undergo the course are to be declared temporary unfit for such duration and the remarks to be endorsed on AFMSF-3B.

(c) **Confirmation / Removal from Probation**

(Such cases be dealt with as per Para 3 above)

(d) Cases where doubt or uncertainty exists are to be referred to CGHQ.

1808 **Medical Boards and Categorisation**

Medical boards in respect of CG personnel should normally be held in naval hospitals or sick bays. Coast Guard personnel may also be brought before medical boards at other service hospitals, if and when local facilities are not available in naval hospital / sick bay. This is in accordance with CGO16/1991. In the events medicals boards held at DHQs for EP's & Officers, RMO to approve and forward to BUVIK for EP's, for all officers the same will be forwarded to CGHQ through RMO.

1809 **Psychiatric Patients**

Respective ships/establishments will provide escorts as and when intimated by the Commanding Officer of the hospital.

1810 **Accidental and Unnatural Deaths**

(a) In all cases of accidents and unnatural death/deaths under suspicious circumstances, action is to be initiated in accordance with article 75 -77 of RMSAF and CGO 25/86 & CGO 07/13.

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323

(b) The body is to be disposed off only after obtaining written permission from Police authorities.

(c) In case the Police do not intend to hold an inquest, this decision is to be taken in written from police authorities.

(d) When such deaths take place at high seas, a board of inquiry is to be convened and the dead body disposed off after taking the permission of the President of the board.

**1811 Injuries**

When any service personnel is injured except in action or when immediately fatal, the Medical Officer will initiate an injury report on form IAFZ-2006 and forward to the concerned Commanding Officer. This will be forwarded to the District/Station Commander.

**1812 Refusal of Medical Treatment**

Action to be initiated in accordance with CGO 01/86.

**1813 Visit of Divisional Officers/OOD**

Commanding Officers of all ships/establishments to ensure that Divisional Officers/Senior Sailor visit officers/sailors/families admitted in the hospital at regular interval. RHQ(W) letter No. CGR/MD/227/15 dated 18 Jul 06 is relevant in this regard.

**1814 Annual Medical Examination**

(a) **Officers** Annual Medical examination(AME) of officers are to be carried out in accordance with CGO 02/2019. Recording of weight, blood pressure and urine and blood examination (TLC, DLC, HB) and other investigations are to be given particular attention to ensure physical fitness in accordance with the CGHQ Policy letter MD/2620 dated 17 Jan 05. AME details of Officers are to be endorsed on AFMSF-3B. The summary of the AME is to be documented by each ship/establishment as per format given in Annexure V & VI of Appendix A of CGO 02/2019 and forwarded to RHQ(W) (RMO) latest by 15 Dec each year. A consolidated report in respect of officers borne under the Region is to be compiled by the Regional Headquarters and forwarded to CGHQ to reach by 31 Dec each year. Responsibility of undertaking timely AME lies with the individual officer and the particulars of those Officers who do not undertake AME by due date are to be forwarded by Regional Headquarters to CGHQ together with the reasons thereof and the consolidated report.

(b) **Enrolled Personnel** Annual Medical Examination (AME) of Enrolled Personnel are to be carried out in accordance with CGO 02/2019 along with

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324

CGHQ Policy letter MD/2620/Policy(i) dated 28 Jul 2006. Lab Investigation is to be done in accordance with the CGHQ Policy letter MD/2620 dated 17 Jan 2005.

(c) **PME for Officers and Enrolled Personnel**

- (i) The CG Officers, SOs and EPs at the age of 35, 40, 45, 50, 55 and 58 undergo Special Laboratory Investigations viz. Urine RE & Sp. Gr., Hb, TLC, DLC, Blood Sugar (F, PP), Urea Creatinine, Uric Acid, Cholesterol, Lipid Profile, ECG (Resting), TMT and Chest X-Ray (PA View) as per standards laid down in above mentioned CGO and Policy letter.
- (ii) The above mentioned investigations solely seem to be scant to evaluate the complete Health Status of CG Personnel and to render them the remedial treatment in time. If any abnormality observed, such cases / diseases need to be assessed by the concerned specialist.
- (iii) As per NO 17/2004, all Naval Personnel at the age of 30, 35, 40, 45, 50 and above need to undergo Periodic Medical Examination on AFMSF-3A where the specialist's' remarks for Eye, ENT, Medicine, Surgery and Gynecology are mentioned which facilitates the AMA to evaluate the Health Status of service Personnel with more accuracy and rendering the remedial treatment in time, if any abnormality observed.

(d) **Schedule of AME / PME.**

<b>Rank</b>	<b>Period</b>
DIG and above	Nov
Commandant and Commandants(JG)	Oct
Deputy Commandants	Sep
Asst Commandants	Aug
P/Adh, U/Adh, PSE & USE	Jan
Adh, P/Ytk, SE	Feb
P/Nvk, U/Ytk, Ytk & U/Nvk	Mar
Naviks & EF	Apr

(e) **Investigations as per age group**

<b><u>Age group</u></b>	<b><u>Investigations</u></b>
Up to 34 years	CBC, URINE RE/ME
Above 35 years	CBC, URINE RE/ME, BS F/PP, RESTING ECG
During PME at 35,40,45,50,55,58 yrs	CBC, URINE RE/ME, BS F/PP, RFT, LFT with enzymes, Lipid Profile, Serum Albumin, Chest X-Ray, Resting ECG (Till 49, 50 & Beyond TMT)

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Lady officers	Additional Tests: USG ABD &Pelvis, PAP smear, Mammography from age 40 yrs& above
Divers	Additional tests: Chest X-ray / ECG – every year Pure tone audiometry- every 02 years PFT & bone radiology – every 05 years Tmt – at 40 years & part of PME
Aircrew	Additional tests: Resting ECG – every year Pure tone audiometry- every 02 years TMT – at 40 years & part of PME
ATC personnel	Additional tests: Pure tone audiometry- every 02 years

(f) **Condonation for Delayed AME**

<b><u>Age group</u></b>	<b><u>Officers</u></b>	<b><u>EPs</u></b>
Upto 45 days	CO/IO	EXO
Upto 180 days	RO	CO
Beyond 180 days	SRO	CSO(P&A)/PD(ADM)

1815 **Immunisation**

A 100 percent inoculation and vaccination state is to be maintained in respect of all service personnel and as much as possible for families, children and personal servants.

1816 **PMOs/MOs of Ships/Establishments**

PMOs and Medical Officers of all AOPVs/OPVs/establishments will perform their designated duties vide RMSAF 144, 149-158.

(a) The Principal Medical Officers/Medical Officers of ships and establishments are the medical advisers to the Commanding Officers of the Squadrons/ships/establishments and will be responsible for medical equipment and stores, care of sick and wounded, health and sanitation, training of the medical assistants in their professional duties and for the first aid training of officers and sailors. They will maintain necessary medical records and render requisite medical reports and returns on due dates.

(b) PMOs/MOs of ships and establishments in Mumbai are to call on the RMO on the following occasions:-

- (i) When first reporting on permanent duty.
- (ii) Prior to leaving on transfer.

- (iii) Whenever the ship returns to harbour on completion of exercises, cruise etc.
- (iv) For seeking advice/guidance on any matter regarding the health of the ships company, availability of medical stores and equipment etc.
- (v) As and when called for Meetings/Advice.
  - (aa) They will carry out the detailed Annual Medical Examination of all Officers and Enrolled Personnel in accordance with instructions issued from time to time.
  - (ab) All personnel reporting, proceeding on leave are to take clearance from PMO of the unit as an SOP.
  - (ac) All MOs to plan their leave and obtain leave (AL/CL/ML) concurrence from RMO prior proceeding.

**1817 Medical Arrangements in ships**

- (a) **Casualty Organisation** All ships will earmark Medical Stations, First Aid Posts (FAPs) and Emergency Stations and arrange training of all officers and maximum sailors in First Aid as per authorised scale & available spell.
- (b) **First Aid Stretcher Parties** All officers and enrolled personnel borne on board ship are to be conversant with the elementary principles of First Aid. At least 25% of ship's company should be trained in all aspects of First Aid. The training in first aid is to be imparted to the ship's company so as to ensure that sailors trained in first aid are evenly distributed in all parts of the ship. The stretcher squads should be organised from among the ship's company on a similar basis and they should be exercised as frequently as possible. They should be well conversant with the various aspects of evacuation of casualties through hatches, ladders, narrow spaces, from ship to boat and from boat to ship under all operational condition.
- (c) **SAR duties** All Medical Officers of Ships / establishments are to be made conversant with techniques and order of health and safety at sea.

**1818 Assistance to Merchant Ships**

Medical Officer when called upon will render assistance when an emergent medical or surgical treatment is required on board a merchant ship. For services rendered no charges will be made except recovery of the cost of public stores expended.

1819 **Flight safety and Accidents**

(a) **Pre-flight Check up** All aircrew personnel irrespective of rank and appointment are to be medically checked by the Medical Officer before commencement of flying. The examination should be brief and in the form of visual check, which is to be conducted in the sick bay under good lightening condition. However in case of doubt, a detailed medical examination is to be carried out by PMO/MO. This check is valid for 24 hours. Prior to night flying, similar check is again to be carried on those aircrew who are detailed for night flying.

(b) The Medical Officer is to note the signs of indisposition, tension, fatigue etc, which may affect the fitness of the aircrew for flying tasks. Record of such medical examination is to be maintained and one copy is to be handed over to Flight Squadron Commander.

(c) In case Medical Officer is not available, the senior aircrew borne will assess the fitness for flying in respect of his crew taking following into consideration:-

- (i) 8 hours sleep prior to morning sortie.
- (ii) Not indulged in excessive consumption of alcohol in the previous night or prior to flying in the afternoon.
- (iii) Sufficient rest.
- (iv) Facilities for crash ambulance services for air accidents to be provided by Medical Officer of the concerned squadron.

(d) PMO/MO should advice all aircrew to conduct pre-flight check list on themselves. A personnel check list which includes all of the categories of aircrew performance impairment can be easily committed to memory by following pneumonic:-

**" AM I SAFE"**

- A** : Adequate Fluid and Food
- M** : Medication ?
- I** : Illness ?
- S** : Stress ?
- A** : Alcohol ?
- F** : Fatigue?
- E** : Emotional disturbance ?

1820 **Dental Treatment**

(a) All officers and sailors are to undergo Dental examination once a year and a completion report is to be rendered.

(b) **Dental facilities**

- (i) Sailors and families - Free
- (ii) Officers - Free (except dentures)
- (iii) Officers families - Nominal Payment

1821 **Prevention of Diseases and Accidents**

Commanding Officers are responsible for the health of their personnel and families for which they will seek advice from respective medical authorities. Actions to be taken are indicated against each.

(a) **Malaria** Personnel proceeding on leave/temporary duty to epidemic areas as notified from time to time is to be issued with Chloroquine tablets in addition to the personal protective measures like nets, mosquito repellants etc.

(b) **Filariasis** Liaison with Station Health Organisation to be established and necessary steps should be taken to prevent mosquito breeding. Filaria survey schedule should also be followed.

(c) **Prevention of Water and Food Borne Diseases**

(i) Staff of all galleys including officers, mess and canteens are to be\made aware of hygiene and precaution for cooking/storing food items (CGOs 38/85 and 5/86).

(ii) Frequent Microbiological test of Water is to be carried out and CG personnel are to be educated about the maintenance of hygiene.

(iii) PMOs/MOs of the ship/establishment are to ensure that drinking water contains at least 0.5 ppm of free residual chlorine at consumer end and where ever necessary bleaching powder is to be added to bring the water up to the required standard. A register is to be maintained where result of these tests are entered.

(d) **Sexually Transmitted Diseases** The actions for reported cases of STD are to be initiated as per CGO12/86.

(e) **Prevention of Heart Disease and Diabetics and Other Chronic Disease** Exercises – Weight control (Refer CGO 20/85) and lifestyle modification.

(f) **Prevention and Control of Rabies**

Education of CG personnel, Officers and families about preventive measure of rabies and its controls. No stray dogs are to be killed. Help of municipal authorities/NGOs to be taken for catching the stray dogs for relocation or sterilisation. Guidelines are given below:-

- (i) Register all pet dos and enforce use of metal badges on their collar.
- (ii) Immunisation of pet dogs/domestic animals with anti-rabies Vaccine.
- (iii) Anti-rabies treatment/record.
- (iv) Institute public campaigns / health education on dangers of dog bite/ rabies and importance of early vaccine treatment.
- (v) Discourage feeding of stray dogs in messes, galleys and barracks.
- (vi) Ensure proper collection and disposal of waste food etc., from galleys, dinning halls, piggeries, poultry farms and other sites.
- (vii) Emphasis on self-protection from dog bites is an individual responsibility.
- (viii) Seek medical advice for all cases of dog bites and scratches (even by "protected" pet dogs).
- (ix) Consult your 'vet' if your pet dog dies undiagnosed. Consult your doc if your dog dies of rabies.

1822 **Overweight / Obesity** (Refer to CGO 02/2019)

(a) **Personnel with body weight within 10% Over and Above Acceptable Ideal Body Weight (IBW)**

To be considered as normal and placed in S1A1.

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330

**(b) Personnel with body weight between 10% and 20% over and above acceptable IBW**

These personnel will undergo additional investigations like Blood – Sugar F & PP, urea, creatinine and cholesterol(lipid profile if cholesterol level is more than 200 mg / dl); 12 lead resting ECG and X-ray Chest PA view. If the individual exhibits signs of disease or has abnormal investigation results, he/she will be referred to medical specialist for further disposal. In case the individual has no signs or symptoms of any disease and no abnormal investigations:-

- (i) The individual will be advised in writing to reduce body weight to within 10 % over and above his IBW within 24 weeks provided that increased weight is not due to increased muscle mass. Another 24 weeks may be provided to deserving individual, however, if there has been no improvement after 24 weeks or rather the weight has increased the individual will be referred to medical specialist.
- (ii) Individual will be included in obesity Register for follow up. AME will be completed if due. Appropriate remark will be entered in final observation in AFMSF 3B.
- (iii) Letter of advice from the Commanding Officer of Ship/Unit/ Establishment to individual included in Obesity Register.
- (iv) An individual who fails to reduce his weight within acceptable limits even after 48 weeks, he/she is to be referred to Medical Specialist and will possibly be placed in classification S2A2(P)Permanent for 02 years. He will continue to remain in obesity register and follow advise to reduce weight. AME will be done when due.

**(c) Personnel with Body Weight Beyond 20% Over Acceptable IBW**

These personnel will undergo additional investigations like Blood - Sugar F & PP, urea, creatinine and cholesterol (lipid profile if cholesterol level is more than 200 mg / dl); 12 lead resting ECG and X-ray Chest PA view and will be referred to Medical specialist of the nearest service hospital along with investigation reports for opinion. The disposal of these individual is likely to be as follows: -

- (i) Individual without metabolic abnormally will be downgraded in medical classification to S2A2 (P) T-24 by a MB. Further disposal is as follows:-

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331

(aa) During Re-cat personnel who were able to reduce weight significantly but not within 20% over and above IBW are to be placed in S2A2 (P) T-24+24.

(ab) During Recat personnel who make poor progress and fail to reduce weight to within 20% over and above IBW are to be placed in S2A2 (P) permanent.

(ac) If an individual remains in S2A2 (P) for two years without any significant progress, he / she is to be brought before a MB presided over by the Commanding Officer of the nearest service hospital, who is to assess whether the individual is to be retained in service or invalidated out.

**1823 Family Welfare**

- (a) Propagating small family norms.
- (b) Better health of mothers and children.
- (c) Family planning programme pursued by all Commanding Officers and family planning staff along with maternal and child health (MCH) programme.

**1824 Pest Control in Ships / Aircraft**

- (a) Rat infestation on board Coast Guard ships should be tackled on a war footing. Rats not only destroy ration but also cause damage to vital equipment, which may lower the operational efficiency of the ship.
- (b) The three basic principles to be observed for rodent control on board are:-
  - (i) Prevention of entry by rat-guards.
  - (ii) Elimination of breeding areas by cleanship, sanitary practices.
  - (iii) Extermination of existing infestation.
- (c) De-ratting, de-bugging, de-cockroaching periodically arranged through Station Health Organisation / private pest control agencies like PCI.
- (d) Depending on the merit of each station, location etc. Outstanding of pest control can be done where no SHO in place / SHO far away & refuses to carry out on regular basis.

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332

- (e) Any ship taken appointment from SHO & on the event of sailing / any other commitments which renders ship non availability for disinfection. Same to be communicated to O i/c SHO well in advance.

1825  
to Spare  
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333

**CHAPTER XIX**  
**SECTION I**  
**MOTOR TRANSPORT**

**1901 Utilisation of Unit Vehicles**

The unit vehicles are to be exclusively used for official purpose only within the prescribed kilometer limits of distance per annum as promulgated vide GOI, MoD letter SN/0861/NHQ/9792/D(N-1) dated 01 Jan 1972. Any deviations from the annual limit should be reported along with justification to the Administrative Authority for regularisation of excess kilometers run by the unit vehicle.

**1902 Economy in Use of Service Transport**

Transports are to be used only for authorised duties by the Establishments/Ships/Units and should ensure its maximum use both ways, as far as possible, so as to ensure economy in POL. User must ensure that vehicle is not kept waiting and idle when no longer required by them.

**1903 Transport for Collection / Survey of Store**

CGSD (MB) will provide transport for collection/survey of stores for ships at Mumbai. The transport is to be utilised in the best possible way as per routines promulgated by CAFCO while at dockyard for survey of stores.

**1904 Transport for Sports**

Transport requirements by ships for sports are to be coordinated by the respective District/Station Commanders. Transport requisition from ships must reach the concerned shore authorities well in advance.

**1905 Completion of Worksheet**

The following points are to be ensured while filling up the work sheets.

- (a) The details in the worksheets must be written legibly and all entries are to be made in ink.
- (b) The name of the actual place visited is to be mentioned.
- (c) The milometer reading or where the milometer is not working the appropriate distance in kilometer should be recorded.
- (d) The specific duty performed by the Officer, unless of SECRET nature must be stated. Statements such as on 'Govt. duty', official duty etc., are not

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334

valid. Where there is a likelihood of covering and doubt as to the nature of duty performed actual details of such duty should be entered in the worksheet.

(e) All entries in vehicles worksheets should be made by the user. Drivers of service vehicles are not permitted to make these entries.

(f) Worksheet must be signed only by an Officer/user along with the name and designation.

(g) Any correction made in worksheets must be attested by the user of the vehicle.

(h) Vehicles worksheets are to be completed, signed and handed over to the driver before the vehicle is disposed off. In certain cases, where vehicles have been utilised by subordinates, the counter signature of the head of department or an Officer is required. Worksheets may be signed the next day, but on no account the worksheet must be delayed by more than 48hours.

(j) The daily worksheet/car diary if left in complete or the trips performed are unauthorised, the officer requisitioning the transport will be charged at the normal rate.

(k) Correct closing time and closing kilometers entries on the worksheet by the user are of utmost importance to curb overtime to drivers and wastage of POL.

(l) Hired vehicles are to be utilised for 12hours/100 Kms per day only on working days. In exceptional circumstances and to meet the official/operational commitments vehicle may be hired on Sundays/holidays.

**1906 Vehicles of VIPs/Senior Officers**

Worksheet of motor transport vehicles, provided to the VIPs/senior officers are to be signed by the staff officers accompanying such VIPs/officers or any other officer nominated.

**1907 Use of Service Transport on Duty**

(a) Service transport, when available may be provided to service Officers for journey on temporary duty between residence/temporary residence/office/railway station/airport pickup points, in either direction. Officers who have availed of the facility will not be entitled for the road mileage allowance. Road Mileage Allowance will also not be admissible in cases where requisitioned transport are not utilised. NA certificate issued to the concern to be signed by DMTO,DHQ-2.

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(b) Officers and enrolled personnel proceeding on permanent duty are not entitled to free use of service transport from place of residence to the nearest railway station. However, amenity transport can be provided on payment.

(c) Service transport may be provided to Officers who are specially required under orders of Commanding Officer, Officer-in-Charge of independent units or higher authority to attend meetings or other official duties, whether at the normal place of duty or elsewhere, on Sundays and holidays and outside normal office hours on working days from residence to place of duty.

(d) Where, however, an officer who is required to stay on in office beyond the prescribed office hours, free use of transport is permissible and all efforts to be made by the officer concerned to provide transport.

(e) Officers may be authorised the use of service transport for journeys between places wholly or partially connected by rails. When considered essential from an administrative point of view or in the interest of the state. Prior approval of COMCG(W) is to be obtained for all such journeys.

1908 **Transport to Outstation Officers**

All District/Station Commanders should provide transport to the outstation ship's Commanding Officer, Station/District Commanders/Officer-in-Charge of independent units within the available resources while visiting on official duties. If required, approval of the Regional Headquarters is obtained for hiring of transport. When two or more officers are visiting, the transport will be combined for their duration of stay and will be under the disposal of the senior officer.

1909 **Free Transport for School-Going Children**

(a) Government of India, MoD has authorised the use of transport for conveyance of school going children of Officers/Enrolled Personnel/Civilians of coast guard free of charge between residence and schools within the existing resources of the unit, no hiring of vehicle exclusive for the purpose and without the grant of cash allowance in lieu and other conditions as stipulated in the MoD letter AD/0314/4/CGHQ/106/US(CG)/D(N-II) dated 01 Feb2007.

(b) **Risk Coverage.** Whilst all efforts will be made to ensure that this service remains inherently safe, it is to be noted that the Government/Coast Guard cannot assume any responsibility for personnel injury caused in the unlikely event of accidents involving school buses. Parent will, therefore, utilise this services at their own wish. An indemnity bond is to be signed by parents/ guardian as a pre-condition to the issue of passes for their children.

**1910 Amenity Transport**

The Units of the western region are provided with the vehicles by the CGHQ from CG amenities/grant. The running and maintenance cost of these vehicles is to be met with the amenity fund generated.

- (a) The operating/maintenance of these vehicles are to be issued by the Station/District Commanders after the approval of the Regional Commander.
- (b) Charges for hiring of amenity vehicles are to be reviewed from time to time and promulgated.
- (c) The rate contract for hiring of vehicles is also to be concluded whenever rate contract for hiring of vehicles is renewed.
- (d) Amenity vehicles may be hired by ICG service/civilian personnel at prescribed rates and under prescribed terms and conditions, subject to the availability of the transport.
- (e) The District/Station Commanders are responsible for maintenance of the amenity vehicles and the amenity fund.

**1911 Transport for Military Funerals**

- (a) Available service transports are to be used to the maximum extent necessary to meet the requirement of escorts for military funerals.
- (b) One service transport at amenity rates is authorised for the funeral of families of service personnel when the head of the family is away on duty at sea or in operational area, subject to availability.

**1912 Driving of Service Vehicles.**

- (a) Motor transport Drivers(MTDs) training for service personnel are met through civil driving institutes. The no. of trainees to be trained region wise and schedule of training is provided by BUVIK by 01 Jan & 01 Jun every year i.a.w. CGHQ letter TR/0104/MTD dated 07 May 18. The training expenditure and other expenses to be borne as per Delegated Financial Powers provided in DFPCG-17. Post completion of training, units are to submit the completion report to BUVIK as per letter quoted ibid.
- (b) Service vehicles are not to be driven or permitted to be driven by any individual who does not possess a valid Civil/Naval driving license. Personnel specifically authorised by the Commanding Officer of the unit are only to drive the vehicle. Officers/Enrolled Personnel and civilian personnel will have to be in possession of valid Civil /Naval driving license, before being permitted to drive a service vehicle.

**RESTRICTED**

337

(c) No officer, in possession of valid driving license, is to drive a service vehicle for which a regular driver has been provided or is he permitted to drive any service vehicle except in an emergency.

(d) All drivers, whether civilian or service are to be instructed that they are not to hand over ignition keys (except as in sub-para (d) below) or allow a vehicle, while in their charge, to be driven by any other person irrespective of the fact that such person holds a civil/Naval driving license.

(e) An officer discovering a civilian or service driver physically or otherwise incapacitated or unable to drive a vehicle with safety is authorised to impound the ignition key of the vehicle and worksheets. All such cases must be reported at the first opportunity to the DTO/MTO of the establishment/unit to which the vehicle belongs.

(f) Civilian drivers are not to drive service motor cycle unless definitely instructed to do so.

(g) All service personnel are to be in uniform while driving service vehicles, both during and out of working hours.

(h) The vehicles are to be driven by adhering to proper traffic rules and within the speed limits prescribed for that type of the vehicle and under no circumstances to be exceeded.

(j) No overcrowding of passengers and loading of service vehicles beyond the limits stipulated by the manufacturer.

**1913 Reporting of Breakdown of Vehicle**

All breakdowns of vehicles are to be reported to the District Commander/Station Commander/Motor transport officer concerned with the following particulars.

- (a) Number & type of vehicle.
- (b) Name of the Driver.
- (c) Nature of breakdown, if possible.
- (d) Name of road etc., giving the exact locality.

**1914 Report of Traffic Accidents**

(a) The occurrence of traffic accidents involving Coast Guard vehicles must be reported to DSO/MTO/OOD of concerned unit by fastest means of

**RESTRICTED**

**RESTRICTED**

338

communication by the driver of the vehicle or any other person accompanying it. The driver is not to remove the vehicle from the scene of the accident, unless otherwise instructed by the police authorities.

- (b) All traffic accidents, however, trivial they are to be reported to Regional Commander immediately of its occurrence. A report is to be rendered within 48 hours of the accident with details of any injuries sustained by any individual as a result of the accident. If there is no injury, the fact is to be clearly stated.
- (c) The civil police to be informed immediately as and when injury has been caused to any person in the accident.
- (d) No person travelling in the vehicle at the time of accident including the driver is to admit any liability for the accident by word or act.
- (e) The estimated cost of repairs to the service vehicle which was involved in the accident and copy of the police station diary entry should be submitted as soon as possible after of accident.
- (f) The unit is to make arrangements for an on the spot investigation into the circumstances of the accident in co-ordination with the civil police authority. The report together with extract of the police station diary entry should be forwarded to the Regional Headquarters immediately after the investigation.
- (g) The submission of cost of damage in respect of the service vehicle and other Govt. property damaged as a result of the accident, should under no circumstances be delayed by more than 15 days from the date of accident

**1915 General Instructions**

- (a) The Commanding Officers of the units are to ensure that an indemnity bond is obtained from civilian employees before allowing them to travel by service transport at their own risk.
- (b) The Motor Transport Officer shall be responsible to ensure that each driver is in possession of valid Civil/Naval driving licence, the vehicle worksheet, accident report forms and other relevant documents prior to driving the vehicles out of the Unit.
- (c) Vehicles on duty are not allowed to be left unattended and should not be entrusted to unauthorized personnel.
- (d) Smoking is not allowed when travelling in service vehicles.

**RESTRICTED**

**RESTRICTED**

339

- (e) Not more than one passenger is allowed to sit in the truck driver's cabin.
- (f) Drivers of service truck are to ensure that tailboards are properly secured before the truck is driven.
- (g) Vehicles are to be kept in a clean and tidy condition.
- (h) Drivers whether service or civilian are to be properly dressed while on duty.
- (j) Use of service transport is to be minimized on Sunday and holidays.

**1916 Maintenance and Upkeep of Motor Transport**

- (a) The units of the western region have been provided with various MT vehicles for general/specific use. As there is Government ban in provisioning of new transport to the units, it is imperative that the MT vehicles held with the Units are judiciously utilised and meticulously maintained. The District/Station Commanders have been delegated the financial powers under DFPR for the maintenance, upkeep, repair of motor transports including purchase of POL. These powers are to be exercised judiciously within the guidelines in force to ensure the highest standards of maintenance and availability of vehicles at all times.
- (b) Following points be ensured in maintaining the Unit MT vehicles:-
  - (i) Log books are maintained for all vehicles.
  - (ii) All documents including registration certificate, road tax records, initial holding sanction, details of repairs/maintenance carried out, spares consumed, worksheets, wheel alignments, tyre rotations etc., are to be maintained properly.
  - (iii) Details of fuel demanded/consumed are to be maintained. The Kilometer per Litre (KPL) test is to be conducted regularly and soon after major repairs are undertaken through EME workshop/authorized agencies.
  - (iv) Maintenance of vehicle History Card for all vehicles held with the Unit.
  - (v) Requirement of vehicles to be clubbed together to avoid unnecessary running of vehicle. All worksheets are to be filled completely with exact details of use and signed by user and MTI.

**RESTRICTED**

**RESTRICTED**

340

(vi) MT staff including drivers and cleaners are to be employed daily for general maintenance of vehicles.

(vii) All records are to be meticulously maintained and produced to auditors/inspection authorities.

(viii) Rendition of MT holding annual return in accordance with Appendix-F, Annexure XXXXVI to CGO 17/2002 and RHQ(W) letter 436/25 dated 13 Aug 2004. The return should also include total kilometers run and expenditures incurred to keep the vehicle on road, since induction of the transport.

(ix) Approval in Principle/ formal sanction for undertaking the repairs on the unit vehicle where the financial powers of the District/Station Commander exceeds are to be taken up with the Regional Headquarters prior offloading.

**1917 Hiring of Transport from Civil Sources**

Based on the ongoing ban by the GoI in sanctioning the new motor transport for the units, approval has been accorded by the MoD to hire the transport for units to meet general/specific purposes on required basis. The Station/District Commanders are authorised and delegated financial powers under DFPR to hire transport from the civil sources. However, the District/Station Commanders wherever required are to take approval of the Regional Commander for hiring of transport on Sundays, Holidays and special occasions. In this regard RHQ(West) letter 436/25 dated 05 Oct 2007 is relevant. The authority hiring the transport is to ensure that the budgetary allocation is not exceeded and the bills are settled promptly. The District/ Station Commander are to conclude the rate contract in the beginning of the financial year. Terms and conditions are to be well defined and every care is required to be taken to safe guard the interest of the Government. The vehicles are then to be hired only from the contracted firm.

**1918 Condemnation/Downgrading of MT Vehicles**

The old motor transports are to be downgraded/condemned as per the procedures laid down in CGO 11/2002 and GoI, MoD letter MT/0803/CGHQ/1264/D(N-III)/2002 dated 02 Apr 2002. The board proceedings must be forwarded in quadruplicate. The proceedings should accompany all relevant documents like duly audited vehicle log book in original, quote from authorised dealer/reputed local trade towards repair of the vehicle. The board should include the PCDA(N)/local CDA(N) nominated person as finance member to fix the Minimum Reserved Price(MRP) and depreciated value of the vehicle as on date for down gradation/condemnation of the transport.

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**1919 Wearing of Crash Helmet**

Wearing of crash helmets by all Coast Guard personnel is compulsory at all times, whether on duty or off duty, in uniform or plain clothes, when riding two wheeled motorized conveyances, such as Motor Cycle/Scooters/mopeds etc. This order will also be applicable to the pillion rides. When in uniform, normal service head dress will be worn while proceeding to or leaving the vehicle before or after riding it. The helmet should be donned immediately before starting the vehicle and replaced with normal service head gear as soon as the vehicle is parked. Riders are to devise their own method of carrying service head dress with them on the conveyance.

**1920 Provision of Transport for Visiting Ships**

The District/Station Commander is to meet the requirements of visiting ships and if possible a separate vehicle may be earmarked to enable the visiting ship to complete the defect rectification, collection of stores, liaison with other agencies and for transporting of local traders within the dockyards/port.

**1921 Claim for Compensation Account of Traffic Accidents**

Traffic accidents resulting in death or injury to Coast Guard personnel or their families are to be reported to this Headquarters and the Commanding Officer is to initiate the action as laid down in para 4 of CGO 16/88.

**1922 Vehicles Earmarked for DSO**

A Vehicle is always earmarked for Duty Staff RHQ(W) during nonworking and Sat / Sunday closed Holiday. It is responsibility of DSO to meet transport requirement arising during that period. The DSO will also be responsible for detailing of TPT on that particular day / nonworking hours. MT Sections DHQ-2 will give detail of movements planed during nonworking hours and same is required to be adhered. However any operational requirement is to be met by DSO as and when raised.

**1923 Officer Utilizing Service Transport**

The officers who are utilising transport from residence to office are advised to forgo their transport allowance and only officers who are authorised by COMCG(W) are required to use transport (SVC/Hired) from their residence to office & back.

**RESTRICTED**

342

1924 **Yearly MT Holding Return**

Yearly MT holding return as on 31 Mar be forwarded to this Headquarters vide CGO 17/2002.

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**RESTRICTED**

**RESTRICTED**

343

**CHAPTER XX**  
**SECTION I**  
**MAIL**

2001 **Fleet Mail Office, Mumbai**

(a) **Administration** The fleet mail office located in INS Angre function under the administrative control of Commodore Naval Barracks.

(b) **Working hours** The working hours of the Fleet Mail Office are as follows :-

(i) All working days - 0900 - 1130h  
(Mon to Fri) 1400 - 1600h

(c) **Receipt, Dispatch and Delivery of Mail**

(i) **Registered Mail** :- The Fleet Mail Office will accept official registered mail to Naval/CG authorities and Ministry of Defence as follows.

(aa) Full working day - 0900 - 1130 h

(ii) The registered covers are to be endorsed with separate registration number prefixed by distinguishing code numbers of the Commanding Officer/Heads of Departments. The cover should be supported by a schedule (IN 462).

(iii) The received copies of schedules (IN 462) pertaining to Fleet Mail Office, Mumbai are to be returned by registered post within 07 days (NO 89/70)

(d) **Unregistered Official and Private Mail.**

(i) Unregistered Official and private letters may be posted in the letter box provided in the Fleet Mail Office, Mumbai throughout the working hours. The clearance timings of the letter box are as follows.

(aa) Full working days - 1130h, 1430h, 1530h  
(ab) Saturday - 1215h

(e) **Despatch of Mail.** Mail to outstations is despatched at 1530 hrs on full working day.

(f) **Mail not Handled by Fleet Mail Office Mumbai** The fleet Mail Office does not accept money orders and VPP/insured parcels.

**RESTRICTED**

(g) **Record of Unregistered Mail** No record of unregistered or private mail is kept at the fleet mail office. All important letter and documents should therefore be registered.

**2002 Outstation Ships**

Ships arriving in Mumbai from outside are to collect the mail from FMO directly.

**2003 Use of Water Proof Bags During Rainy Season**

Ships and establishment are to use water-proof bags for mail during rainy season for safety of documents.

**2004 Mail Diversion**

(a) Keeping in view the ship's programme, the Commanding Officer should initiate mail diversion signal in the format given in Appendix 'A' to chapter II of INBR1517/67.

(b) The FMO Mumbai is endeavoured to keep ships in Indian waters posted on their mail despatches.

**2005 Authority For Collection of Mail**

Ship / establishment mail man detailed to collect mail from the FMO Mumbai should be in possession of a copy letter of authority for collection of mail. It should be addressed to the officer-in-Charge, FMO, Mumbai duly signed by Commanding Officer/Head of Department. The mail man should also be in possession of his Identity Card.

**2006 Redirection of Private Mail**

Ships and establishments are to endorse correct address in full whilst redirecting any private mail. The old address is to be scored through but not erased or rendered illegible.

**2007 Withdrawal of Mail**

Mail once delivered to the FMO, Mumbai will not be allowed to be withdrawn unless a request is made in writing by the Commanding Officer/Head of Departments

2008 **Return of Registered Parcels / Packets**

Registered parcels/packets once delivered will not be accepted unless they are accompanied by a schedule (IN 462).

2009 **Speed Post Service**

The mail which is required to be dispatched urgently may be done by speed post through post office, but this mode of despatch should be used prudently.

2010 **Dispatch of Identity Cards**

(a) When Permanent Identity Card is ready, the Provost Marshal is to forward unlaminated and unsigned permanent identity Card to Ships and Establishments for obtaining signature and thumb impression of the individual on the Identity Card, Individual is to check all personal details on the Identity Card, Discrepancies, if any, are to be brought to the notice of CG Identity Card Section, Subsequently Identity Card is to be dispatched to CG Identity Card Section for signature of Provost Marshal and lamination purpose.

(b) Identity Cards are to be dispatched by hand or by Registered Post only No private courier is to be used Identity Cards are not to be sent by ordinary mail under any circumstances.

(c) Registered post containing ID cards is to be sent separately and is not to be clubbed with other mail from the unit.

(d) By Hand, DHQs/unit may also collect mail from all co-located units and depute an EP on temporary duty to CG Identity Card Section for delivery and receipt of mail.

(e) All registered posts are to be tracked by units online to monitor timely delivery to Identity Card Section. The Postal Department does not respond to queries regarding missing mail older than two months.

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**CHAPTER - XXI**  
**WORKS AND MAINTENANCE**  
**SECTION I - GENERAL**

**2101 General**

(a) The Works Department is primarily responsible for development of ICG infrastructure of Western Region in consultation with the MES and other civil authorities.

(b) The succeeding orders outline the basic guidelines to carryout work services, which are timely and fully adequate to meet the needs of the service within reasonable costs. They are also to be read in conjunction with Defence Works Procedure, 2107, Scales of Accommodation for Defence Services 2009. MES Regulations, MES Standing Orders, Defence Works Act and such other policies issued from time to time by ICGHQ/Government of India.

**2102 Classification of Works** Civil works services are classified as under:-

(a) **Original Works.**

- (i) Miscellaneous works.
- (ii) Major work.

(b) **Maintenance Services.**

- (i) Ordinary repairs.
- (ii) Special repairs.

**2103 Original Works** Original works comprise the following:-

- (a) New construction of buildings/facilities and their internal fixtures with provision of external services, such as roads, electrification, water supply, drainage, sewage disposal and furniture.
- (b) Purchase of immovable property such as buildings, plant and machine.
- (c) Reconstruction of abandoned buildings and roads, rendered unusable.
- (d) Widening of roads.
- (e) Additions and alterations to existing facilities necessitated due to administrative or operational reasons.

**RESTRICTED**

347

(f) Works necessary to bring into authorized use building / services newly purchased.

(g) Installation of Plant and Machinery.

(h) Demolition and construction on existing foundation.

2104 **Maintenance Services** "Aide Memoire" for maintenance and upkeep of MES assets has been forwarded to all stations/units vide RHQ (W) letter WK/122/BOM dated 06 Feb 03. Salient points are enumerated below:-

(a) Maintenance of buildings, roads, and furniture and E/M installations in a station /Unit is carried out based on a maintenance programme and costing worked out by the MES and sanctioned by the District/Station Commander every year.

(b) The annual maintenance programme duly approved by the District/Station Commander must be handed over to the GE by Jan each year for action to be taken for the ensuing financial year.

(c) The authorization of maintenance funds for various types of assets like buildings, roads, furniture etc. are governed by Govt. of India, MOD letter 87968/52 W (PPC)/1056/DO11/D (W-1) dated 02 Jul 04 and as amended from time to time.

(d) The normal periodical services in the station will be carried out as per the periodicity given at table-G of Regulations for Military Engineer Services(RMES).

(e) Special repairs of building / roads will be carried out based on Administrative approval obtained from CFA through a Board of Officers.

2105 **Definitions**

(a) **Low Budget Works** Those original works costing below Rupees Fifteen Lakhs.

(b) **Major Works** Those original works costing above Rupees Fifteen lakhs.

(c) **Repairs** These works comprise the following in buildings and facilities which are still usable and not abandoned:-

- (i) Maintenance and periodical services.
- (ii) Defect rectification.
- (iii) Renewal of existing facilities
- (iv) Replacement of existing facilities.

**RESTRICTED**

**RESTRICTED**

348

(v) Alterations necessitated purely on technical or engineering grounds.

(vi) Works required to make good buildings, roads, installations and services.

**Note:** Whether or not a building or facility is still 'Usable' will be decided by the Court of Inquiry convened to investigate a loss.

(d) **Ordinary Repairs** These are petty repairs, periodical services up to the scales of authorisation for an amount of Rs. 60,000.00.

(e) **Special Repairs** These consist of renewals or replacement of items during repairs for an amount not more than 15% of cost of the project.

(f) **Authorised Work** Those which are authorised by the government in the Scales of Accommodation for Defence Services 2009 or other authorities issued by the government from time to time.

(g) **Special Works** These are works which do not fall within the purview of above, but which are considered essential due to exceptional local conditions or as an important experimental measure, which do not set precedence. If a special work tends to introduce a new practice, or tends to change the existing Scales of Accommodation, these will not be approved by the Competent Financial Authority.

2106 **Specifications** The General specifications will be as follows:-

(a) **Temporary** Work Services will be provided of temporary specifications if the facility is conceived to be required for a period of up to five years.

(b) **Permanent** Where a facility is conceived to be required for a period of more than five years, permanent specifications will be provided. Specifications may be altered at the discretion of the sanctioning authority.

2107 **Sanctioning of Original Works.** An original work passes through some important stages before being administratively approved. This procedure is designed to give a detailed consideration of the project to establish the exact scope of works so as to entirely satisfy the need, while providing economy of engineer effort, economy of time, and economy of cost. The Following are the eight stages:-

(a) Initiation of demand by the user.

(b) User recce.

**RESTRICTED**

**RESTRICTED**

349

- (c) Consideration of demand
- (d) Convening of Costing board.
- (e) Acceptance of necessity.
- (f) Convening of sitting board and submission of board proceedings.
- (g) Preparation of 'Approximate Estimates' by engineers.
- (h) Accord of administrative approval.

**2108 Stages of Works in Western Region**

In order to reduce the time taken from concept of a work to issue of sanction, the following telescoped stages will be completed:-

- (a) Initiation of demand after completing user recce.
- (b) Consideration of demand and acceptance of necessity by the CFA.
- (c) Convening of recce-cum-siting-cum-costing board.
- (d) Preparation of approximate estimates
- (e) Accord of administrative approval.

**2109 Convening of Recce-Cum-Siting-Cum-Costing Board**

The following will be included in the Convening Order:

- (a) Name of Presiding Officer and Members.
- (b) Terms of reference.
- (c) Date of submission of the Board Proceedings.
- (d) Authority for authorized works.

**2110 Competent Financial Authorities** The following are the competent financial authorities for acceptance of necessity and accord of administrative approval:-

**RESTRICTED**

**RESTRICTED**

350

Sl No	Item	Auth to exercise Power	Amount		Remarks
			Without IFA concurrence	With IFA concurrence	
(a)	Major Works	Director General	Rs 100 lakhs	Rs 3000 lakhs	Note: Subject to approval of Annual Works Plan by MOD.
		Regional Cdr	Rs 5.0lakhs	Rs 1000lakhs	
		District Cdr	Rs. 2.0 lakhs	Rs. 250 lakhs	
		COs Station / Units	Rs 2.0lakhs	Rs 200lakhs	
(b)	Special Works	Director General	Rs 10.0 lakhs	Rs 200 lakhs	
		Regional Cdr	Rs 0.20lakh	Rs 50lakh	
		District Cdr	Rs.0.20 lakhs	Rs.10 lakhs	
		COs Station / Units	Rs 0.20lakh	Rs 10lakh	
(c)	Low Budget work	District Cdr	---	Rs. 15 lakhs	LBW (RAWP) works up to Rs. 15 Lakhs may be sanctioned post approval-in-principal of RHQ(W).
		COs Station / Units	---	Rs. 15 lakhs	

**Note:** These powers are as per revised DFPCG 2017.

2111 **Scales of Accommodation** The Scales of accommodation for OTM and married accommodation for Coast Guard will be governed by the following Govt. orders:-

(a) **Scales of Accommodation for OTM Accommodation** Govt of India Min of Defence letter WK/0147/CGHQ/501/US(CG)/D(N-II) dated 07 Apr 1997 and as amended from time to time states that the scales as applicable to the defence services will also be applicable to Coast Guard.

(b) **Scales of Married Accommodation** Govt of India Min of Defence letter WK/0147/447/CG/D(N-II) dated 15 May 1980 and as amended from time to time. MES considers the scale of accommodation for defence Services (SoA-2009) as reference. CGHQ vide letter WK/0101/Policy MES dated 19 Jan 15 directed that all ICG married accn projects are to be planned as per the revised plinth area and specifications vide MoUD letter no. 22011/01/2008-W.3 dated 07 Aug 13.

(c) Construction of married accommodation for officers and civilian will be governed by Govt of India, MOD letter AQ/0111/CGHQ/DO/CG/332/D(N-II) dated 25 Feb 1988 and PA/0235/I/CGHQ/2284/DO(T)/D(N-II) dated 25 Nov 2003 or as amended from time to time.

2112 **Authorised Married Establishment(AME)** The authorized married establishment for all Coast Guard Station in the region at an average would

**RESTRICTED**

**RESTRICTED**

351

be 80% (Authority- GoIMoD letter No. PA / 0235 /I / CGHQ / 2284 / DO(T) / D(N-II) dated 25 Nov 2003).

- 2113 **Acquisition of Ready Built Flat** Acquisition of ready built flats to make up the deficiency in married accommodation status of a station can be resorted to provided the provisions contained under Govt. of India, Min of Defence letter 3(1)/95/DO-II/D(Works) dated 06 May 1997 are followed.
- 2114 **Acquisition of Land** Acquisition of land for setting up a military station is governed by 1947 Hand book norms, a specimen form of which is attached at Annexure VIII. For all acquisition cases the procedure to be followed will be governed by Govt. of India Min of Defence letter 11011/1/92/D(Lands) dated 04 Feb 1992. DEO of that area where acquisition is proposed will form part of the Board proceedings. Guide lines formulated by CGHQ vide letter PL/0256 dated 08 May 2006 for setting up of CG Station will also be considered while acquiring land for CG Stations. In addition BOO to be convened post approval of Hon'ble RM for acquisition as per GOI letter No. AQ/0101/INFRA/POLICY dated 07 May10.
- 2115 **KLP of Stations / Units** All stations/Units are required to have an approved Key Location Plan (KLP). Immediately after acquisition of land KLP for the station/ unit will be prepared based on the availability of land and requirements of the station. The KLP boards will be approved by CGHQ. MES will prepare Engineer documents for works in the station/Unit only when the asset has been approved in the KLP.
- 2116 **Encroachment of Defence Land** It is the responsibility of the Commanding Officer/Officers-in-Charge Stations/Units to ensure that no part of defence land gets encroached. Adequate safety measures in terms of security personnel, boundary wall, regular patrolling by duty staff etc., must be resorted to, to achieve the results. Any encroachment encountered must be immediately intimated to RHQ(W) and action taken to remove the same from CG land.

2117 **Important Policy letters**

<b><u>Sl</u></b>	<b><u>Subject</u></b>	<b><u>Policy letter no.</u></b>	<b><u>Dated</u></b>
(a)	Authorised Married Establishment	MoD letter PA/ 0235/ I/ CG/ 2284/DO(T)/D (N-II)	25 Nov 2003
(b)	Accommodation orders for Coast Guard Civilian Officers and Non-Gazetted Civilian personnel	CGHQ letter AD/0102	23 Apr 2004
(c)	Environment/CRZ Clearances of Infrastructure Projects	CGHQ letter WK/0101/CRZ	16 Jan 2015
(d)	Revision of Plinth area Norms for General Pool	CGHQ letter WK/ 0101/ Policy MES	19 Jan 2015

**RESTRICTED**

**RESTRICTED**

352

	Residential Accommodation (CGRA) for Central Govt Employees and applicability to all Govt Departments		
(e)	Policy Guidelines- CPWD Works	CGHQ letter WK/1107/CPWD	01 Jul 2015
(f)	Revised administrative approval and Financial Concurrence Cases	CGHQ letter WK/ 0101/ Policy /MES	19 Feb 2016
(g)	Functional Role of GE (Maintenance)	E-in-C's Branch letter A/00157/23-1/Pol/E2W (PPC)	17 May 2016
(h)	Preparation of BPs/RIC/AEs	CGHQ letter WK/ 4000/ AWP/ 2017-18	13 Apr 2017
(j)	Norms/Scale for Authorisation of Services of Lift Operators	E-In-C's Branch letter A/37696/OSDPL/Pol/E2W (PPC)	02 Aug 2017
(k)	Preparation/Scrutiny for issue of Rough Indication of cost Approximate Estimates and Engineers appreciation	CGHQ letter WK/ 0101/ Policy/MES	18 Aug 2017
(l)	Execution of horticulture works in the Preliminary Estimates	CPWD letter DDG (Hort)/ Manual/2017-18/231	29 Dec 2017
(m)	Implication of Green Norms in Defence Projects	CGHQ letter WK/0101/Policy MES	19 Feb 2018

2118  
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 2120

**RESTRICTED**

**CHAPTER XXI**  
**SECTION II**  
**MES ORGANISATION**

**2121 Engineer Agencies** The Military Engineer Services (MES) is primarily responsible for carrying out Original Work and maintenance services for the Coast Guard.

**2122 MES Formations for Coast Guard Works** The post of Chief Engineer (CG) at Goa has been raised by GoI, MoD vide letter no. 28(15)/2016/D(Wks-II) dated 24 May 17 w.e.f. 15 Jun 17. The MES Formations are as follows:-

- (a) E-in-C's Branch, Army Headquarters.
- (b) Chief Engineer (Coast Guard) at Goa with following under command GEs:
  - (i) **GE (CG) Kochi** For all works services concerning Kochi, Beypore and New Mangalore
  - (ii) **GE (CG) Daman** For all works services concerning with Mumbai, Murud-Janjira, Dahanu and CGAS Daman.
  - (iii) **GE (CG) Ratnagiri** For all works services concerning with Ratnagiri, Goa, Karwar.
- (c) Chief Engineer(AF) at Bangalore with following under command GE:  
**GE(AF) Trivandrum** For all works concerning with Vizhinjam only.
- (d) Chief Engineer (NW) at Kochi with following under command GE:  
**GE Lakshadweep** For all works concerning with Kavaratti, Androth, Minicoy.

**2123 MES Cover for New Stations** The establishment of a MES unit depends on the financial load (work wise) it undertakes every year. With every new Coast Guard station under commission, MES cover for looking after infrastructure development works and normal day to day maintenance services has to be catered. For this, as soon as a station is conceived to be commissioned, simultaneous action must be taken to identify the nearest MES unit and case be initiated through CGHQ to Army Headquarters, Engineer-in-Chiefs Branch for earmarking dedicated MES cover. While taking up the case with Army Headquarters, the likely yearly work load (New projects and maintenance services) must be clearly mentioned so that MES personnel of

adequate rank structure get detailed. Army Headquarters, E-in-C Branch letter A/93296/Est/2002-2003/E2 W (PPC) dated 28 Jan 2003 is relevant.

2124 **Work Sections of MES Formations** The following are the main work sections in all MES formations:-

- (a) E1 –Establishment.
- (b) E2 - Works, Planning, Design.
- (c) E3 –Stores.
- (d) E4 - External Services, E/M, Air-conditioning.
- (e) E5 –Budget.
- (f) E6 -Architecture.
- (g) E8 -Contracts.

Note: **Section E7 has been abolished**

2125 **Formations of Defence Accounts Audit Department**

(a) **Functions** The function of the Defence Accounts Audit Department is to exercise financial audit control on pre-administrative approval stage, administrative approval stage and execution stage of civil work services. These controls are exercised as follows:-

- (i) DADS (Director Audit, Defence Services) - Pre payment audit.
- (ii) Test Audit - Post payment stage.

**Note :** Two copies of Administrative Approvals, one signed in ink, must be forwarded to the following Audit Authorities to regulate payments:-

- (aa) PCDA, SC, Pune
- (ab) Director Audit, Navy, Mumbai

2126 **Formations of Defence Estate Office**

(a) All acquisitions of land/property and hiring of buildings from Govt. funds will be progressed through the Defence Estate officer of the concerned area.

**RESTRICTED**

355

(b) The defence Estate establishments concerned with Govt. property in the region are as under:-

- (i) DGDE Delhi
- (ii) PDDE Southern Command Pune
- (iii) DEO of respective area like Mumbai, Bangalore, Kochi etc.

(c) The budget for acquisitions/hiring/lease rents are placed at the disposal of DGDE Delhi by CGHQ as per requirement who then makes the payments to various agencies through their regional DEO/ADEO.

2127

To **Spare**

2130

**RESTRICTED**

**RESTRICTED**

356

**CHAPTER XXI**  
**SECTION III**  
**MINOR WORKS / MISCELLANEOUS WORKS**

2131 **Initiation of Miscellaneous of Works**

Proposals for miscellaneous works will be submitted on a "Miscellaneous Work Demand Programme", a specimen of which is placed at Annexure "X". Proposals for miscellaneous works are invariably to be limited to authorised works, where a deficiency exists. However, where requirements for miscellaneous works projected are special and inescapable, such proposals are to be accompanied by a 'Statement of Case' explaining the special local conditions warranting provision of such a 'Special Work'. Proposals are to be submitted after completion of the section to be filled in by the MES authorities.

2132 **Procedure for Initiation of Minor Works**

- (a) No Boards are required for minor works. These have to be initiated only on the Miscellaneous work proforma.
- (b) Commanders, District Headquarters and Commanding Officers, Stations should sanction the miscellaneous works falling within their financial power as recorded at Article2010.
- (c) Miscellaneous works exceeding the financial powers of District Commanders and Commanding Officers, Stations and not exceeding Rs.2 lakhs will be forwarded to RHQ(W) for issue of administrative approval. All Minor Works costing beyond Rs. 2 lakhs must be supported by Approximate Estimates prepared by MES.
- (d) Miscellaneous works can only be sanctioned if funds are actually placed at the disposal of District /Station Commanders.
- (e) All Miscellaneous work sanctioned have to be completed and financially closed within the same financial year. No carry forward to next financial year is permitted.

2133  
To      **Spare**  
2140

**RESTRICTED**

**CHAPTER XXI**  
**SECTION IV**  
**MAJOR WORKS**

**2141 Annual Works Programme**

All works costing more than 15 lakhs needs to be approved as part of Annual Works Programme by MoD. The list of works required to be included in the AWP will be forwarded by all Stations / units along with rough cost to RHQ by 15 Dec of the preceding financial year. The Regional work list duly vetted will be forwarded to CGHQ by 30 Dec of the preceding year. Convening order will be issued for only those works that gets approved in the AWP by MoD. It thus implies that no work costing beyond 15 lakhs can be executed unless it gets approved in the AWP. All Stations/units thus prepare their bank of works and project them to RHQ(W) for inclusion in AWP as per priority and year of execution.

**2142 Requirement of Funds**

MES executes the works based on the A/A issued by any one of the authority stated at Article 2010. The requirement of Capital funds is projected by concerned Chief Engineer to CGHQ who then makes bulk allotment through the Regional Commanders.

**2143 Board Proceedings**

Presiding Officers are responsible for ensuring submissions of board proceeding within the dates specified in the convening orders. Non-submission of board proceedings by Presiding Officers within the specified dates may not only result in abnormal delay in execution of the work, but also affect administrative / disciplinary action.

**2144 Guidelines for Presiding Officers**

These are placed at Appendix 'Q'. Presiding Officers are to assemble boards after:-

- (a) Completion of Accommodation Statement Parts I and II.
- (b) Selection of possible sites.
- (c) Conceiving the overall scope of work in general terms.
- (d) Giving sufficient time to all the members to attend.

**2145 Completion of Work**

On completion of execution of major works, a handing/taking over board will be convened to examine the civil works, list the defects and recommend whether the works are to be taken over. Guidelines for handing/taking over boards are placed at Appendix 'R'.

**2146 Monitoring of Execution of Works**

Commanding Officers/Officers-in-Charge of the establishment and Units are responsible to the COMCG (W) for close and effective monitoring of the execution of works in their area of responsibility. As soon as a work is approved and released for execution, the following action will be taken by the Stations/Units:-

- (a) **Major Projects** A project monitoring group comprising of users and MES reps will be constituted with an aim to hold periodic site meetings to monitor progress and quality of work. The board will also suggest deviations if required but within the frame work of rules and regulations. The minutes of the meetings will be endorsed to RHQ (W) for perusal and records.
- (b) **Other Works** A project officer will be nominated who will monitor the progress and quality of works.

**2147 CRZ Clearance**

It is mandatory to obtain CRZ clearance from MOEF, Govt. of India for all works that are to be executed in the CRZ notified areas. No work will be executed in a CRZ notified area unless the clearance has been obtained as given in the MOEF notification of 19 Feb 1991. This implies that for any work that is conceived to be executed in the region near the Coast; simultaneous action must be initiated by the unit with concerned State/Centre environmental organisation to obtain the CRZ clearance for that job which must be obtained before the commencement of the work by MES.

2148  
to **Spare**  
2150

**GUIDELINES FOR PRESIDING OFFICERS OF SITING - CUM-COSTING BOARDS**

**Introduction**

1. Siting-cum-Costing Board is the first and the most important stage in pre-administrative planning. The object of holding a Board is to obtain acceptance of necessity from the CFA.

**Object and Duties**

2. The purpose of holding a Board is to determine the scope of work by preparing the accommodation statement, to prepare a zoning layout and to arrive at the rough cost of the project. Based on the board proceedings accompanied by these documents the CFA will accord acceptance of necessity and order the Siting Board. The duties of the Costing Board includes preparation of accommodation statement, preparation of zoning layout, preparation of rough cost, preparation of engineering appreciation and the board proceedings. Statement of case submitted by users will be scrutinised and attached to the board proceedings. Area requirements will also be indicated by the Board.

**Composition**

3. The board is so constituted that every aspect of the project receives full consideration. Officers from the following branches may be included in the Board when specialist advice/liaison is necessary:-

- (a) Specialist staff for advice on security, ground and air defence.
- (b) Movement and transportation.
- (c) Civil authorities.
- (d) Railway authorities.
- (e) Signals.
- (f) Camouflage
- (g) Technical experts on such matter as rail layouts, water borne sanitation, arboriculture, etc.

**Terms of Reference**

4. A directive, as required by the nature and the scope of the projects, will be issued. The main points are:

- (a) Accommodation to be provided.
- (b) Land requirements.
- (c) Water.

**RESTRICTED**

360

- (d) Power.
- (e) Roads (Access and Internal).
- (f) Railways – requirements, if any.
- (g) Furniture.
- (h) Area drainage.
- (j) Sewage disposal.
- (k) Any special considerations to be borne by the Board such as accommodation for Civilian Officers, staff car/scooter parks, offices, specialised service, fire-fighting facilities, security needs, training facilities etc.

**Deliberations of the Board**

5. A thorough examination of the site will be carried out from the point of view of completion of zoning layout/board proceedings. Different representatives will ensure that all their requirements are provided for adequately. Experts' advice on different matters will be fully considered. Based on the recee Board will give their recommendations on the following main points:-

- (a) Availability and suitability of land. Possible expansion will be borne in mind while working out land requirements. Yardsticks for working out area of land will be remembered.
- (b) Accommodation existing, required and special.
- (c) Training facilities.
- (d) Amenities.
- (e) Water and electric supply.
- (f) Drainage.
- (g) Communication – land, water and air.
- (h) Sanitation.

**Documents**

6. Board Proceedings along with all the documents prepared by both the staff/users and the engineers (on the proper performa) are to be submitted simultaneously through staff and engineer channels to CFA/CEA for consideration/check and obtaining acceptance of necessity.

7. Board Proceedings on IAFD-931 would cover the following details:-

- (a) Constitution of the Board.
- (b) Locality to be considered. Map reference, size and area.
- (c) Water supply and electricity (in outline only).
- (d) Provision of internal and external communication (including tele-communication planning).

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- (e) Security and fire-fighting
- (f) Availability of local harbour and accommodation for them and entitled personnel.
- (g) Amenities
- (h) Phases
- (j) Accommodation for constructional staff and MES key personnel.
- (k) Special items of works if any with statement of case.

8. A list of appendices as under will be attached:-

- (a) Statement of the case prepared by users.
- (b) Zoning layout showing rail layout, road layout, location of depots and zones of accommodation and areas for expansion.
- (c) Accommodation Statement Part I and II.
- (d) Rough cost and engineer appreciation
- (e) CFEES reports for the 4 Storey and above project.

### **Engineer's Role**

9. The engineer representative should collect the necessary ground data and other information from the civil authorities regarding availability of water, power and sewage disposal facilities. He must visit the site before the Board meets and get acquainted with the area. The ground data should include amongst other items the following:-

- (a) Nature of soil, geological information, contours plans.
- (b) Details and condition of existing buildings and the proposals for utilising them or otherwise.
- (c) Details of existing roads and other communication facilities and details of existing services such as water supply, electric supply, sewage disposal etc.
- (d) Meteorological data such as temperature variations, rainfall statistics, wind data, sun data, seismic zones etc.
- (e) Natural nallahs available for drainage.
- (f) Availability of local labour, materials and their efficacy and quality.
- (g) Accommodation required for instructional staff and key personnel.
- (h) Any other information that affects the cost such as restricted working hours, excessive cost of services, etc.

**RESTRICTED**

362

10. The information to be collected from civil authorities should cover the availability of water, power, etc., from them and to what extent augmentation can be met by them. Also Voltage available, mode of supply (bulk or distribution), terms of supply, etc., should be ascertained. It should also be ascertained whether the existing municipal sewers can take the sewage for the new project or not.

**Accommodation Statement**

11. This is the most important document to be prepared by the Board, since the scope of the project is determined from this statement. The preparation of the accommodation statement is the joint responsibility of engineers and users. It will be seen that user is responsible for furnishing strength whereas engineers are responsible for filling up the authority and authorised accommodation based on scales. Details of accommodation required under security arrangements, fire-fighting requirements, air conditioning/refrigeration and special requirements will have to be furnished by staff/users. Accommodation existing and the deficiencies to be made good by addition/alteration to other surplus building are to be filled up jointly by users and engineers. Accommodation to be provided by new construction is to be stated by the users.

**Zonal Layout Plan**

12. This will show the demarcation of area into various zones such as residential, administrative, technical, etc., and the provisions for future expansion. The area requirements will be based on yardsticks given in Cantonment Planning Hand Book, etc., the roads, boundary lines, etc., will be shown. This is prepared by engineers and users and approved by the Board.

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**HANDING/TAKING OVER OF NEW CAPITAL WORKS**

1. On completion of a new capital work the MES formation executing the work will report completion of the work to the user. A Board of Officers for handing/taking over of the civil work will be convened immediately thereafter by RHQ (W).

**Composition of the Board**

2. The Board will comprise of the following:-

- (a) Presiding Officer - A suitable Officer of the user unit of the rank of Commandant for works costing above Rs. 1.5 Cr
- (b) Representative GE (Execution) B/R - Member
- (c) Representative GE (Maintenance) B/R - Member
- (d) Any other member may be co-opted.

3. Representative of E/M of the Execution and Maintenance GEs will not be members of the Board as the external services will be directly handed over from the Executing GE to the Maintenance GE.

**Documents to be Made Available to the Board**

4. The following documents in respect of the work will be made available to the Board by the Executing GE:-

- (a) Line Plans.
- (b) Schedule of Finishes.
- (c) Inventory, B/R Fittings and Fixtures.
- (d) Inventory, E/M Fittings and Fixtures.
- (e) Inventory of Furniture.

**Directives to the Board**

5. The Board will be responsible for:-

- (a) Examination of the line plans and physical verification of the extents of civil works.

**RESTRICTED**

364

(b) Examination of the schedule of finishes and physical verification of the finishes provided in the completed civil works.

(c) Inspection of B/R and E/M fittings and fixtures provided and their correctness with respect to the inventories.

(d) Inspection of the furniture with respect of the inventory of furniture.

(e) Examination and recording of defects and deficiencies.

6. The Board is to inspect the civil works with respect to the documents enumerated above and record the defects, discrepancies and inadequacies, if any, and submit the Board Proceedings in 10 copies by due date as specified in the Convening Order. Structural defects and defects in fixtures and fittings are to be brought out clearly in the Board Proceedings.

**RESTRICTED**

**RESTRICTED**

365

**CHAPTER XXI**  
**SECTION-V**  
**LAND ACQUISITION**

**2151. General**

The CSO (LA) is primarily responsible for Acquisition/leasing of land, Leasing of Jetties, Hiring of OTM for ICG Units of Western Region.

**2152. Types of Land Cases**

- (a) Acquisition of land
- (b) Leasing of land
- (c) Diversion of land
- (d) Transfer of land

**2153. Processing and Finalisation of Land Acquisition Cases**

GoI, MoD letter no. 11011/1/92/D dated 04 Feb 1992 is a guideline for processing the land acquisition cases. MoD is the only authority to accord sanction for all types of land cases.

**2154. Authority Letters**

<b>Sl</b>	<b>Subject</b>	<b>Policy Letter No.</b>	<b>Dated</b>
(a)	Setting up & classification of New CG stations	CGHQ letter no. PL/0513	14 Jun 2018
(b)	Revised proforma for assessment of land requirement	Annexure- 2 of CGHQ letter no. PL/0513	14 Jun 2018
(c)	Processing and finalisation of land acquisition cases	GoI, MoD letter no. 11011/1/92/D	04 Feb 1992
(d)	Environment / CRZ Clearances of Infrastructure Projects	CGHQ letter WK/ 0101/ CRZ	16 Jan 2015
(e)	25% Concession on lease rent from Port Trust on Leasing of Jetty	MoS letter PD-13/1/2019-PPP Cell	13 Mar 2019
(f)	Submission of Re-hiring and lease cases	CGHQ letter HRG/0347	16 Dec 15
(g)	Acquisition of ready build flats fo Md accommodation	GoI, MoD letter no. 3(1)/95/ DO-II/D(Works)	06 May 97

**RESTRICTED**

**2155. Initiation of Land Cases**

- (a) Obtain letter of offer with financial implication
- (b) Duly recommended proposal with Statement of Case alongwith Financial Implication to be forwarded to Adm authority {RHQ(W)}for processing the case
- (c) Convening order is issued by RHQ(W) on the basis of SoC & letter of offer
- (d) BPs to be prepared by Presiding Officer

**2156. Documents Required to be Prepared for BPs**

- (a) Letter of offer with financial implication
- (b) Convening Order
- (c) Sketch, Google map of the land
- (d) Accommodation statement – I & II
- (d) Ownership certificate of land for Pvt. land
- (e) Copy of possession Certificate
- (f) Copy of encumbrance certificate
- (g) CRZ clearance, if required
- (j) Land requirement proforma, Buildability certificate

**2157. Contents of Board Proceedings**

- (a) Details of Presiding Officer and member of board
- (b) Terms of references
- (c) Introduction
- (d) Findings
- (e) Justification
- (f) Details of land including survey no., status of encroachment Status of

**RESTRICTED**

367

CRZ applicability, height clearance, Utility of land, approach road etc.

- (g) Term and condition/mode of payment
- (h) Financial Implication including following:
  - (i) Upfront lease rent
  - (ii) Normal monthly lease rent Security
  - (iii) Security Deposit
- (j) Recommendations of BOO
- (k) List of appendices

**2158. Channel for Recommendation of Land Cases**

RHQ(W) >>> CGHQ

DEO >>> PDDE Pune >>> DGDE >>> MoD

Duly recommended BPS are fwd to CGHQ by RHQ(W) under intimation to PDDE and DEO. Subsequently, DEO will fwd their recommendation to PDDE. PDDE will fwd recn to DGDE. Finally, DGDE recommends the case to MoD. Sanction is accorded by MoD.

**2159. Action on Receipt of Sanction**

(a) **Raising of fund** DEO will raise the fund requisition and forward to PDDE. Subsequently, PDDE will recommend the same to DGDE and finally DGDE will forward the cash requisition to CGHQ. CGHQ will allocate the fund as per sanction.

(b) **Handing/Taking Over of Land**

- (i) Post payment land will be taken over by concern DEO for ICG
- (ii) Handing/Taking over certificate will be signed by Land owner and DEO with ICG rep as witness
- (iii) Board proceedings will be finalised and forwarded to RHQ by concern CG Unit for records.
- (iv) RHQ will fwd 01 copy of Board Proceedings to CGHQ for records.

**RESTRICTED**

**RESTRICTED**

368

(v) Lease deed in case of leasing of land will be executed between DEO and land owner.

2160. **Mutation / MLR Entry**

Post taking over of land, concern DEO will process the case for mutation in case of acquisition of land. On completion of mutation, MLR entry is made by DEO.

2161

to      **Spare**

2199

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**CHAPTER XXII**  
**SECTION-I**  
**CLOTHING AND MESS TRAPS**

**2201 Sources of Supply and Survey**

Clothing Stores are to be replenished from and surveyed to Coast Guard Store Depot Mumbai, BVY Kochi and BVY Karwar except for Coast Guard Pattern of uniforms.

**2202 Entitlement of Uniform Items**

The entitlement of uniform and protective clothing items for enrolled personnel and certain categories of civilian personnel employed in Coast Guard are promulgated vide CGHQ letter CGHQ/LA/1488 dated 26 Dec 17 and CGHQ/LS/7264/17-18 dated 22 Oct 18. Post implementation of 7<sup>th</sup> CPC, uniform items for EPs & EFs have been categorized in two categories as Basic Uniform items and Standard Clothing items. Basic Uniform items have been subsumed in dress allowance in accordance with Annexure-I of CGHQ letter no. CGHQ/LS/7264//17-18//05/D/(CG) dated 01 Oct 2018.

**2203 Accounting of Clothing and Ledger Compilations**

Accounting of Clothing stores and compilation of clothing ledgers by Ships / establishment are to be carried out as per Articles 0501 to 0503 in of CGBR LOG 03 and Appendix 'A' of CGBR LOG 03.

**2204 Maintenance of Clothing Account in Ships and Establishment**

Clothing Account in Ships and Establishments are to be maintained as per CGO 2/97 and Chapter 5 of CGBR LOG 03

**2205 Holding of Store by Ships and Establishment**

Ships and establishments usually demand clothing stores as per authorisation. This system often results in over stocking in some units and consequent shortage in the rest of the service. It is, therefore, necessary that ships and establishment strictly adhere to the following instructions to prevent overstocking.

- (a) Anticipated requirement to meet free and payment issue for one quarter only should be held at any time.
- (b) Demand for replenishment should only be raised when the stock level falls to two month's expenditure.

**RESTRICTED**

370

- (c) The stock held on board and the demands outstanding with the source of supply is to be reviewed once in a quarter.
- (d) Items which have not been issued during the preceding six month are to be returned to the depot.

**2206 Stock Taking**

(a) Stock taking of clothing stores in a ship/ establishment is to be carried out at the end of each quarter by a board of at least two officers, appointed by the Commanding Officer. In case of ship /establishment where sufficient officers are not available, one member of the board may be subordinate officer. But in no case the accounting officer will be the presiding officer or member of the board. To this effect, an endorsement as per para 06 of CGO 02/97 and chapter 12 of CGBR LOG 03 is to be made.

(b) On change of accounting officer or in the case of suspected theft/fraud, the clothing ledger is to be balanced and a certificate endorsed as in para 06 of CGO 02/97.

**2207 Occasion for Stock Taking of Clothing Stores**

(a) Stock taking of clothing is carried out on the following occasions:-

- (i) At the end of each quarter.
- (ii) On change of Accounting Officer/Custodian.
- (iii) When clothing store room is damaged.
- (iv) When loss due to theft, fraud or neglect is suspected.
- (v) When clothing store accounts are lost/damaged.

(b) Except in case of sl (ii) and (iii) above, stock taking clothing store in a ship or establishment is to be carried out by a Board of officers consisting of at least two officers appointed by the Commanding Officer. In case of ships/establishment where sufficient officers are not available, one officer and two SO's may be appointed by the Commanding Officer from the available resources to muster the clothing stores.

**2208 Accounting/Disposal of Recovered Clothing**

A second hand clothing account on form NSO 189, to record the receipts of public clothing recovered from enrolled personnel in exchange or on death/release /desertion or on promotion to officer rank is to be maintained. The recovered clothing will be returned to the store depot on a survey report (Form EDPS-3) and dealt with by the depot according to their condition,

**RESTRICTED**

**RESTRICTED**

371

either being condemned as no longer serviceable or taken back into stock for reissue as the case may be. Whenever, enough stock of such items is accumulated in depot or every half yearly depending upon the space available in depot, same will be auctioned publicly under the Administrative control of COMCG. The amount so realised will be deposited to the State through MRO. The units which are situated far from store depot, can also auction such items locally by convening a board of officers with the prior approval of the Regional Commander.

**2209 Temporary Loan Issue**

The procedure laid down in para 25-27 of CGO 2/97 and chapter 8 of CGBR LOG 03 is to be followed strictly by ships/units for temporary loan issue of clothing items to enrolled personnel and officers.

**2210 Custody of Cash**

The cash for clothing items sold to be received by the Accounting Officer same day, but if this is impracticable, the cash may be received by In-charge issue section under arrangements approved by the Commanding Officer. The cash received after each issue is to be taken on charge through MRO. The officer receiving cash is to sign the clothing issue sheet as an acknowledgement of having received the amount. One copy of IN-210 shall accompany the MRO.

**2211 Free/Payment Issue**

Free/Payment Issue procedure of enrolled personnel and officers as laid down in para 34, 35 and 52 to 55 of CGO 02/97 and chapter 7 of CGBR LOG 03 is to be followed.

**2212 Preservation of Clothing Item**

The Commanding Officer of Ships/Establishments are to ensure that all clothing store items are preserved as stipulated in Chapter 18 of CGBR LOG 03.

**2213 Loss and Preparation of Duplicate CHB**

(a) Whenever, the loss of CHB is reported, thorough investigations are to be made by the Commanding Officer and disciplinary action to be taken where necessary.

(b) Transcribe the details of issues and recovery of all clothing items to the duplicate CHB from the remaining copy of CHB. Entries are to be initiated by the Accounting Officer.

**RESTRICTED**

**RESTRICTED**

372

(c) The "Duplicate CHB" is to be inscribed on the right hand corner of duplicate copy in red ink.

(d) Later if, original CHB is recovered and duplicate CHB has been made, original CHB is to be marked "CANCELLED" and to be forwarded to Oi/c release centre (BUVIK) for keeping in docket of enrolled personnel. In no circumstances, the original (recovered) CHB is to be brought into force.

(e) On preparation of new CHB, duplicate CHB along with remaining copy of CHB is to be produced to the audit authority for vetting and endorsement.

**2214 Survey of Clothing Items**

The general procedure and forms applicable for survey of clothing stores is the same as for Naval Store as mentioned CGBR LOG- 01.

**2215 Compensation for Loss or Damage of Kit Items**

(a) **General Conditions for Grant of Compensation** An Officer or EP who, whilst on duty, sustain any loss attributable to his service, loss or damage to/any necessary articles of clothing or equipment, or any books, instruments or tools used in connection with his duties, shall be compensated for such loss or damage, subject to certificate being furnished with the following conditions:-

- (i) The loss has occurred, when an individual is on duty (duty includes travelling on duties and while on casual leave)
- (ii) Loss, damage or destruction is caused by the action of enemy or insurgent.
- (iii) The kit is lost while in Government custody.
- (iv) The kit is destroyed under the order of competent authority.

(b) **Non-admissibility of Compensation**

- (i) Loss due to theft, unless the articles stolen where in the Government custody.
- (ii) Damaged articles unless the article have been rendered unserviceable for the further use.
- (iii) Fair, wear and tear of kit, in the course of active service as opposed to destruction or damage.

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(iv) When article is in repairable condition, no compensation is admissible in respect of the cost of repair.

(v) Loss of money and private effects.

**2216 Withdrawal of CHB**

The CHB's will be withdrawn under the following circumstances and dispatched to O i/c release Centre (BUVIK) for records after audit.

- (a) On death, release/discharge of deserter.
- (b) On promotion to Officer rank.

**2217 Procedure For Claiming Compensation**

Contingent bill (IAFA 115) is to be prepared giving all necessary details. In addition, certificate as stipulated seen below are to be endorsed by the Commanding Officer on the Contingent bills in all cases.

- (a) Claimant is acquitted of all the blames as to the cause of loss/damage.
- (b) Loss or damage occurred in unavoidable circumstances by him.
- (c) Not by neglect or fault of the claimant.
- (d) Every exertion was made by him to prevent the loss or damage.
- (e) In addition to certificates at sl (a) above, relevant certificates required for certain specific types of losses as the cases may be are to included.
- (f) Claims together with the report of investigating officer are to be submitted to the sanctioning authority through the proper channel.

**2218 Stitching of Uniforms**

(a) Cloths for various uniforms are supplied by Sources of Supplies. Units are responsible to get the uniforms stitched and issue stitched uniforms as per measurement of the enrolled personnel. For stitching of uniforms, annual stitching contracts may be concluded by Units under their financial power delegated under DFPC 2017 vide Serial 6.6 of schedule 6 under Govt. of India, Ministry of Defence Letter PF/0104/CGHQ/432/2017/D(CG) dated 04 Jul 2017.

(b) RHQ(W) is concluding contract for the ships/ establishments at Mumbai. Units are to issue cloth along with work order to the unit tailor. On receipt of stitched uniforms, ships/units are to prepare contingent bill along with conversion note and CRV and forward to PCDA (N) for settlement of tailor's bill

**2219 Sources of Supply of Mess traps**

Mess traps are to be demanded from and surveyed to CGSD (MB). Units based at Kochi and New Mangalore may demand and survey mess traps from BVY Kochi and BVY Karwar except for Coast Guard pattern crockery items.

**2220 Scale of Mess Traps**

The Scale of Mess traps for following categories are stipulated in CGOs mentioned against each:-

- (a) Commanding Officer Mess traps - Appendix 'A' to CGO 05/92 and Appendix 'M' of CGBR LOG 03
- (b) Ward room Mess traps - Appendix 'B' to CGO 05/92 and Appendix 'N' of CGBR LOG 03
- (c) Mess traps and galley for subordinate Officer and enrolled personnel- Appendix 'C' to CGO 05/92 and appendix 'P' of CGBR LOG 03.

**2221 Initial Supply and Replacement of Mess Traps**

The Ships/Units are to follow the procedure laid down in para 2 to 4 of CGO 05/92 for supply and replacement of Mess traps.

**2222 Accounting/Issue of Mess Traps**

The Mess traps received from source of supply to be accounted by Ships/Units and issued to concerned as per para 10 to 12 of CGO 05/92 and article 2112(a) and (b) of chapter 21 of CGBR LOG 03.

**2223 Losses/Survey of Mess traps**

(a) **On Account of Negligence** All losses on account of negligence are to be made good by the concerned individual.

(b) **On Account of Service Conditions** Losses and breakage of crockery and glassware etc., in Commanding Officer/wardroom and

**RESTRICTED**

375

subordinate officer/enrolled personnel messes afloat on account of service condition eg., rolling & pitching of ships due to rough weather and accidents etc., the liability will be borne by the state. Normal procedure for regularization of loss to be followed as per chapter 13 of CGBR LOG 03.

(c) **Survey**

(i) **Commanding Officers Messtraps** Survey on Form EDPS-3 for mess traps items which are unserviceable due to FWT.

(ii) **Wardroom Messtraps** Survey on paying off as per article 2113 of CGBR LOG 03

(iii) **Sailors Messtraps** Replacements can be made in lieu of sailors mess traps (including galley gear), when they become unserviceable due to fair wear and tear on form EDPS-3. However, replacement of crockery and glassware issued to the Sailors Mess only, are governed by the following rules:-

(aa) For Messes afloat - upto 25% of the Authorized Nos.

(ab) For Messes ashore -upto 15% of the Authorized Nos.

**2224 Muster of Messtraps**

All mess traps are to be physically mustered on the following occasion:-

(a) **All Officers Messtraps.**

(i) Half yearly on 31 Mar and 30 Sep by Officers appointed by the Commanding Officer.

(ii) On change of custodian, by their commanding Officer/ Captain's secretary /Wardroom Mess Secretary.

(b) **Sailors Mess traps in Stock**

(i) Half yearly on 31 Mar and 30 Sep by Officers appointed by the Commanding Officer.

(ii) On change of Accounting Officer.

**Note:** The mustering officers have to verify that the ledger/loan lists are up to date before commencement of muster. Relevant certificates are to be endorsed on completion of muster.

**RESTRICTED**

(c) Muster may also be carried out at any time by the Commanding Officer or the higher authorities when losses due to theft or fraud have been suspected or for other reasons.

2225 **Disposal of Mess Traps on Paying Off**

(a) The mess traps held on charge are to be returned to the store depot/yard on paying off.

(i) The mess traps are to be surveyed jointly by the Commanding Officer or his representative and the representative of the Store Depot/BVY and to be classified as under:-

(aa) Serviceable Used - Fit for re-issue

(ab) Serviceable Used - Unfit for re-issue

(ii) The mess concerned will not be charged on account of sl (aa), these will be re-issued to shore establishments. As regards those in sl (ab) the items will be disposed off by the CGSD (MBI) through the normal channel of disposal of Naval Stores. The difference in cost between the payment issue rates of these mess traps and the disposed price will be recovered from the mess concerned.

(iii) Wardroom mess traps of those messes which have accepted the liability (see article 2115 of CGBR LOG 03) will be disposed of at the discretion of the Commanding Officer of the establishment/Messes concerned.

2226 **Estimated Fair Life of Mess Traps Item**

(a) The estimated life of steel items is 10 years, pressure cookers have been prescribed 4 years fair life, and other metal items have one year fair life. Replacements would normally be authorised only on expiry of the fair life of the item or on becoming un-serviceable, whichever is later.

(b) The crockery and glass ware item would be surveyed to the respective Depot/Yard on their breakage or becoming unserviceable due to fair wear and tear, whichever is later. However, no fair life has been prescribed for these items.

2227  
to      **Spare**  
2230

**CHAPTER XXII**  
**SECTION-II**  
**VICTUALLING AND CATERING**

2231 **Sources of Supply**

Army Supply Corp (ASC) is the primary source for the supply of provisions required for the Armed Forces wherever exists. However, BVY run by Navy, supplies dry and fresh provisions for all Coast Guard ships, Establishment where exists. At places where no Defence establishment exists, the District/Station Commanders are authorised for supply of ration both Fresh and Dry through local purchase.

(a) **CG ships at Indian Ports**

- (i) BVYs at Mumbai, Kochi, Vizag, Port Blair & Karwar
- (ii) ASC Supply Depots.
- (iii) Other Govt. agencies, if any
- (iv) Local Market
- (v) Approved Contractor

(b) **CG Ships at Foreign Ports**

- (i) By the Indian Mission (Normally through local contractor).
- (ii) Local naval or other Govt. agencies.
- (iii) Approved contractors.
- (iv) Local Market.

(c) **Shore Establishments**

- (i) BVYs
- (ii) ASC supply Depots
- (iii) Local Market (in respect of fresh provisions only where no defence establishment exists).

2232 **Demanding Procedure for Dry/Tinned/Fresh Provisions by CG Ships**

Victualling stores are to be demanded on proper form IN 59 for Dry and Tinned provisions and IN 60 for fresh provisions. Sufficient advance notice as laid down by Supply depot/BVO's in local orders should be given to the supplying authorities.

2233 **Demand of Dry / Tinned Provisions by CG Establishments**

Demands for dry provisions to be drawn from ASC supply depots and BVY are to be prepared on form IAFZ 2098. The number of copies to be prepared for demanding and disposal are to be as para 9 (a) and (b) of CGO 05/99.

2234 **Demand of Fresh Provisions by Coast Guard Establishments**

Demand for fresh provisions from ASC supply depots/BVY are to be placed on form IAFZ 1555 in duplicate. The procedure laid down in para 11 (a) and (b) of CGO 05/99 is to be followed for accounting.

2235 **Local Purchase of Fresh Provisions by CG Ships at Indian Ports**

In case of urgent requirement and due to non-existence of authorised source of supply, ship may obtain limited fresh provisions by resuming to local purchase at that station in accordance with para 13 of CGO 05/99 and under own designated financial powers of DFPCG 2017.

2236 **Rations Scale in Coast Guard**

The ration for Officers, enrolled personnel, Aircrew and other personnel are to be demanded by ships/units as per their entitlement as stipulated in GOI, MOD letter VG/CG/0101/CGHQ/1087/DO(T)/D(N-II) Dated 29 Jul 02 and as amended from time to time.

2237 **Acceptance of Provisions**

All provisions are to be checked for quality and quantity before receiving. In case of bagged supplies of dry provisions, deficiencies not exceeding 1.25% are to be accepted by receiving ships/establishments as a possible loss in weight due to dry only on the original bagged items and not quantities which are levied by ASC supply depots/BVY. Whenever the shortage is more than 1.25%, the items are to be accepted at its actual weight and the margin of 1.25% is to be disregarded. Sugar is to be accepted at its actual weight.

2238 **Inspection of Provisions**

Fresh and Dry provisions received from various source of supply by ships and establishments are to be inspected as per the procedures laid down in para 15 to 17 of CGO5/99 chapter 3 of CGBR LOG 02.

2239 **Accounting of Victual**

Victualling account is to be maintained by all self / non-self-accounting CG ship/establishment on form CG 72/IN 213 and render monthly return with all relevant vouchers to NLAO within 15 days of closing the account along with the details laid down in para 19 of CGO 05/99.

2240 **Survey / Disposal of Surplus and Shortage of Victualling Stores**

Difference revealed between the actual quantities found on muster and the balance as per account which cannot be adjusted are to be investigated and necessary action to be taken as per para 21 and 74 of CGO 5/99 article 0408 and Chapter 13 of CGBR LOG 02 to regularise the same.

2241 **Losses of Victualling items**

All losses or damage of victualling stores in ships/establishments are to be investigated by the accounting officer responsible for the store and a report in writing be submitted to the Commanding Officer. IAFZ 498 in original form to be prepared in triplicate and vetted by respective CDA (N) and approval to write off the losses to be accorded from competent authority and disposed as per para 22 of CGO 05/99 and article 0409 of CGBR LOG 02.

2242 **Maintenance of Stock by Ships / Establishments**

- (a) **Ships** Dry/Tinned /Fresh provisions are to be stocked as per para 30 to 32 of CGO 05/99.
- (b) **Shore establishment**. Dry/Tinned/Fresh provisions are to be stocked as per para 34 to 37 of CGO 05/99 and chapter 5 of CGBR LOG 02.

2243 **Mustering of Victualling Stores**

Victualling stores are to be mustered periodically to ensure that the actual stocks agree with the book balance, and to find that the stocks are in good condition. Following are the occasions of mustering:-

- (a) On the last day of every month.

**RESTRICTED**

380

- (b) On change of Accounting Officer/custodian.
- (c) When loss due to theft or fraud are suspected.
- (d) When ordered by the Commanding Officer or when higher authorities.
- (e) When store items and accounts have been damaged or de-sored.

**2244 Relaxation in Periodicity of Muster**

The provision of muster may, however, be relaxed to the extent mentioned in para 43 of CGO 05/99 as per the conditions laid down in para 44 of CGO 05/99 and article 0910 to 0812 of CGBR LOG 02.

**2245 Packing Materials**

Packing material issued to the sea going ships with the Victualling stores are not required to be accounted and shore establishments and non-sea going ships are to return all packing material to the BVY/ASC supply depots. Whenever packing material is issued for sanitary and other purpose the Commanding Officer is to complete the certificate (iii) on page 14 of the Victualling Account form CG-72.

**2246 Stowage of Provisions**

Provisions are to be stowed as per para 53 to 67 of CGO 05/99 para 53 to 67 of CGO 05/99 and chapter 12 of GGBR LOG 02.

**2247 Provisions Suspected as Bad**

Dry and fresh provisions suspected as bad by ship and establishments are to be dealt as per procedure laid down in para 69 to 73 of CGO 05/99 and article 1302 to 1307 of CGBR LOG 02.

**2248 Disposal of Victualling Stores on Paying Off**

All Victualling stores held in stock by ships/establishments being paid off are to be returned to the BVY. These stores are to be surveyed by a Board of Officers consisting of one Officer from ship, BVO or his representative and a medical Officer appointed by the Senior Officer of the Station. Form IN 715 is to be prepared and signed by all the members of board giving the condition of such items. The provisions are then to be disposed off as per para 77 of CGO 05/99 and survey reports are to be prepared are disposed as per para 78 to 80 of CGO 05/99 and article 1313 to 1316 of CGBRLOG 02.

**RESTRICTED**

2249 **Messing of Ships Company.**

- (a) The concept of mess committee to assist the ship's logistics Officer and staff is evolved with the objective of inculcating a sense of involvement and participation of the ship's company in the quality preparation and distribution of their own food.
- (b) The following guidelines are prescribed to obtain the participation of all members of the ship's company.
- (i) As far as possible, the mess committee should have large representation.
  - (ii) Weekly menu should be drawn up by the mess committee or by the mess member's sub-committee.
  - (iii) Mess Secretary/mess committee representatives should be associated with receipt and issue of dry and fresh provisions of the galley.
  - (iv) Whenever feasible a general mess party should be provided to assist the Victualling/galley organisation.

2250 **Collection / Delivery of Provisions**

A monthly programme for issue of dry and tinned provisions to ships will be issued by the respective Base Victualling Officer/ASC. The Commanding Officers of ships are to adhere to this programme while demanding provisions. In exceptional circumstances where a ship is directed to sail at short notice, an emergent demand may, however, be placed on the Base Victualling Officer/Station Commander as appropriate giving as much notice as possible.

2251 (a) **Ration In Kind (RIK) to Officers**

Post implementation of 7<sup>th</sup> CPC, decision on RIK for officers posted ashore has been kept in abeyance. RIK for officers posted in operational billets remains continued. All floating units can draw Ration in Kind (RIK) for officers at Mumbai and raised demands to Base Victualling Yard (RIK Swati) with pre receipt transfer voucher for self-collection.

(b) **Ration In Kind (RIK) to Officers Outside Mumbai Under Floating Units**

- (i) The CG units responsible for arrangements of issue of RIK to officers **served in floating units** outside Mumbai are:-

**RESTRICTED**

382

(i)	Goa	-	ICGS Goa
(ii)	Mangalore	-	ICGS Mangalore
(iii)	Beypore	-	ICGS Beypore
(iv)	Kochi	-	ICGS Kochi
(v)	MurudJanjira	-	ICGS Murud Janjira
(vi)	Vizhinjam	-	ICGS Vizhinjam
(vii)	Karwar	-	ICGS Karwar
(viii)	Ratnagiri	-	ICGS Ratnagiri
(ix)	Kavaratti	-	ICGS Kavaratti
	Minicoy	-	ICGS Minicoy

(ii) Units are to make RIK issue arrangements with available resources for floating unit.

**2252 Ration In Kind (RIK) to Enrolled Personnel**

Issue of RIK to EPs at Mumbai is not feasible due to Geographical Conditions. Wherever possible, Units outside Mumbai can issue RIK to EPs within existing rules & Regulations with available resources in the unit.

**2253 Logistics Requirement (LOGREQ)**

LOGREQ by visiting ships at various ports are to be made as follows.

<b>Sl</b>	<b>Port</b>	<b>Addressee</b>	<b>Copy to</b>
(a)	Mumbai	BVY(MBI)/NSOD (MBI)	COMCG(W)/CGS(MBI)
(b)	Goa	CGS(GOA)/COMDIS-11	INS GOMANTAK
(c)	New Mangalore	CGS(NML)/COMDIS-3	-
(d)	Kochi	CGS (KOC)/COMDIS-4	BVO(KOC)
(e)	Karwar	BVO(KWR)	CGS(KWR)
(f)	Beypore	ICGS Beypore	CGS (KOC) / COMDIS-4/ BVO(KOC)
(g)	Murud Janjira	ICGS Murud Janjira	-
(h)	Kavaratti	ICGS Kavaratti/COMDIS-12	-
(j)	Androth	ICGS Androth	COMDIS-12
(k)	Minicoy	ICGS Minicoy	COMDIS-12

**2254 Local Purchase of Fresh Provisions.**

CGAS Daman, CGS Dahanu, CGS (NML), CGS Beypore, CGS Vizhinjam, CGS Murud Janjira, CGS Ratnagiri can purchase fresh ration from local market as no IN or ASC organization exists in these region. Fresh provisions can be purchased under designated financial powers under serial 6.10 of Schedule 6 of DFPCG 2017 or ARC be concluded under serial 6.9 of Schedule 6 of DFPCG

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2017 or on ARC basis. All such purchases will be made strictly according to the SOP promulgated vide policies and Government letters in vogue with at most financial probity.

2255 **Supply Arrangements of Dry Provisions to Ships and Establishments**

- (a) **At Mumbai** Ships and Establishment at Mumbai are to demand dry ration from BVY (MB). For Ships, BVY makes arrangement for onboard supply while, establishments are to collect at their own on the scheduled given day.
- (b) **At Goa** CGAE(Goa) Goa is to draw dry ration from ASC, Goa on monthly basis for self and ships based at Goa. Items are to be collected and supplied to ships by CGAE Goa.
- (c) **At Mangalore** CGS Mangalore is to draw dry ration from BVY Kochi/BVY Karwar on monthly basis for self and ships based at Mangalore. Items are to be collected and supplied to ships by CGS Mangalore.
- (d) **At Kochi** Ships and Establishment at Kochi are to demand dry ration from BVY, Kochi. For Ships, BVY makes arrangement for on board supplies, while, establishments are to collect at their own on the scheduled day.
- (e) **At Daman** Units at Daman are to draw Dry and Tinned provision from BVY Mumbai and fresh provisions through Rate Contract(RC)
- (f) **At Kavaratti** Ships and Establishment at Kavaratti are to demand dry ration from BVYKochi.
- (g) **At Ratnagiri** Ships and Establishment at Ratnagiri are to draw dry and tinned provisions from ASC Madgao(Goa) and fresh provisions through Rate Contract(RC).
- (h) **At Murud Janjira** Unit is to draw dry and tinned provision from BVY(MB) and fresh provisions through Rate Contract (RC)
- (i) **At Karwar** Ships and Establishment at Karwar are to draw dry and fresh provisions from BVY Karwar
- (j) **At Minicoy** Units at Minicoy are to draw dry and fresh provisions from BVY Kochi
- (k) **At Androth** Units at Androth are to draw dry and fresh provisions from BVY Kochi

**RESTRICTED**

384

**2256 Local Purchase Of Dry Provisions**

Items of dry provisions, which are not supplied by IN/ASC sources may be purchased from local market by units under DFPCG 2017 within their financial powers. All such purchases will be made strictly according to the SOP Promulgated vide Government of India, letters in vogue with utmost financial probity.

2257  
to      **Spare**  
2258

**RESTRICTED**

**CHAPTER XXII**  
**SECTION-III**  
**NAVAL STORES**

2259 **Ship's Warrant of Stores**

All ships/units are issued with detailed list of allowances of permanent stores on first Commissioning or restoring after conversion/modification/long refit. It is issued by CGHQ in consultation with the Principal Integrated Financial Advisor.

2260 **Classification of Ships/Establishment for Accounting**

(a) **Self Accounting** These are the ships and establishment which will draw all types of stores from their respective source of supply and will maintain accounts and connected documents as mentioned in para 04 (a) of CGO15/94 and chapter 2 of CGBR LOG 01.

(b) **Non - Self Accounting** Store accounts in respect of these ships shall be maintained by the parent unit ie District Headquarters/stations as per instructions contained in appendix "C" of CGO15/94 and article 0109 of CGBR LOG 01.

2261 **Preparation of Demand**

Demands for stores are to be raised as per allowances laid down in the inventory/warrant of stores, first outfit schedules/allowances laid down from time to time. E-demands to be raised with correct pattern number. Particular attention should be paid to the following:-

- (a) Quantity demanded as per allowance/inventory
- (b) Permanent/Quasi permanent store items are demanded against survey of equal quantity and the survey support details are indicated.
- (c) Excess demands are not raised unless approval/sanction has been obtained.
- (d) All copies of demands are legible and are correctly written.
- (e) Demands are signed by the officer concerned in case demands are prepared manually. All demands of CGSD(MB) are to be forwarded by e-Mail/Soft Copy.

**2262 Accounting**

Stores on receipt/supply are to be checked for quality and quantity. Items received are to be promptly stored onboard making the location in the ledger and accounted for in the respective ledgers. Accounting actions to be taken by ship and establishment are as follows:-

- (a) **Permanent Store** Permanent Stores are to be taken on charge in the main ledger and issued to concerned departments on permanent loan and same to be entered in the departmental PLL and updated at least once in every half year.
- (b) **High Turn Over Consumable Stores** There store are to be accounted for in consumable Naval Store ledger form IN 329. Issues are to be made to department on issue vouchers S I56 and recorded in the ledgers. These ledgers will be audited by the local audit. The ships/unit is to pay particular attention that the quarterly quantitative allowances have not been exceeded unless duly authorised.
- (c) **Low Turnover Consumable Store** Low turnover consumable store shall be taken in charge in the consumable store ledger maintained on form IN 329 and issued to department on requirement basis on form S 156 and are to be posted in ledger and are audited by local audit authorities, maintenance of ledger is necessary. The same is to be inspected by LOGO and CO and to be produced during Annual Inspection.
- (d) Permanent stores ledgers/PLLs as well as ledgers for (b) and (c) above are to be maintained by the respective District Headquarters for non-self-Accounting Ship as per current rules.

**2263 Stores Requiring Special Accounting**

- (a) **Furniture and Furnishings** Receipts, returns and total quantity of the articles for furniture and furnishings held shall be accounted for in ledger pages IN 330. In ships and establishment, Executive officer shall be responsible for the items. The Commanding Officer shall issue instruction that all movements of furniture in and out of ship shall be specially supervised by EXO.
- (b) **Freon Gas Cylinders** These shall be accounted for as permanent stores. It shall be issued to Engineer Officer and when empty returned to CGSD, their registered numbers are to be shown in form IN 426/1051.

(c) **Gemini and OBM** Gemini and OBM received from sources of supply are to be recorded as per article 0909 of Chapter 9 of INBR12.

(d) **Keys of Steel Chests or Cupboard and Filing Cabinet**  
Keys bearing serial/registered numbers shall be taken on charge separately in the naval store permanent loan ledger etc. Keys for steel chests, boxes or cupboards supplied for confidential matter should be issued on permanent loan to Charge Book Officer who will deal with them in accordance with instructions contained in INBR 150. Keys for money chests shall be issued on permanent loan to the custodian of the chest.

(e) **Life Jackets** Inflatable life jackets shall be issued on a separate temporary loan book IN 353 and marked "Temporary loan life Jackets" to the department Heads/officer (Inflatable life jackets are to be issued on EXO's PLL).

(f) **Office Machinery and Equipment** It shall be accounted for, on ledger pages IN 330 and History card in respect of each machine is to be maintained. All office machinery and equipment shall be issued to user departments on permanent loan ledger on form IN-806.

2264 **Number of PLL**

The number of permanent loan/ledgers shall be determined by the Commanding Officer, but it shall normally be limited to five. Any increase to this number shall be ordered only when use of custody card is not considered feasible.

2265 **Stores Received Without Papers**

All stores received without papers/proper receipt vouchers, shall be mustered by a Board of Officers appointed by the Commanding Officer and Found on Board (F.O.B) voucher prepared accordingly showing:

- (a) A list of stores received
- (b) Any information that might be necessary to identify
- (c) Fill accounting particulars

**2266 Supplies of Naval Stores on Loan**

Naval stores may be issued on loan under any of the following:

- |                        |                        |
|------------------------|------------------------|
| (a) Permanent Stores - | (i) On permanent loan  |
|                        | (ii) On temporary loan |
| (b) Consumable Store - | (i) On temporary loan  |

**2267 Transfer of Person Holding Naval Stores**

The Commanding Officer shall ensure when the person to whom stores have been issued on permanent loan is relieved on his particular duties, the stores are to be verified as prescribed in chapter 17 of CGBR LOG 01. Due attention shall be given by the incoming as well as outgoing officer for handing/taking over the stores as laid down in the orders in vogue.

**2268 Authority for Transfer**

No stores shall be transferred without the knowledge of the Commanding Officer. The Commanding Officer may authorise the supply officer to make transfers of stores that do not specially require his authority for each transaction.

**2269 Transfer Between Ships**

The permanent stores from one ship to another shall be transferred only in exceptional circumstances and with the approval of the appropriate administrative authority of the ship/establishment transferring the stores on transfer voucher as per designated financial powers. In emergency, if the approval could not be obtained before the transaction, subsequent approval needs to be obtained at the first opportunity.

**2270 Stock Taking /Mustering**

All stores held on board are to be mustered satisfactorily at least once during the year. District Headquarters, stations and units are to carryout stock taking of all stores once during the yearly cycle, record the same in stock taking book and render necessary reports. In case of ships, following modification are in force:-

- (a) Permanent Naval store are to be mustered as for shore establishments i.e. valuable and attractive store on PLL once in six months and all stores once during the year. The results are to be recorded on stock taking book and returns rendered as per Chapter 10 of CGBR LOG 01.

(b) All the naval stores items held in stock are to be mustered by the self-accounting ships/stations during yearly cycle of continuous stock taking and render the necessary report as per as per Chapter 10 of CGBR LOG 01. However, periodical muster for all the Naval stores items are to be carried out in non-self-accounting ship at the end of half year ending and muster certificate is to be forwarded to Logistics officer of Supporting Station in accordance with article 555 of INBR12.

(c) Snap checks/muster of stocks are to be carried out by the Logistics Officer/Commanding Officer as frequently as possible to ensure that stocks are correctly maintained.

(d) Items lying without turnover for a period over 12 months and not required on board are to be surveyed so that the same can be used elsewhere and there is no loss due to long storage.

**2271 Loss of Stores**

All losses of stores shall be subjected to a preliminary investigation and shall be reported to the Competent Financial Authority at the earliest indicating the circumstances, facts causing the loss and amount involved. Where necessary, matter will be reported to the civil police for effecting recovery. A report of loss shall be intimated to the respective District Headquarters keeping Regional Headquarters informed, irrespective of the amount involved immediately after discovery of the loss with all relevant details. All loses shall be recorded in the ship Log book and follow up action taken for recovery and regularisation as per the current rules. The Commanding Officer is to follow the guideline prescribed in chapter 11 of CGBR LOG 01 and CGO 21/98 for the cases of stores lost, damaged or stolen.

**2272 Stores Found**

Stores found by an officer or a sailor which cannot be satisfactorily explained are to be taken on charge after convening a board and same to be taken on charge in the relevant account as recommended by the board but every effort is to be put in to ascertain the source of supply.

**2273 Survey of Stores**

Stores requiring survey/return i.e. those defective, unserviceable, repairable or those not required on board are to be surveyed to CGSD (MB) on proper survey report forms duly filled in and signed. The technical officer/departmental officers are to record their opinion as to the conditions of stores to be surveyed prior to sending items for survey. Disputes, if any, in survey are to be referred to Regional Headquarters.

2274 **Local Survey**

The Commanding Officer may order 'Local Survey' of unserviceable Naval Store under the following circumstances:-

(a) When a ship is likely to be away from a Naval / CG Store Depot and the stores involved are a possible source of danger and of negligible value.

(b) When an establishment is situated away from a Naval Store Depot and stores; a possible source of danger, cost of transport to the depot would be higher than the ultimate value arising from the article surveyed.

2275 **Captured Vessel Stores**

Captured Vessel stores are to be mustered and accounted. The list of items to be prepared in quintuplicate signed by the captain of the captured vessel, Commanding officer of the Coast Guard ship, Boarding officer and the police officer taking over the vessel and hand over the captured stores to the police. The copies needed to be forwarded to respective Regional Headquarters, District Headquarters, concerned police station and one copy each to be retained onboard as office copy and one in boarding file.

2276 **Payment of Freight Charges**

(a) **Despatch by Rail** Freight charges shall be pre-paid by Military Credit Note form IAFT 1711. In case of non-availability of the form, goods may be accepted by the railway on "Freight to Pay" in which case the consignee will be required to issue Military Credit Note at public rate while taking delivery of the consignment.

(b) **Despatch by Sea, Air and Road** The freight charges are at standard rate and will be paid by the Logistics Officer from Ship's Cash account in the first instant with the prior sanction of the competent authority as per DFPCG.

(c) **Despatch by Post** This mode of despatch shall be normally being restricted to item of fragile nature. Within India, the stamps required shall be expended from the ship stamp account. When outside India, stamps will be purchased from post office on the prior approval of the competent authority.

2277 **Local Purchase of Naval Stores**

Naval stores whenever demanded from the CGSD (MB) if not available in stock, local purchase may be resorted to on issue of NA certificate by CGSD (MBI). Such local purchase is to be made by units to meet immediate requirement only and not for stock. The local purchase is to be carried out

after proper market survey on competitive basis to ensure that rates charged are fair and reasonable. The monetary extent to which local purchase is to be made is not to exceed the local purchase powers delegated to the Commanding Officers from time to time Payment can made on cash and carry basis as authorized by DFPCG only for immediate operational requirement. Contingent bills along with relevant document are to be forwarded to CDA (N) in case of pre-audit bills.

2278 **Local Purchase of Stationery and Forms**

(a) **Stationery** The procedure for local purchase of naval store is applicable for the purchase of stationery. The local purchase of stationery will be resorted to only certain non-standard item which is not stocked by the source of supply. Stationery may be purchased to meet three month requirement at a time. The firm's bills are not to be paid directly and are to be sent to CDA (N) for pre-audit. The stationary are to be purchased only through tendering process/GeM from all firm irrespective of Govt/non Govt firm.

(b) **Forms** Standard forms which are not available through sources of supply may be printed on issue of NAC by CGSD (MB) to the extent of delegated financial powers as per procedure laid down. Similarly, non-standard forms may also be locally printed as per the delegated financial powers and within the budget allocated. Settlement of bills will be pre-audit.

2279 **Local Purchase Cell (LPC)**

(a) Regional Headquarters (West) is the largest Region of the Indian Coast Guard and has the onerous responsibility of facilitating 24 X 7 logistics support to dependent afloat and ashore units under command. Local Purchase cell has been formed to carry out emergent local procurement of already identified items with known source of supply and available Commercial off the shelf (COTS) costly item beyond COMDIS/ Stn CO/Ship's CO's financial powers to meet the requirement of Ships/units against STORDEMS, OPDEMS and NAC issued by CGSD.

(b) LP Cell (West), set up under the aegis of CSO (P&A), undertakes procurement of all spares pertaining to Electrical (Communication & Navigation) &Engineering (Main Engine, Diesel Alternators, Gear boxes and routine kits) equipment, POL, Naval Stores, clothing stores, mess traps, damage control and fire-fighting to materialise Annual Review of Demands (ARD) for stocking up of 02 Store Depots in the Region and requirements of Depots/ Technical & other section at RHQ(W)/units against Indent/ NACs. The requirements of spares is always on high priority and are required to be completed in a time bound manner to maintain operational availability of the assets.

(c) The procurement process is initiated by the LP Cell on files duly incorporating the documentation procedure in accordance with guidelines laid down in DPM-2009, supplement issued for DPM – 2009 and financial powers vested with the Regional Commander vide DFPCG-2017. This also involves collation of opinion/advise from relevant professional divisions of RHQ (W) as applicable and regular monitoring of case files at every stage of their movement within RHQ. The staff is also involved in convening and minuting the proceedings of Commercial Negotiation Committees conducted during various stages of the procurement process. The Integrated Financial Advisor also plays a vital role in this chain, as at least 90-95% of the cases are with his concurrence. The LP Cell thus, follows up actions from pre to post contract stage apart from projecting and monitoring the budget allotted.

(d) **Delivery Period (DP) and DP Extensions** Timely supplies of goods/services are mandatory for a healthy logistics system. Therefore, DP becomes an important aspect while issuance of work/supply orders. The timelines are to be strictly monitored. In the event of delay anticipated, timely approval upto twice the original DP should be obtained from CFA (with or without IFA concurrence as the case may be) with LD clause and communicated to the vendor. In exceptional circumstances where the DP extends beyond twice the original DP, timely approval of higher CFA is required to be obtained in accordance to para 7.9.5 of DPM-2009 and its supplementary 2010. In this regard, HQ CGC(WS) letter 438/1 dated 29 Jul 19 also refers. A Separate ledger is to be maintained by Oi/c LP Cell regarding DP Extension so as to track the DP and to give timely reminder to firm / vendor regarding the delivery.

2280 **Printers and Photocopier**

Printers and Photocopier authorised as per authorised scale laid down from time to time. Therefore, first supply should be obtained based on these scales.

2281 **Fuel**

(a) **Supply** Ships at Mumbai and visiting Mumbai are to intimate their fuel requirements to NSOD (MBI) with a copy to COMCG (W) and ASD (MBI). The requirement should reach authorities concerned at least three working days in advance, unless operational commitments warrant otherwise. Any major changes in the requirements due to alteration/cancellation of programme should be intimated immediately. Requirement for topping up after refit/repairs/tank clearing should be forwarded to NSOD(MBI) at least two weeks in advance to plan movement of large packets/bunkering with IOC.

(b) **Delivery** The fuel will be supplied through oil barges by Commodore of Yard, tank Lorries or directly from the pipeline. The NSOD (MB) will report the details of supplies to ship through signals.

(c) **Signal Format** The signal format for supply of fuel is given in WENCO (Ops).

(d) **Fuel / POL receipts** Details of POL receipts in a month is to be forwarded to RHQ(W) in accordance with RHQ(W) policy letter 438/09/POL dated 24 Jun 04.

**2282 Recoveries for Various Types of Aids**

Coast Guard Ship, Aircraft and Equipment are utilised for Central Ministries, State Govt., Semi Govt. bodies, Autonomous bodies, private firm and individual under the authority of the GOI/CGHQ. Recoveries in respect of various types of aids mentioned below are to be made from the borrowing authorities as per the capitation charges & guidelines issued by GoI & CGHQ.

- (a) Maintenance of law and order
- (b) Maintenance of essential services
- (c) Assistance during natural/other calamities such as earthquakes, floods, fires etc.
- (d) Assistance required in the execution of development project.
- (e) Any other types of assistance which may be needed by the civil authorities.
- (f) Assistance to private firms and individuals.

**2283 Rendering of Diving Assistance to Civil Authority**

The instruction laid down in article 142 of chapter 8 of INBR 12 shall be used as guideline while rendering diving assistance to any civil authorities.

**2284 De-Storing**

Ships are de-stored when taken up for modernization, major refit or reduced to reserve or prior to decommissioning orders for destroying as promulgated.

**2285 Preservation of Stores**

Guidelines contained in chapter 13 of CGBR LOG 01 are to be followed for preservation of stores.

**2286 Procedures for Reporting Substandard Items**

The procedure to be followed for reporting cases of supply of substandard/defective item of Naval Stores and machinery spares and action to be taken by the various authorities on receipt is given in CGO 13/95 CGO 13/95 and chapter 13 of CGBR LOG 03. This procedure does not apply to prototype equipment to Ship/establishment for user trials.

**2287 LP of Medical Stores**

Financial powers for the purchase of sanitation and hospital necessities including local purchase of medicines have been delegated to the various Coast Guard authorities under DFPCG.

**2288 Procedure to be Adopted for Local Purchase of Sanitation and Medicines.**

(a) Local purchase of expendable PVSM items of medical stores under delegated financial powers may be effected only on exceptional circumstances, when the item prescribed by the authorised medical attendant is not available against normal demand from the dependent AFMSDs and for which a "NA Certificate" has been issued by the local purchase of items not supplied and considered essential will be effected only to meet the minimum requirements not exceeding one month's requirement.

- (i) Any items required for boarding operation/training activities
- (ii) Any items required to maintain the hospital and sanitation to higher level.

(b) Local purchase of non-PVMS expendable items of medical stores may be resorted to only when considered absolutely essential for the treatment of a patient. The quantity of such purchase is to be restricted to actual requirements only.

(c) Local purchase of non-expendable items of medical stores, both PVMS and non-PVMS, is to be resorted to only after prior sanction of PD(MS), CGHQ. However, PD(MS) is not required for the local purchase of medical stores made under sub-paras (a) and (b) above.

(d) Local purchase of medicines will be made only by the Regional Headquarters, District Headquarters and ships/establishments having a medical officer.

**RESTRICTED**

395

(e) All local purchases by the shore establishment and the ship afloat are to be made at the ports they are based, they are to be made from local firms normally on credit basis as per DFPCG. Payment is to be claimed subsequently from PCDA (N)/ respective CDAs.

(f) The following documents, certificates must accompany the bills of local purchase of medical stores:-

(i) Original copy of CRV together with a copy thereof, taking the items on charge. A certificate will be endorsed on the CRV and signed by the Commanding Officer to the effect that:-

(aa) The lowest quotation has been accepted/no quotations were called for in view of the urgency of the item but the cost is found reasonable.

(ab) Not more than one month's requirement in nearest economical packing has been purchased.

(ii) 'NA' certificate furnished by the depot on the basis of local purchase has been affected, if applicable.

(iii) When cash payment is made to the firm, then a contingent bill in duplicate indicating the account to which the amount is to be reimbursed is to be submitted. In such cases instead of the pre-receipted bill, cash memo in duplicate shall meet the requirement.

(iv) Copy of the sanction of the PD(MS), CGHQ in case of non-expendable item of medical stores, as per para 2(c) above.

(g) Bills for payment of local purchase along with the documents mentioned above are to be forwarded to respective CDAs for payment or through imprest if the amount of local purchase bill falls within cash-and-carry and the financial power of the CFA.

(h) Expenditure will be Debitable to Sub Head "Material & Supplies"

2289 **Storing Period for Ships Proceeding to Foreign Countries.**

2290

to **Spare**

2300

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**CHAPTER XXIII**  
**SECTION-I**  
**RAILWAY WARRANTS AND TRAVEL FORMS**

**2301 Railway Travel Forms**

Coast Guard Travel Forms are provided for entitled personnel on the following occasion (Para 01 of CGO 5/81):-

- (a) Regular Coast Guard personnel and personnel on deputations from other services when traveling on duty.
- (b) Regular Coast Guard personnel for the return journey from leave station to duty station when recalled from earned leave owing to exigencies of service.

**2302 Charge for Tariff**

The charges for the journey performed vide Coast Guard Railway Travel Forms are leviable at Public tariff rates by the Railway (Para 2 of CGO 5/81).

**2303 Care and Custody**

(a) Books of forms are to be checked on receipt and taken on charge in a Register. The travel forms and the registers are to be kept under lock and key. The accounting officer holding charge of the travel forms is to muster forms once in a month. The record of muster is to be kept in the register and recorded as under:-

"Certified that the monthly muster of warrants  
has been carried out for the month of -  
\_\_\_\_\_ and found correct".

(b) In addition, muster is also to be carried out at the time of handing over charge by outgoing and incoming Accounting officer and during annual inspection of the ship/unit.

**2304 Demand and Transfer**

The travel forms are centrally procured by CGHQ and supplied to all Coast Guard Ships and Units in western region through CGSD(MB). Travel forms, when supplied/transferred from one unit to another, these are to be accompanied by demand/supply/receipt vouchers. The vouchers are prepared in quadruplet /EDPS and disposed off are as follows:-

- (a) Fourth copy to recipient along the travel form.
- (b) Third copy duly receipted to the supplying unit.
- (c) Second and Fifth copies are to be sent to NLAO concerned by the suppliers.
- (d) One copy to be retained as office copy.

**2305 Military Travel Forms**

The Coast Guard is also authorised to hold the following military travel forms for use of defence service personnel on deputation to CG and their families. These are to be normally restricted to journeys on leave or when they travel at their own expenses.

(a)	IAFT	1709A	D Form
(b)	IAFT	1720	Concession Voucher
(c)	IAFT	1752	Free Warrant Single
(d)	IAFT	1707	Party Warrant

**2306 Completion of Travel Forms**

Great care is to be exercised in the preparation of Railway Travel Forms. Officers signing the railway form are to ensure that the forms are completed in all respect and details entered are correct. The following important points are to be borne in mind while writing the railway forms.

- (a) They are to be written in ink or ball point pen.
  - (i) Must bear the stamp of the office of issue and should be legible.
  - (ii) Date of validity shall be legibly written (in respect of naval forms).
- (b) Inappropriate words in "Mail /Express /Passenger" should be scored through.
- (c) The journey on warrant is to be performed via main route and therefore, via column is to be completed as "M/R".
- (d) The relevant rule of TR and the authority for move is entered correctly.
- (e) The class of accommodation i.e. IAC/IIAC etc , presently not existing in the travel forms, are to be put by rubber stamp duly signed by the issuing officer.

(f) The warrants are to be signed by the officer authorised to sign by the Commanding Officer. In case these are signed by any other officer, his specimen signature is to be communicated to the concerned CDAs giving the number of forms signed by him.

(g) The stamp of the officers and that of the signing officer are affixed and legible. Any alterations/corrections on the forms are to be neatly cut horizontally and initialed. No erasing/whitener are to be used in the travel forms.

(h) All forms issued are to be boldly endorsed on top right hand corner with the appropriate Controller of Defence Accounts responsible for the audit.

(j) When warrants are issued for travel in Rajdhani / Shatabdi Express, it is to be shown in the column "Class" as IAC/IIAC/IIIAC/ AC Chair by rubber stamp and attested by the issuing authorities.

(k) While addressing Station Master on travel forms, the word 'IR' (Indian Railway) can be written to enable the service personnel to reserve the tickets from any railway stations, if facilities exist.

2307 **Cancellation of Forms**

Incorrectly prepared form or forms rendered redundant will be cancelled by the Issuing Authority by means of a large 'CANCELLED' stamp or by inscribing in block capital letters the word 'CANCELLED' in red ink diagonally across the face of the form. The cancelled forms will not be destroyed by burning or treated as ordinary waste paper but will be pasted to the relevant counter-foils after cancellation.

2308 **Franking on Code Heads on Railway Warrants**

In order to account expenditure against appropriate budget head by CA (Fys), Calcutta the following code head are to be franked by rubber stamp on a warrant:-

<b><u>Types of Moves</u></b>	<b><u>Code Head</u></b>
(a) For moves other than on LTC	01/626/02
(b) For moves on LTC	01/601/01
(c) MC Note	01/626/05

**2309 Disposal of Counterfoils**

Counterfoils of completely used book/partially used books are to be retained on board for a period of 3 ½ years from the date of issue of last Form and may be destroyed after NOC from NLAO concerned. Destruction certificate is retained with the relevant register. In case of counterfoils on which audit objection are outstanding they are to be retained until the objection are finally settled.

**2310 Disposal of Serviceable Surplus Forms**

Serviceable surplus forms are to be returned to NSD/CGSD on issue vouchers with intimation to CDA(Navy), Mumbai and CA (Fys), Calcutta and suitable entry is to be made in the register (IAFZ – 2012).

**2311 Disposal of Unserviceable / Obsolete Forms**

A board of officers, appointed by the Administrative Authority, should examine the conditions of the forms held by ships and establishments and certify that all the forms and counterfoils are in tact and that no forms are missing there from. The forms are then to be destroyed by burning under the personal supervision of the Commanding Officer and a member of the Board to be nominated by the President of the Board. The particulars of the books destroyed are to be entered in the Register (IAFZ-2012) and entry is to be signed by the above two officers. The CA(Fys) or CDA(Navy) also to be informed.

**2312 Loss of Travel Forms**

In the event of loss of any of the forms, the issuing authority will immediately notify all railway authorities in the area including the under mentioned with a request to publish a notice about the loss in the railway Gazette.

- (a) Chief Commercial Superintendent of Railway concerned.
- (b) Station Master of the Local station where the loss occurred.
- (c) Headquarter office of the railway concerned.
- (d) Report the loss to CDA (N), Mumbai and CA (Fys), Calcutta.
- (e) Loss of forms will be attributed to negligence of duty and dealt with as loss of public money.
- (f) Report to RHQ through normal channel.
- (g) AAs will obtain audit report from CDA(N), Mumbai CA(Fys)Calcutta.

2313 **Recovery of Loss**

- (a) In case any individual fails to apply for refund within stipulated period (6 months) the loss caused to Defence thereby will be debited to his pay account.
- (b) In case no refund is forthcoming from railway in spite of best endeavours by the unit concerned or the railway rejects the claim on account of time limitation etc., the loss thus caused to Defence will be regularised under the order of CFA.

2314 **Regularisation of Loss**

- (a) **All forms except IAFT 1752** The AA concerned will refer the case for regularisation through CDA(N) to Director/Admin) at CGHQ for obtaining Govt. sanction.

**Form IAFT 1752** Ships/Establishments are required to ascertain the cost of IAFT 1752 lost From CDA(N), Mumbai/The Controller of Accounts(Fys), 6, Esplanade East, Kolkata 700069 within 3 months of detection of loss off or ms in question based on the highest fare for the possible longest distance that could be travelled from one end to the other end of the country. The loss thus assessed should be regularized by the CFA concerned.

**Note.** Once the loss of all types of blank railway form is regularized, there is no need for a second regularization of the same form, when their actual fraudulent use is detected subsequently.

2315 **Action on Decommissioning**

All books, partially used books and counterfoils not due for destruction are to be returned to CGSD under intimation to CDA(N) and CA(Fys), Calcutta.

2316 **Claiming Refund for Unused / Partly Used Railway Warrants  
Action by Individuals**

- (a) Unused or partly used tickets are to be cancelled and the cancelled ticket voucher to be handed over to the unit which will be preserved along with the counterfoil for audit.
- (b) When lesser number of persons travel from the starting station than that booked, the matter is to be reported to the Station Master of the starting station who will make necessary correction of the warrant or concession voucher to show the actual number travelling. The Station

**RESTRICTED**

401

Master with stamp and seal should attest this correction. The corrected tickets on completion of journey are to be handed over to ship/establishment for necessary action.

**2317 Charging of Reservation Fee from Military Personnel**

As per Rule 128 (10) of Military Tariff, 1986 reservation fees are not to be charged for reserving accommodation for Military personnel traveling on warrants/vouchers (IAFTs 1752 & 1707 respectively). However, such amounts (Reservation Charges) at Public Tariff shall be levied and debited from Ministry of Defence. Super-fast surcharge will continue to be paid by military personnel they opt to travel by super-fast train.

**2318 Travelling by Rail Without Exchanging Railway Warrant**

In case where service personnel are not able to get their warrants exchanged for tickets at the boarding station, they should inform the Guard of the train before undertaking the journey, who will issue a certificate that the passenger have been permitted to travel upon condition that they subsequently get the warrants exchanged for excess fare tickets at the first stopping station where there is time or even earlier if they can contact the ticket checking staff. In such cases the warrants will be collected and free excess fare receipts covering the journey from the starting station to the destination station shown in the warrants will be given to them without levying any fare or excess charge. Full particulars of the free excess fare ticket issued should invariably be shown on the warrants the cost of which will be debited to the Ministry of Defence (Rule 128 (3) (b) Military Tariff1986.

2319

**to Spare**

2320

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402

**CHAPTER XXIII**  
**SECTION-II**  
**SERVICE POSTAGE STAMPS**

**2321 Demand and Budgeting**

Service postage stamps are obtained on required basis by the ship/establishment concerned on raising form IAFA-115 (Contingent Bill) from the Controller of Defence Accounts (Navy) Mumbai who will issue cheque in favor of Treasury Officer/Post Master of the location and send it to the requisitioning officer for presentation to the Treasury Officer/Post Master. The amount is to be budgeted under subhead "Officer Expenses" against the budget allocated to ships/units.

**2322 Accounting of Service Postage Stamps**

The detailed account of their expenditure is to be kept in IAFZ – 2007 which will be balanced and signed monthly by the accounting officer and duly countersigned by the Commanding Officer. Large stocks of postage stamps are to be kept only with the LOGO. A writer may be entrusted with the postage stamps not exceeding Rs.100/- at a time. Following are to be ensured while handling service Postage Stamps:

- (a) He is personally responsible for the custody of the stamps.
- (b) Stamps held by him also to be accounted when periodical muster of stamps is carried out.
- (c) Stamps expended are to be entered in the service postage register.
- (d) Service Postage Stamp Register is an auditable document by the NLAO staff.2323 Stock Level of Service Postage Stamps

Units/ships are permitted to hold stock of Service Postage Stamps up to their requirements for three months only.

**2323 Occasions for Mustering**

- (a) Monthly Mustering.
- (b) Surprise Check.
- (c) On change of Accounting Officer.
- (d) On special occasion as ordered by Administrative Authority.

**RESTRICTED**

**RESTRICTED**

403

2324 **Letters Posted to Naval / CG Authorities**

Letters posted to Naval/ CG Authorities do not require postage stamps, if posted through the Fleet Mail Office. Letters to authorities and individuals outside Navy/CG should be affixed with 'Service Postage Stamps'. It is the responsibility of the Writer staff to ensure that letters have the proper value of the postage stamps.

2325

to **Spare**

2330

**RESTRICTED**

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404

**CHAPTER XXIII**  
**SECTION-III**  
**PAY BOOKS**

**2331 Demand and Transfer**

The Pay Books are centrally procured by CGSD(MB) and supplied to all Coast Guard Ships and Units in the western region. When pay book are supplied/transferred from one unit to another, these are to be accompanied by demand/supply/receipt vouchers.

**2332 Accounting and Muster**

On receipt of pay books from the source of supply, the serial number of the pay book are to be checked as per issue vouchers and entered in accounting register.

**2333 Occasions for Mustering**

(a) **Monthly Closing by Accounting Officer** The pay books are to be mustered on the last day of every month. A certificate to this effect as per para 4(a) of CGO 12/91 to be endorsed by the accounting officer and Countersigned by the Commanding Officer. The monthly return on form IN(Pay)232 is rendered to NPO/CG Pay showing the details of new pay books issued during the month. The old pay books marked "CANCELLED" are also forwarded to NPO /CG Pay for records along with thereturn.

(b) **On Change of Accounting Officer**. The pay book account is to be closed and signed by both the Officers handing over and taking over charge. The entry regarding handing/taking over charge is to be countersigned by the Commanding Officer. The signatures are to be invariably dated by the officers concerned. A certificate to this effect is to be endorsed in pay book register cash account book as per para 4(c) of CGO12/91.

**2334 Issue of Pay Books**

All officers and EP will be issued with pay books in order to enable them to draw thereon their current net entitlements. The pay book will correspond as exactly as possible to the pay account maintained by the Naval Pay Office / Coast Guard Pay Section so as to enable the officers and sailors to know their monthly net entitlements. Officers and sailors will present themselves in person with their pay books for receiving payment in cash. Whenever a new pay book is issued, old paybook is withdrawn for cancellation and for onward transmission to the NPO/ CG Pay Section. Pay Books are issued on the following occasions:-

**RESTRICTED**

**RESTRICTED**

405

- (a) Initially on joining the service.
- (b) Due to fair, wear and tear.
- (c) Loss due to negligence/accident.
- (d) On completion of old pay book.
- (e) On Promotion to Commissioned rank.
- (f) On return from abroad.

**2335 Loss of Pay Books**

When the loss of a pay book is reported, a thorough investigation will be made; disciplinary action may be taken where necessary. The loss of a pay book will be reported to:-

- (a) AA/CO.
- (b) Nearest Police Station.
- (b) Oi/C, NPO, CG Pay section, Noida
- (d) Logistics Officer of unit.

**2336 Withdrawal of Pay Book**

The pay books of officers and EP will be withdrawn in the following circumstances and dispatched as per monthly return to the CG Pay Section, Mumbai for record :-

**(a) Officers**

- (i) On retirement, release or discharge from the service.
- (ii) Voluntary retirement from service.
- (iii) Appointed abroad on deputation.

**(b) Enrolled Personnel**

- (i) On discharge from the service.
- (ii) On promotion to the Officer rank.
- (iii) When posted abroad on deputation.

2337  
to **Spare**  
2340

**RESTRICTED**

**CHAPTER XXIV**  
**SECTION-I**  
**IMPREST AND PUBLIC FUND**

**2401 Responsibility of Commanding Officer / Imprest Holder**

The responsibilities of Imprest Account Holder are contained in CGO 1/81 and as amended from time to time. Certain salient points are as follows:-

- (a) He will be personally responsible for amounts drawn by him until they have been fully and correctly accounted. He may authorize his officer to operate the account on his behalf.
- (b) Imprest account duly supported by the prescribed voucher is to be forwarded to the Controller of Defence Accounts or his representative on the prescribed date and that no loss occurs through the non-submission or incorrect preparation of the Imprest account, Acquaintance Rolls or other vouchers.
- (c) He is liable to make good to Govt. any loss resulting from any lapse in the handling of public fund.
- (d) In no circumstances, he shall keep large cash balances in excess of their actual and immediate requirements.

**2402 Responsibility of Paying Officers for Disbursement of Cash**

- (a) Entitlement of EPs shown in their pay book is correctly recorded initially and is received periodically with reference to statements of accounts received from pay offices.
- (b) Acquaintance rolls for "Leave advances" is to be clearly marked to avoid unnecessary observation from the pay offices.
- (c) Identity of individuals is established with reference to identity card or pay book as the case may be before making any payment.
- (d) Advances are strictly within the net entitlements as recorded in pay book and not against any anticipated credits.
- (e) Personnel number, Rank and Name are all correctly recorded in Acquaintance Rolls and correspond with those in pay books.
- (f) Signature in Indian language other than in Hindi are to be translated into English and thumb impression are to be attested.

(g) Advance paid is recorded in Pay book serially at the time of payment and each signed personally by the disbursing officer.

(h) The total amount paid on each acquaintance roll is entered in the appropriate place by paying officer in his own hand writing both in words and figures, on the spot such that any interpolation becomes impossible.

(j) Acquaintance roll are forwarded to the CDA(CG/Navy), Noida by 10th of the following month.

**2403. Responsibility of Accounting Officer**

(a) Logistics Officer / Accounting Officer nominated by the Commanding Officer as Imprest holder is personally responsible for the Govt. money until an account of receipt and expenditure has been rendered to the satisfaction of CDA(N), CG cell, Mumbai.

(b) Any over payment made primarily is the responsibility of the payee, failing recovery from him, it may have to be made good by the counter signing officer/accounting officer in the events of culpable negligence on their part.

**2404 Requisition of Public Funds**

The Commanding Officer/Imprest Holder are to furnish to the CDA(N), Coast Guard Imprest Section, Mumbai annually by 01 Jan, the estimated cash requirement for each month during the ensuing financial year as per CGO 7/94. In the case of cash assignment the Bank on which it is required to be intimated.

**2405 Disposal of Money Warrant**

The cash assignment/money warrant is valid for a period of 12 months and will expire on 31 March of each financial year. The same has to be returned to CDA(N), Mumbai in accordance with para (f) of section (B) of CGO 1/81.

**2406 Additional Requirement / Surrender of Surplus Funds**

Whenever additional amount is required, the Commanding Officer is required to project the requirement to the Regional Commander indicating the reasons for the same with a copy to the CDA(N) Mumbai for according sanction. On receipt of sanction, the CDA(N) Mumbai will authorise extra fund. Similarly, if the undrawn accumulated funds are considered heavy, arrangements to be made to surrender the same or portion thereof.

**2407 Drawal of Cash Against Money Warrant / Cash Assignment**

Instruction for drawal of cash on the cash assignment / money warrant are given in Appendix 'D' to CGO 1/81. While drawing money against a money warrant, cash requisition duly completed in duplicate is to accompany the money warrant. Specimen of cash requisition is given as Appendix 'B' to CGO 1/81. Before signing the cash requisition the Commanding Officer / Imprest Holder is to ensure that the cash being requisitioned is commensurate with the foreseen requirement.

**2408 Security Arrangement for Drawing / Returning Public Cash**

The Commanding Officer/Imprest Holder should make all arrangement as mentioned in para 6 and 7 of CGO 1/81 for Officer drawing or returning public cash.

**2409 Money Safe / Chest**

The Commanding Officer/Imprest Holder are to ensure that combination safe / money chest supplied for custody of Public cash is secured properly to bulkhead /walls as applicable and that original and duplicate keys are supplied. In the case of combination safes, it is to be ensured that:

- (a) Instruction about combination working and particular of the actual combination in use are supplied with the safe.
- (b) The Combination in use is written down clearly and is kept in a sealed cover.

**2410 Posting of Sentries**

The Commanding Officer/Imprest Holder are to ensure that an armed sentry is posted in the proximity of the money safe/chest to guard against theft or loss of the safe/chest if it contains large amount of cash.

**2411 Duplicate Keys of Money Chest/Safe**

The duplicate keys and combination in use is to be handed over to the Commanding Officer/Imprest Holder duly sealed in a cover indicating the contents and the receipt obtained. The cover is to bear the signatures of the Accounting Officer. Care is to be taken to prevent the possibility of unauthorized person having access to the keys of money safe/chests.

**2412 Maintaining of Cash Account**

The cash account is to be maintained as per the instruction given in Appendix 'A' of Para 12 of CGO 1/81, in addition to the provisions contained in the Financial Regulation Part-I.

**2413 Rendition of Cash Account**

Cash Account are to be rendered for audit in the following manner:-

(a) **Ships** The cash book is to be closed on the last working day of the month and a copy of cash account together with the supporting vouchers be forwarded to reach the CDA(N), CG Cell, Mumbai by 7<sup>th</sup> of the following month.

(b) **Units/Stations** The cash book is to be closed on 20<sup>th</sup> and the last working day of the month. A copy of cash account together with the supporting vouchers be forwarded to reach the CDA(N), CG Cell, Mumbai by 25<sup>th</sup> of the same month and 7<sup>th</sup> of the following month.

**2414 Verification of Cash Balance**

The cash balance is to be verified and a certificate to this effect be endorsed as per para 14 and 15 of CGO1/81.

**2415 Change of Accounting Officer/Commanding Officer/Officer-in-Charge Imprest Holder**

The Imprest account is to be closed and proper handing / taking over should take place. The key number (original and duplicate) and warrant number is to be entered in cash account book.

**2416 Payment to Civilians**

In the case of payment to civilians, the head of an office is personally responsible for every salary drawn on a bill signed by him until he has paid it to the person entitled to receive it and has had the acquaintance rolls signed by the payee with, if necessary revenue stamp.

**2417 Drawal of Cash Where No Coast Guard / Naval Authority Exists**

The ship may obtain funds from the Govt. treasuries within their authorised entitlement, for the period against the money warrant. An endorsement of "Payment Made" will be made by the Govt. treasury on the money warrants.

2418 **Drawal of Cash where no CG / Naval / Treasury Authorities Exists**

In the event of a ship proceeding to a port not served by the above authority, the Commanding Officer is to draw the anticipated requirements from the last port of call. Advances so drawn are to be limited to the requirements for an additional month. Such advance drawls in excess to one month's anticipated requirement when necessitated are to be arranged through the administrative Authority concerned.

2419 **Transfer of Cash Assignment**

The cash assignment or any portion thereof, may be transferred from one treasury or the bank to another in confirmation with the Controller of Defence Accounts/Regional Headquarters with the submission of proper justifications.

2420 **Loss of Cheque**

(a) **Cheque Issued by CDA(N)** On receipt of intimation from the traders/ suppliers/firms of the loss of Cheque /non-receipt of the Cheque for the supply made by them to Coast Guard, the representative /ship to initiate listed in para 02(a) of CGO 3/95.

(b) **Cheque Issued by Imprest Holder** On receipt of information regarding of loss of cheque, the Commanding Officer/Imprest Holder/ disbursing Officer is to initiate the actions listed in para 2 (b) of CGO3/95.

2421 **Loss of Money Warrant / Cash Assignment**

Loss of Money Warrant/Cash Assignment is to be reported to Administrative Authority and PCDA (N). Fresh Money Warrant/Cash assignment will be issued on completion of enquiry/investigation in accordance with the orders in force.

2422 **Money Warrant for Newly Commissioned Ship / Unit**

This Headquarter will make necessary arrangement for money warrant to newly commissioned ship/unit. The Commanding Officer designated for newly commissioned ship/unit is to nominate an officer for liaison with Regional Headquarters to obtain money warrant from CDA(N).

2423 **Audit Objection/Observation**

Audit objection/observation raised by audit authorities are to be settled at the earliest opportunity. Audit objection outstanding for more than 6 months are to be intimated to this headquarters with justification and probable duration for settlement of objections.

**2424 Register of Objections Statements**

(a) In order to have an up to date record of objections and their final disposal, a Audit Objection register is to be maintained showing the following information:

- (i) Date of Receipt.
- (ii) Nature of Account.
- (iii) Period under audit.
- (iv) Nature of objections/remarks.
- (v) Replies to objection/remarks.
- (vi) Further audit remarks and replies thereto.
- (vii) If referred to higher authority, number and date of the reference.
- (viii) Final disposal with date.

(b) In establishments and larger ships, it is preferable to have a separate objection statement register for each account.

(c) The register/registers of objection statement will be required to be produced at the time of inspection by the Administrative Authority.

**2425 Essential Condition Governing Expenditure from Public Funds**

As a general rule no authority may incur any expenditure or enter into any liability involving expenditure from Public Funds until the expenditure has been sanctioned by general or special orders of the Govt. of India or by an authority to which power has been duly delegated on his behalf and the expenditure has been provided for in the authorised grants and appropriations for the year.

**2426 Standards of Financial Propriety**

Every Officer incurring or authorizing expenditure from Public Funds should be guided by high standards of financial propriety as stated in Financial Regulations Part I Chapter II of rule6.

**2427 Instructions for Dealing with Public Funds and Stores**

A Govt. servant supplied with public funds and /or stores is responsible for their safe custody for keeping the stores in good and efficient condition and for protecting them from loss, damage or deterioration. The responsibility mentioned in financial Regulations Part I Chapter II Rules 15 is also to be borne in mind while carrying out the duties.

**2428 Accounting of Public Transaction**

All Public transactions are to be accounted as per Financial Regulations Part I Chapter II Rule16.

**2429 Prompt Crediting of Govt Dues into Imprest Account/Bank/Treasury**

All money received by or tendered to Government which are due or are required to be deposited with Government, shall without delay, be paid in full into Imprest account/bank/treasury to be credited to the appropriate account or they shall be credited through the pay bill or other public account, if it is so authorised.

**2430 Cheques Tendered in Payment of Government Dues**

Cheques on local banks may be accepted in payment of government dues, or in settlement of other transaction with the Govt. A preliminary acknowledgement of the receipt of the Cheque will be given in the following format:-

"Received cheque no.----- for Rupees ----- drawn or -----  
-----on account of -----".

**2431 Military Receivable Orders for Repaying Money**

Whenever cash is received from any person for crediting into Government account shall present with it a Military Receivable Order ( IAFA 507). All actions are to be initiated as per Financial Regulations Part I Chapter II Rule 11. The person authorised to pay the MRO is given in FR Part I Chapter II rule12.

**2432 Responsibility for Losses**

The officer holding the accounts/store will be held personally responsible for any loss sustained by the Govt. through fraud or negligence on his part, and also any loss arising from fraud or negligence on the part of any other Govt. servant to the extent to which it may be shown that he contributed to the loss by his own action or negligence. Detailed instructions of such

responsibility are embodied in Appendix I of volume II of Financial Regulation.

**2433 Loss of Public Money**

The term 'Loss of Public Money' includes, in addition to loss of cash:-

- (a) Irrecoverable personal advances made to individuals no longer in Govt. Service.
- (b) Overpayments of Pay and allowances made to individuals no longer in Govt. service.
- (c) All other irrecoverable cash claim including the values of issue on payment to units or individuals, the recovery of which would entail considerable hardship or present special difficulty.
- (d) Value of stores issued to contractors which for any cause has been a failure to recover and the recovery of which would present special difficulty.
- (e) Losses due to expenditure on freight in respects of stores dispatched in error.
- (f) Losses from the dispatch of stores by other than the authorized procedure.
- (g) Irrecoverable debits of units disbanded in accordance with demobilization orders.
- (h) Irrecoverable losses due to theft and fraudulent use of railway warrants, credit notes or railway concession vouchers.
- (j) Demurrage charges incurred due to negligence on the part of consignor / consignee

**2434 Financial Irregularities - Reporting**

The Financial irregularities including losses are to be reported as soon as it has been detected to the Admin Authority and CDA(N) as follows:-

- (a) All losses of Public money and stores due to theft, fraud or neglect, if the value exceeds Rs.500/-.
- (b) All losses of Public Money and stores due to other causes , if value exceeds Rs. 1000/- except in case of loss of immovable property due to flood, earthquake or other natural calamities which should be reported only, if

**RESTRICTED**

414

value exceeds Rs.5000/-

- (c) All losses of Aircraft, Helicopters etc.
- (d) All losses of ships and boats etc.
- (e) Cases of unauthorised issues of cash (including over issues of pay and allowances) and stores.
- (f) Unauthorised issue of railway warrants, credits notes, concession voucher etc., or loss of these documents.
- (g) Irregularities in the maintenance of cash and stores account e.g. non-maintenance/improper maintenance and malpractice in maintenance of documents.
- (h) Any irregularity/loss irrespective of the type, monetary value or cause as mentioned above presenting unusual features or disclosing defects in rules or procedure.

**2435 Reporting of Loss - Information**

Following information is to be included while reporting loss of public money to Administrative Authority and CDA(N), Mumbai.

- (a) Nature of irregularity/loss.
- (b) Period involved
- (c) Accounting documents affected.
- (d) Modus operandi of the fraud, if it is a case of suspected fraud.
- (e) How detected.
- (f) Whether an enquiry has been ordered and if so, with what result, or
- (g) Whether sanction of the competent authority has been obtained for not holding a court/BOI.
- (h) Whether any disciplinary action has been /is proposed to be taken and if disciplinary action has already been taken the nature of it and names and designation of the individuals affected.
- (j) Remedial measures taken to avoid recurrence of the irregularity.
- (k) Any other useful details.

**RESTRICTED**

**RESTRICTED**

415

2436 **Closing of Cash Account**

The Cash Account is to be closed on the following occasions:-

- (a) On the last day of the month in case of ships.
- (b) On 20th and last day of the month in case of establishments.
- (c) When surprise check of cash is carried out.
- (d) On loss/theft of cash, and on loss/misplace of safe key.
- (e) During annual inspection by Administrative Authority.
- (f) When ship proceeds to a foreign country.
- (g) Change of CO and LOGO or absent without leave/missing.
- (h) Death of CO/LOGO.
- (j) On paying off (De-commissioning ) of the ships.
- (k) When specially ordered by the CO/Administrative authority.
- (l) During check by audit authorities.

2437

to **Spare**

2440

**RESTRICTED**

**RESTRICTED**

416

**CHAPTER XXIV**  
**SECTION-II**  
**NON PUBLIC FUNDS**

**2441 Opening of Non Public Funds**

No Non public funds, other than Officers mess and wine funds, Ship's Canteen Fund, Officers welfare fund, Sailors welfare fund and Sports fund shall be opened without the written approval of the Regional Headquarter.

**2442 Maintenance of Accounts**

The Non – public fund accounts are to be maintained on cash book [Form IN (12)] except where a special account is otherwise prescribed. The entries and vouchers are to be maintained as mentioned in para 3 of CGO 12/91 and CGBR 171 and as amended from time to time.

**2443 Closing of Cash Accounts**

(a) **Monthly Closing** All accounts are to be closed on the last day of every month. A certificate to this effect as per para 4(a) of CGO 12/91 is to be endorsed by the accounting officer and countersigned by the Commanding Officer.

(b) **Surprise Check** Surprise Check of cash balance should be carried out at least once every quarter by the Commanding Officer. This is to be done on any day other than on the day of closing of account for handing/taking over. The Commanding Officer should carryout the muster of cash held in other public/non public funds also under the charge of the same accounting officer. A certificate as per para 4(b) of CGO 12/91 is to be endorsed by the Commanding Officer.

(c) **On change of Accounting Officer** The account is to be closed and signed by both the Officers handing over and taking over charge. The entry regarding correctness of handing/taking over charge is to be countersigned by the Commanding Officer. The signatures are to be invariably dated by the officers concerned. A certificate to this effect is to be endorsed in cash account book as per para 4(c) of CGO 12/91 and CGBR171.

(d) **Quarterly Audit** The account is to be closed for audit and muster of stores once every quarter and any other Special occasions as ordered. The certificate as given is para (d) of CGO 12/91 is to be endorsed on cash account book by audit board duly signed by each member/president, indicating his name, rank, number and the date of audit.

**RESTRICTED**

**RESTRICTED**

417

**2444 Cash in Hand / Bank**

Instruction laid down in Para 5 of CGO 12/91 and CGBR 171 Is to be strictly followed. Cash in hand should be restricted to the immediate requirement and surplus if any should be deposited in bank. Upper limit for cash in hand in each account should be as laid down in the Operating instructions and ceiling stipulated by the higher authority.

**2445 Property Ledgers**

Every item purchased out of non-public fund account is to be taken on Permanent/Consumable property ledger as the case may be, and issued against proper custody card/receipt. The items are to be mustered every quarter as well as at the time of change of Accounting Officer and proper certificate of muster, handing/taking over, indicating correctness of the property, are to be recorded on the respective ledgers.

**2446 Transfer Between Non Public Fund**

Transfer of money from one non – public fund account to another should not normally be resorted to. If such a transfer becomes unavoidable due to special circumstances, any transactions from one non – public fund account to another should be made on the standard form as per specimen given in Appendix "C" to CGO 12/91 and the amount returned to the original fund account at the earliest. However, canteen profits can be transferred to officers welfare fund and ships welfare fund as per limit prescribed.

**2447 Encashing of Private Cheques / IOU**

No person having the custody of cash is permitted to encash his own cheque or IOU, from the money in his own charge or otherwise use money for his own purposes. Encashing of private cheques of individuals from non – public funds is forbidden except when specially authorised in exceptional circumstances by the Commanding Officer.

**2448 Recovery for Breakage/Lost/Missing Items**

In case, any item of property of non-public fund is damaged/lost by an individual, the full replacement value should be recovered immediately. However, such recoveries shall be subject to investigation and decision of the Commanding Officer.

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**2449 Loss of Stores**

The state is not liable for any loss or damage of officer's mess or canteen stores owing to fire, ship wreck, deterioration or any other cause. However, in the case of loss and breakages of mess traps due to service conditions, eg. Rolling of the ship, firing of armament etc., the liability will be borne by the State, if the circumstances of the losses are covered by the existing regulations.

**2450 Inspection of Accounts**

A list shall be maintained of all non public funds held in ship/establishment. At the time of inspection, this list shall be produced for scrutiny of the inspecting officer, together with the accounts.

**2451 NPF on Paying Off**

On paying off the Commanding Officer shall take steps to ensure that all non public fund accounts are closed and audited. The amount realised by sale proceeds of canteen item as well as other equipment/item purchased from non public fund along with any amount left in non public fund account is to be forwarded to Coast Guard Headquarters for credit in the Coast Guard Amenities Fund or any other fund specified by CGHQ.

**2452 Commanding Officers Sanction for Expenditure**

Sanction of the Commanding Officer is to be obtained for any expenditure exceeding laid down limits in the operating instructions. The voucher relating to such expenditure should be countersigned by the Commanding Officer.

**2453 Audit of Accounts**

(a) **Role of Audit** The primary object of an audit is to provide an independent examination of the account to ascertain whether or not the balance sheet of a particular fund account truly reflects its financial position and that the account is maintained in conformity with the existing rules and regulations on the subject. The audit board must read and comply with the audit instructions contained in paragraphs 35 to 45 of CGO12/91.

(b) **Audit Board** The Audit Board should consist of a minimum of three officers. In case sufficient numbers of officers are not available, one subordinate officer may be included in the audit board except in the case of wardroom mess, wine and officers welfare funds which are to be audited by officer only. The audit board for ships having less than four officer will be appointed by Regional/District Headquarters. In such case the Commanding Officer are to project the requirements to their administrative authority well in time.

**RESTRICTED**

419

**2454 Depreciation**

The following broad principles be adopted for the quarterly depreciation of stores held on charge of Non-Public funds in accordance with CGBR 171 and CGO 12/91.

- (a) Permanent Stores, Furniture & fittings - 10 % per annum or including electrical fittings 2.5 % per quarter
- (b) Steel furniture/ equipment appliances - 5 % per annum or 1.25 % per quarter
- (c) Linen - 40 % per annum or 10 % per quarter
- (d) Consumable stores including sports goods - No depreciation Expendable
- (e) Books, Glassware & Crockery - No depreciation
- (f) Valuable items e.g. Metal, Silver etc. - No depreciation

**2455 Re-appreciation**

The fixed rate of depreciation does not in any way make it mandatory on the part of the accounting officers to depreciate the value of stores / property every quarter/ annum and bring it down to "Zero/Nil", unless its physical condition/utility demands immediate write off. It is the responsibility of the Commanding Officer to get the property re-appreciated during the audit of the account for the first quarter of every year and duly authenticated by the audit board. The Accounting officers / Audit boards are to re-appropriate the value of items jointly considering the actual condition and prevailing market value during the first quarter of each year.

**2456 Bank Accounts**

Bank accounts of all non public funds should be jointly operated by at least two officers, one of whom should be the Commanding Officer/Controlling Officer and the other being the Accounting Officer.

**2457 Loan to Individuals**

At no time cash from Non-Public fund accounts is to be loaned to any individuals on IOU basis or otherwise, unless specifically authorised by regulations/written orders of the Commanding Officer.

**RESTRICTED**

**2458 Clearing of Bills**

All bills where credit facilities are extended are to be settled by the 10<sup>th</sup> of the following month. The Commanding Officers are to take prompt / appropriate action against the defaulting individuals and ensure timely settlement of bills.

**2459 Distribution of Canteen Profit**

Canteen Profit is to be distributed in accordance with the CGBR-171 and CGHQ letter AD/0100/POLICY dated 07 Jun 12 as follows.

(a) Retained to build up canteen fund	-	15%
(b) OWF	-	25%
(c) CGWWA	-	10%
(d) SWF	-	50%

Any deviation from the laid down profit distribution must be with prior approval of the Regional Commander.

**2460 Errors in Balance sheet**

Some common errors observed in the balance sheets are as follows:

(a) **Balance Sheet Heading** The top portion of the balance sheet is not properly completed in that correct and full name of the fund is not indicated and the relevant period to which the balance sheets pertains is not endorsed. In most cases the date on which the balance sheet is finalised and is also not indicated.

(b) **Liabilities - "Owing to"** There entries are not elaborative. For example, notation "Owing to Mailman" is not adequate. The month / period and nature of owing should also be indicated, e.g., "Owing to Mailman on account of honorarium for Jun 07 ". This applies to other liabilities also.

(c) **Assets**

(i) **Cash in Bank** The entry "Cash in Bank" is not always supported by the bank reconciliation statement and details of fixed/cumulative deposits are inadequate in that details of deposits indicating date of deposit / maturity, rate of interest etc., are not recorded on the balance sheets.

(ii) **Bills Outstanding** Particulars of bills outstanding for over two months and action taken for their settlement are not being forwarded along with the balance sheets. This is to be invariably attached to the balance sheets.

(iii) **Owings From** Fill particulars of "Owings from" especially the period since when these are not being clearly indicated on the balance sheet.

(iv) Certificate that Owings to and from the funds pertaining to past quarter have been liquidated. If this has not been done, reasons in brief is to be indicated.

(d) **Reasons for Abnormal Increase/Decrease** The reasons for any abnormal increase/decrease in the balance creditor are often not indicated. Factors contributing to the increase / decrease in the balance creditor should in all cases be recorded in the space provided in the balance sheets, and endorsed by the Accounting Officer and Audit Board.

(e) **Government Mess traps** "Liabilities" and "Assets" in respect of Government Mess traps are not reflected in the balance sheets in respect of Ward room Accounts. Full rate book value of Government Mess traps should be shown as a liability under the "Liability" column. In accordance with CGO 12/91, the depreciated value for Government Mess traps should be shown as "Assets".

(f) **Reconciliation of Balance Sheets** The "Owing to" and "Owing from" entries in the related balance sheets are not always being reconciles, which is an important requirement to ensure that all balance sheets are correctly prepared.

**2461 Approval of Balance Sheet by Commanding Officer**

The audited balance sheet and accounts shall be examined and approved by the Commanding Officer, who is to personally ensure that the balance sheets are properly and correctly drawn.

**2462 Submission of Balance Sheet and Relevant Documents**

Ships/establishment are to forward the original copy of audited balance sheet together with the following documents to their administrative authority :-

(a) Separate subsidiary balance sheet as per the specimen enclosed vide Appendix 'B' to CGO 12/91, where applicable, along with the main balance sheet.

(b) Details of the bills of officers outstanding for over two months together with the details of action taken to settle them.

(c) Bank reconciliation statements.

**RESTRICTED**

422

- (d) Details of Fixed deposit/investment with authorised public sector undertakings.
- (e) Audit observations/recommendation if any together with the accounting officer's replies to the audit observation.
- (f) Profit and loss statement.

**2463 Foreign Country**

Whenever a ship is proceeding to foreign country or overseas deployment all public and non-public funds are to be closed, bank accounts reconciled and endorsed on the cash account. Internal transactions thereafter are to be in Indian Currency only.

2464  
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2470

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**CHAPTER XXIV**  
**SECTION-III**  
**BUDGET**

**2471 Introduction**

There is hardly any activity in an organisation which is not reflected in its budget. It is of utmost importance that budget is prepared with due care and limited resources available are utilised to the optimum. This chapter contains guidelines for the financial management in the Region.

**2472 Budget Estimates (BE)**

The Budget Estimates concerns the requirement of funds anticipated for the next financial year. It is a forecast based on the expected growth of organisation, escalation in prices, current trend of expenditure, etc. Hence, it is important that every care is taken to incorporate all details of expenditure anticipated for the ensuing financial year.

**2473 Revised Estimates (RE)**

The Revised Estimates for the current financial year are required to be sent along with the Budget Estimates for the next financial year. The purpose of Revised Estimate is to review budget performance vis-a-vis budgetary provisions. Depending upon the expenditure in the early months of the current financial year and anticipated expenditure, revisions in grants could be expected.

**2474 Final Requirements (FR)**

This is the second and last review of financial position made towards closing of a financial year. Depending on the expenditure incurred in the preceding months of the year and the expenditure expected in the remaining months, re-appropriation of grants amongst the various sub-heads of account is made. This is important because it provides the last chance to get the allocations revised and thereby to ensure that grants are neither exceeded nor allowed to lapse.

**2475 Final Appropriation of Accounts (FAA)**

When a financial year is over, it is time to take stock of the financial performance. The final expenditure figures are compared with the allocations made during that year and reasons for variations are examined.

**2476 Monitoring of Expenditure**

- (a) Powers to spend/commit expenditure cannot be separated from the responsibility of maintaining an up-to-date record of all such expenditures and keeping a close watch on trend of expenditure. It will be the responsibility of all officers concerned to ensure that no financial commitment is made unless the estimate of such expenditure had been made.
- (b) In case the allotment of funds under a particular sub-head is found to be inadequate due to unanticipated additional commitments arising after submission of BE for the year, action should be initiated to obtain additional funds.
- (c) Applications for additional funds are to be made separately giving full justifications and not through periodical returns.
- (d) As per Budget Management directives of MOF/MOD the quarter wise expenditure percentage should be as follows :-
- |   |            |   |               |
|---|------------|---|---------------|
| (i)   | By end Sep | - | 40%           |
| (ii)  | By end Dec | - | 67%           |
| (iii)   | By end Mar | - | Remaining 33% |
| (subject to 15% limited expenditure during March) |            |   |               |

**2477 Reports /Returns**

Budgeting is a time-bound activity. It is of utmost importance that all Reports and Returns are rendered strictly on time. The following are the Returns to be submitted to reach RHQ (W) on dates indicated against each:-

- |     |                                |  |
|-----|--------------------------------|--|
| (a) | Budget Estimates               | 31 Jul (for next financial year)   |
| (b) | Revised Estimates              | 31 Jul (for present financial year)                                      |
| (c) | Final Requirement              | 31 Dec (for present financial year)                                      |
| (d) | Final Appropriation Accounts   | 30 Apr (for previous financial year)                                     |
| (e) | Fortnightly Expenditure Return | 17 <sup>th</sup> (same month) and 2 <sup>nd</sup> of each ensuing month. |
| (f) | Capital Head                   | 30/31 <sup>st</sup> of every month.                                      |

- (g) HAL return 25<sup>th</sup> of every month.
- (h) MMIS (Man Power Management 10<sup>th</sup> of the month Information System succeeding QE

**2478 Fortnightly Expenditure Return**

- (a) In order to ensure accurate accounting, a register of expenditure for each budget sub-head is to be maintained. All the items of expenditure under locally controlled head should be accounted in this register.
- (b) The register shall show all transactions during the fortnightly irrespective whether or not bills have been settled by CDA (N) and this will be reflected in the fortnightly return.
- (c) If any amount has been partly disallowed, this should be indicated in the next fortnightly expenditure return as minus entry and progressive total amended accordingly.

**2479 Submission of Bills for Settlement**

The Commanders/Commanding Officers to whom separate allotments of funds are made under locally controlled heads are to forward the settlement bills for expenditures incurred by them directly to CDA(N), CG Cell. The sub-head to which the expenditure is debited should be shown in red ink on the contingent bill. The balance of amount left with the unit under that sub-head should also be indicated in the contingent bill. The bills should be accompanied by the Financial Sanction from the appropriate Financial Authority.

**2480 Audit Objections /Observations**

Objections/Observations raised by the audit authorities are to be promptly answered and settled. Unsettled audit objections not only reflect poorly on the efficiency of a department but if remained unsettled for a long time would attract inclusion in Annual Audit Report. This will in due course form Audit Para for the report to the Public Account Committee which is presented to the Parliament attracting adverse comments. Therefore, the Commanders/Commanding Officers are to personally ensure that objections are settled expeditiously.

**2481 Classification of Expenditure**

The Coast Guard budget is broadly clarified under two Major Heads of Accounts:-

(a) **Major Head 2037 Minor Head A2 (6) Revenue – Customs** This covers expenditure on pay and allowances, transportation, stores and other miscellaneous expenditure generally of a recurring nature.

(b) **Major Head 4037 Minor Head AA1(1) - Capital Outlay** This covers expenditure on acquisition of land, ships, vessels and other infrastructure needing heavy investment, including buildings. These two budget heads are sub-divided into 'sub-Heads'. Details of the various items of expenditure which could be booked to each of the sub-heads are given in CGO 02/2015.

2482 **Centrally Controlled Heads**

The Heads of Accounts, over which the subordinate formations do not exercise control are known as Centrally Controlled Heads. No allotment of Funds are made to the subordinate formation in respect of such heads of accounts. Following are centrally controlled head accounts.

(a) **REVENUE**

- (i) Salaries.(0/041/01)
- (ii) Rent, Rates and taxes.(0/041/07)
- (iii) Foreign Travel expenses.(0/041/05)
- (iv) Medical Treatment (0/041/16)
- (v) Banking Cash Transaction Tax (0/041/23)

(b) **CAPITAL**

- (i) Major Works & Land Acquisition (0/042/02)
- (ii) Acquisition of Ships, Aircraft & Fleet (0/042/04)

2483 **Locally Controlled Heads**

The subheads of account other than those listed under centrally controlled head are Locally Controlled. These heads are given to local control of the formations/units. Funds are initially allotted by CGHQ to the Regional Headquarters and subsequently to subordinate formation by RHQ.

**RESTRICTED**

427

2484 **Revenue Expenditure Under Major Head 2037 Minor Head A2 (6)**

<b><u>Sl.No.</u></b>	<b><u>Sub- head</u></b>	<b><u>Category code</u></b>
(a)	Salaries	0 /041/01
(b)	Wages	0 /041/02
(c)	Domestic Travel Expenses	0/041/04
(d)	Foreign Travel Expenses	0/041/05
(e)	Office Expenses	0/041/06
(f)	Rent, Rates and Taxes	0/041/07
(g)	Publication	0/041/08
(h)	Advertising and Publicity	0/041/11
(j)	Minor Works	0/041/12
(k)	Supplies & Material	0/041/09
(l)	POL	0/041/10
(m)	Professional Services	0/041/13
(n)	Medical Treatment	0/041/16
(p)	Information Technology	0/041/22
(q)	Banking Cash Transaction Tax (BCTT)	0/041/23

2485 **Capital Expenditure Under Major-Head 4037 Minor- Head AA1 (1)**

- (a) Major works including land acquisition 0/042/02  
(b) Acquisition of Ships, Aircraft & Fleet 0/042/04

2486  
to **Spare**  
2499

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**CHAPTER – XXV**  
**SECTION-I**  
**TRAINING**

**2501 Afloat Training of Foreign Coast Guard Personnel - Recovery of Charges**

The afloat training of Foreign Coast Guard personnel in Indian Coast Guard ship is authorised from time to time. Details are generally indicated in the Govt. sanction. The Commanding Officer is to adhere to the Govt. sanction and procedure laid down in para 2 to 6 of CGO 10/92, for recovery of training charges including messing and other expenses.

**2502 Undertaking to Undergo Course**

(a) An Officer selected to undergo any of the course laid down in of CGO 23/98 is to sign an undertaking on the Performa given at appendix-A to CGO 23/98. The Undertaking is to be signed by the Officer and countersigned by his Commanding Officer and forwarded to the Director Personnel within 07 days of the receipt of intimation of the officers' selection for the course or before the commencement of the course, whichever is earlier under intimation.

(b) **Unwillingness** Officer if unwilling to give the undertaking, Adverse Career Certificate in writing to be obtained from him by his Commanding Officer as per the Performa given at Appendix-B to CGO 23/98 duly signed by the Officer and countersigned by the Commanding Officer and forwarded to the Director Personnel through Regional Headquarters within 07 days of the receipt of the intimation of officers selection.

**2503 Training of Yantriks - Engineering**

Yantriks (Engineering) is to be trained on board as per CGO 28/92 for award of following watch keeping certificates for their promotions.

- (a) Auxiliary watch keeping certificate
- (b) Unit watch keeping certificate
- (c) Charge certificate

**2504 Award of Watch keeping Certificate Asst Comdt (GD-P/N)**

The Commanding Officers are to satisfy themselves as per para 3&5 of CGO 08/12 before award of watch keeping certificate to Asst. Comdt. The certificate is to be issued as per appendix A to CGO 08/12. Cases of very poor performance or relegation in sub courses be dealt i.a.w. para 7 of CGO 08/2012.

2505 **Restriction on Marriage/Keeping Family Under-trainee Officers**

The Commanding Officer/Officer-in-Charge of the training ships and establishments are not to permit the Officers to stay outside under own arrangement. The Restriction imposed on marriage/keeping family in case of under trainee Officers are elaborated in para 1 of CGO 22/98.

2506 **Initial/Professional training of Asst Comdt (Tech)**

The pattern of training to be followed along with the details of syllabus and format of certificates to be awarded is contained in the CGO 6/95.

2507 **ERWKC Board**

The under trainee Asst Comdts of Engineering cadre are attached onboard ICG ships for 26 weeks of afloat training. The officers are required to undergo 04 weeks local IPV/FPV attachment and 02 weeks to nearest CGRPT during this period. On completion of afloat attachment, ERWKC board is convened as per CGO 6/95. On qualifying Board, the officers are to be awarded ERWKC as per annexure-I to CGO 6/95. The certificate in duplicate is to be forwarded to CGHQ immediately on award under intimation to RHQ(W). RTO will intimate ship and CGRPT for the period of attachment.

2508 **Electrical Competency Certificate Board**

The under trainee Asst Comdts of Electrical cadre are attached onboard CG ships for 20 weeks of afloat training. The officers are required to undergo 04 weeks local IPV/FPV attachment and 02 weeks to nearest CGRPT during this period. On completion of afloat attachment Electrical Certificate Competency Board convened as per CGO 6/95. On qualifying Board the officers are to be awarded Competency Certificate as per annexure-II to CGO 6/95. The certificate in duplicate is to be forwarded to CGHQ immediately onward.RTO will intimate ship and CGRPT for the period of attachment.

2509 **Mid Career Professional Examination**

The MCPE is usually conducted in the month of Aug/Sep every year as per CGO 02/2014. The names of volunteers for MCPE are sought in the month of Apr/May. The eligibility criteria, number of attempts and its bearing on appointments is laid down in CGHQ policy letter OF/0941 dated 02 Mar 2007. A maximum of 05 chances are permissible for appearing in MCPE. A refresher course for the candidates is conducted at RHQ(W) prior to examination. MCPE refresher course is conducted once in a year prior exam. The course curriculum is tailor made to the requirement of candidates and feedback.

**RESTRICTED**

430

**2510 Higher Rank Boards (For P/NVK and above)**

The higher rank boards are conducted twice in a year i.e. Apr/Sep IAW CGO 3/94. BUVIK forwards the list of eligible candidates prior two months in advance. The additions/deletion/omissions are intimated to BUVIK by respective units.

**2511 Discontinuation of HRBs for U/NVK and below**

CGHQ letter TR/0104/Sailors/Policy dated 18 Jun 15 has discontinued Uttam Navik 'Q' Board. It would only be a U/Nvk 'Q' Course.

**2512 Unwillingness for course**

The unwillingness for course is to be discouraged and bonafide cases are only recommended on merit. The unwillingness will be considered as one chance availed and will be considered for the course after a gap one year I.A.W. Rule 36 of Coast Guard Seniority and Promotion rules1987.

**2513 DGCG approval for Fourth Chance**

A maximum of three chances are permitted to qualify in departmental examination/course/Higher rank Board. However, in exceptional cases a fourth chance is given to the deserving candidates I.A.W. Rule 33 of Coast Guard Seniority and Promotion Rules 1987. In this regard CGHQ policy letter NK/0262(II) dated 02 Jun 95 is relevant.

**2514 EP in LMC nominated for Course**

Personnel in LMC are not to be transferred for course unless approved by competent authority in accordance with CGO 09/16, 04/17. CGHQ letter NK/0317 dated16 Feb 2017 is relevant.

**2515 End of Course Report**

Coast Guard personnel (including civilian) detailed to attend seminars/symposia, workshops or courses of instruction including ad-hoc and part time courses at civil institutes are required to submit end of course report IAW CGHQ letter TR/0101/policy 16 Aug 2004.

**2516 Asst Comdt Training at CGTC(K)**

Asst Comdt Under trainee officers undergo CG Law & Ops course for duration of 10.2 weeks at CGTC (Kochi) during their sub courses phase prior to attachment onboard ships for award of WKC phase

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**2517 Training Grants**

CGHQ is allocating following training grants every year.

- (a) POP Grant
- (b) Annual Training Grant
- (c) Stationery and Monetary Grant.

**2518 Deputing CG Officer for Instructions**

An officer instructor is required to be deputed for the duration of four weeks to take classes for Coast Guard officers undergoing D&M Phase training at INS Hamla as per syllabus approved by CGHQ vide CGHQ fax TR/01021/Navguards dated 28 May 14.

**2519 Pre Ship's Diver Course at CGTC (Kochi)**

CGTC (Kochi) is conducting pre-ship diver course for the officers and EPs selected to undergo ship diving course prior transfer to Diving School Kochi.

**2520 Qualifying Swimming Test**

Qualifying swimming test is mandatory for confirmation/promotion/higher rank course as per CGO 02/95 and Rule 20(5) of the Coast Guard Seniority and Promotion rules 1987.

**2521 Conduct of Training**

As per DFPCG – 2017 in vogue District Commander is competent to sanction training proposal for CG personnel (under Command) up to Rs.15000 per participant (with concurrence of IFA) in Schedule 9 Sl.9.3. However such training is to be conducted on the approval of RHQ or else if already approved in training calendar.

**2522 Marine Police Training**

The training of Marine police is being conducted by all DHQs to train Coastal security marine police personnel as per CGHQ fax TR/0871/MPT dated 02 Apr 13.

**2523 Training to Outside Agencies**

The training to outside agencies is being undertaken on specific requirement projected by BSF, CISF, Customs, Police authorities, DGLL from time to time at CGTC(Kochi).

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432

**2524 SO's Law and Ops Course**

SO's Law and Ops course is being conducted twice in a year for duration of 02 weeks at CGTC(Kochi) as per approved syllabus by CGHQ.

**2525 Pollution Response Training to Outside Agencies**

Pollution response training to M/S ONGC and other oil handling agencies conducted once a quarter at PRT (W).

**2526 Training to Foreign Nationals**

The training for foreign national namely Bangladesh, Maldivians, Srilankan, Namibia, Myanmar, Mauritius and Tanzania are being conducted at CGTC(K) as per the directives received from CGHQ. Fund for conducting the training are being allotted to the Coast Guard by the Ministry of External Affairs. After training, the expenditure details are forwarded by CGTC(Koc) to CGHQ through RHQ(W) for final settlement.

**2527 Training on Hovercraft**

The aptitude test for officers nominated by CGHQ is conducted at 73 & 75 ACV Sqn on Hovercraft.

**2528 NBCD Hard Karanja**

One day training on NBCD is being conducted for ICG Afloat and ashore units once in a month as per WNC allocation. Units are to depute personnel as allocated by RHQ (W) vide letter/fax 869 dated 24 Feb 15.

**2529 Works Capsule Course for SO**

Works capsule course for SO is being conducted once in a year for the duration of 02 weeks at CGTC (Kochi) as per approved syllabus by CGHQ.

**2530 Boarding Ops/Unarmed Combat Course**

Boarding operation / unarmed combat course for EPs is being conducted twice in a year for duration of 02 weeks at CGTC(Kochi) as per approved syllabus by CGHQ.

**2531 7.62 Air Version Course**

7.62 Air Version course for EPs is being conducted twice in a year for duration of 05 days at CGTC (Kochi) as per approved syllabus by CGHQ.

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433

**2532 IT Assistant (Basic) Course**

IT Assistant (Basic) course for EPs is being conducted twice in a year for duration of 09 weeks at CGTC (Kochi) as per approved syllabus by CGHQ.

**2533 CO/XO PCT Course**

CO/XO PCT course for Officers is being conducted once in a year for duration of 05 weeks at CGTC (Kochi) as per approved syllabus by CGHQ.

**2534 Profcom-Paschim**

Professional competition 'Profcom-Paschim' comprising of Seamanship, Communication, Technical, Gunnery and Aviation events is being conducted regularly on annual basis to enhance standard of knowledge in professional subjects.

**2535 Workshops**

Various general and technical workshops are being conducted throughout the year for enhancement of general/professional knowledge.

2536

to **Spare**

2550

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434

**CHAPTER – XXV**  
**SECTION II**  
**ADVENTURE AND SPORTS**

**2551 Introduction**

The time honoured proverb “A sound mind in a sound body” is very much applicable today as it was in the days gone by. It is more so, in Coast Guard service owing to limitations of space on ships, where one rarely gets an opportunity to play games or carry out any physical activity for betterment of one’s body. To this end, officers and men of the Western Region are expected to avail of possible opportunities to participate in sports and physical exercises, and also to encourage fostering a spirit of progressive adventures and ruggedness that is required to sustain efficiency.

**2552 Regional Adventure & Sports Section**

Coast Guard Region (West) is functioning as an administration authority for 05 DHQs, 01 Air Station and no. of units/ships at various places in Western Region. Further, RASO section is monitoring various sports and adventure activities of the region as follows:-

- (a) Participation of CG personnel in marathons.
- (b) Processing of cases for development of water sports/ aqua nodes.
- (c) Monitoring District level intra region sports events.
- (d) Deputing selected players for various inter region sports events.
- (e) Processing cases of CG personnel for participation in the national level events organized by civil authorities.
- (f) Coordinating and monitoring of adventure /expedition activities in the region.

**2553 Sports Activities**

All Coast Guard Districts shall have Intra-district sports activities according to sports calendar promulgated in the beginning of the year. Regional teams will be selected from the District teams for participation in Inter Regional sports competition.

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**2554 Outdoor Sports**

- (a) The sports fixtures shall be promulgated in sports programme. Requirements for reservation of grounds for departmental sports and games are to be intimated to Sports Officer well in advance.
- (b) All ships/establishments should emphasize the importance of physical training and should start the day with P.T as far as possible.

**2555 Swimming**

- (a) Swimming is considered a good form of exercise for the entire body. Apart from exercise, qualifying swimming is essential for every EP for his advancement to higher rank. All CG personnel are expected to know swimming. Ships/Establishments should organize periodical swimming classes in the local Swimming Pool.
- (b) With a view that all non-swimmers obtain proficiency in swimming at the earliest the following measures are instituted:-
  - (i) Regular swimming practice and training sessions are to be organized at the local Swimming Pool.
  - (ii) All outlying establishments/units are to organise similar training for non- swimmers.
  - (iii) Swimming tests are to be conducted by Sports Officer on days suitable to their units.
  - (iv) Annual leave shall be curtailed to the individual, fail to qualify in the swimming test.

**2556 Non-Swimmers**

- (a) A return showing the number of non-swimmers (officers and sailors) borne on board and number who have passed their swimming test during the last month is to be forwarded by all concerned to this Headquarters on the quarterly basis.
- (b) All non-swimmers are to be given regular swimming training. The ships/ establishments are to maintain proper progress/attendance records/registers of non- swimmers and are to produce the same during Annual Inspection.

**RESTRICTED**

436

- (c) Non swimmers should not be granted more than 15 days of leave in a year. (except for the compassionate ground) in order to impress upon the personnel to qualify the swimming at the earliest.

2557

to **Spare**

2599

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**CHAPTER - XXVI**  
**SECTION I**  
**RECRUITMENT**

**2601 Recruitments in Western Region**

- (a) Assistant Commandant – General Duty(Male)
- (b) Assistant Commandant- General Duty (SSA) (Female)
- (c) Assistant Commandant- CPL (SSA) (Male/Female)
- (d) Assistant Commandant - Law (Male/Female)
- (e) Assistant Commandant-Technical (Engineering & Electrical) (Male)
- (f) Yantriks
- (g) Naviks (General Duty)
- (h) Naviks (Domestic Branch)
- (j) Enrolled Followers
- (k) Coast Guard Service Candidates

All the recruitments are directly controlled by CGHQ except for recruitment of Enrolled Followers. Preliminary selection is carried out in respect of Assistant Commandants at RHQ (W). Recruitment tests are conducted in respect of Yantriks, Navik (GD), Navik (DB) at RHQ(W). Call letters are issued by CGHQ online for all posts except Enrolled Followers. Enrolled Followers vacancies are allotted by CGHQ to various units. Buvik has been nominated to maintain the roaster position state wise for EFs. On receipt of CGHQ letter, Buvik issues the category roaster point and thereafter recruitment process is initiated by the concerned DHQ/Station.

**2602 Assistant Commandant (General Duty / CPL/ Law / Technical)**

- (a) The examination (PSB) is conducted twice in a year in Jan and Jul. CGHQ centrally controls and co-ordinates this recruitment. Preliminary Selection Board (PSB) and Final Selection Board (FSB) is conducted at Regional Headquarters and CGHQ respectively. CGHQ forward call letters to candidates online along with instructions to appear at respective centers. All activities of PSB are conducted on software prepared by CGSB, Noida. The preliminary selection consists of two parts(CCBT and PP & DT). Based on the

**RESTRICTED**

438

results of the PSB, suitable candidates are recommended for FSB at CGHQ for the final selection for which a Final Selection Board (FSB) is conducted. The detailed guidelines are contained in CGO 09/2014. The age limit and education qualification of various categories of officers are as follows:-

<b><u>Branch</u></b>	<b><u>Age Limit</u></b>	<b><u>Educational Qualification</u></b>
AsstComdt (GD) Male	20-25 (upper age limit relaxable by 5 years for SC/ST candidates and for 3 years for OBC candidates)	(i) Candidates who have passed bachelor's degree from any recognised university with minimum 60% marks in aggregate (i.e.1 <sup>st</sup> Semester to 8 <sup>th</sup> Semester for BE/B.Tech Course or 1 <sup>st</sup> year to last year for Bachelor Degree Candidates wherever applicable). (ii) Mathematics and Physics as subject up to intermediate or class XII of 10+2+3 scheme of education or equivalent with 60% aggregate in Mathematics and Physics (Candidates not in possession of Physics and Maths in 10+2 (intermediate) or equivalent level are not eligible for General Duty (GD) and General Duty (SSA)).
Asst Commandant (GD) (SSA) (Female)	20-25 (upper age limit relaxable by 5 years for SC/ST candidates and for 3 years for OBC candidates)	Candidates holding current/valid Commercial Pilot License (CPL) issued/validated by Director General of Civil Aviation (DGCA). Minimum education qualification – XII <sup>th</sup> pass (Physics and Mathematics) with 60% marks in aggregate
Asst Commandant (CPL) SSA (Male/Female)	18-25 (upper age limit relaxable by 5 years for SC/ST candidates and for 3 years for OBC candidates)	Candidates holding current/valid Commercial Pilot License (CPL) issued/validated by Director General of Civil Aviation (DGCA). Minimum education qualification – XII <sup>th</sup> pass (Physics and Mathematics) with 60% marks in aggregate

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Asst Commandant - Technical (Engineering & Electrical) (Male)	20-25 (upper age limit relaxable by 5 years for SC/ST candidates and for 3 years for OBC candidates)	<p>(i) Engineering degree with 60% marks in aggregate or should have passed Section A &amp; B examination from the Institution of Engineers (India) in any of the discipline listed below with 60% marks.</p> <p>(a) Engineering Branch: Naval architecture/Mechanical/Marine/Automotive /Mechatronics/ Industrial &amp; production/Metallurgy /Design or Aeronautical /Aerospace.</p> <p>(b) Electrical Branch: Electrical/Electronics/ Telecommunication/Instrumentation or Instrumentation &amp; Control or Electronics and Communication or Power Engg. or Power Electronics.</p> <p>* All the above streams of Engg. must be recognised by All India Council of Technical Education (AICTE).</p> <p>(ii) At least 60% marks in aggregate in Physics and Maths in 12<sup>th</sup> Or Three year diploma course with an aggregate of 60%.</p>
Asst Commandant Law (Male/Female)	20-29 (relaxable by 5 year for upper age SC/ST candidates and limit 3 years for OBC candidates)	A degree in Law with minimum 60% marks from a recognized university. (Three years degree in law after graduation or five years after 10+2 examination).

(b) **Departmental Candidates**

(i) **Online Service Candidates** Eligible service candidates are required to forward their duly filled online applications, copy of E-admit card and vigilance certificate countersigned by Commanding officers/Oi/c/Station Commanders/Superintendents of their respective units along with photo copy of all relevant education/caste certificates directly to Directorate of recruitment /CGHQ.PSB for online eligible candidates will be conducted as per allotted centre in E-admit card.

(ii) **Offline Service Candidates** The Coast Guard service Candidates who are availing age relaxation may apply IAW para 5 of CGO 09/2014. Application and vigilance Certificate are to be countersigned by the Commanding Officer/Oi/c/Station Commanders/ Superintends of their respective units along with photo copy of all

relevant education/caste certificates and forward directly to Directorate of recruitment /CGHQ. All offline eligible CG service candidates will be intimated through respective Regional Headquarters post scrutiny of the applications.

(c) **Relaxation of Maximum Age Limit**

Maximum age limit is relaxable by 5 years for departmental candidates with requisite educational qualification for recruitment to the post of Assistant Commandant (GD/Tech).

2603 **Yantriks**

(a) The recruitment of Yantriks is done twice a year in Mar/Apr and Sep/Oct or depending upon Naval facilities as per Annual Training Programme. The age limit is reckoned between 18-22 years. The upper age limit is relaxable by 3 years and 5 years respectively for OBC and SC/ST candidates. This recruitment is also centrally controlled by CGHQ and call letters are issued online to the candidates with instructions to report at concerned centre as per time promulgated. All the data is transferred through software to the concerned recruitment centres online by CGHQ. The recruitment is conducted at RHQ(W) with the help of the software i.e. Generation of OMR, scanning OMR sheet and answer keys are uploaded online by CGHQ. Result is prepared by the software. Physical Fitness Test (PFT) and medicals are conducted after declaration of written result. A board is constituted at RHQ(W) i.a.w. CGO 04/2013 and CGO 11/2016 for recruitment.

(b) The SC/ST candidates attending the examination are given to and fro conveyance fare from their home station to the recruitment centre, subject to the condition that the distance involved from residence to recruitment centre is more than 75Kms.

2604 **Naviks– General Duty and Domestic Branch**

(a) The recruitment of Naviks (GD) is done twice a year in Mar/Apr and Sep/Oct and Navik (DB) is also done twice in the month of Jan and Jul or depending upon Naval facilities as per Annual Training Programme. The age limit is reckoned between 18-22 years. The upper age limit is relaxable by 3 years and 5 years respectively for OBC and SC/ST candidates. This recruitment is also centrally controlled by CGHQ and call letters are issued online to the candidates with instructions to report at concerned centres as per time promulgated. All the data is transferred through software to the concerned recruitment centres online by CGHQ. The recruitment is conducted at RHQ(W) with the help of the software i.e. Generation of OMR, scanning OMR sheet and answer key is uploaded online by CGHQ. Result is prepared

by the software. Physical Fitness Test (PFT) and medicals are conducted after declaration of result. The recruitment procedure for Yantrik, Navik (GD), Navik (DB) is contained in CGO 04/2013 and as per guidelines issued by CGHQ from time to time. A board is constituted at RHQ(W) i.a.w. CGO 04/2013 and CGO 11/2016 for recruitment.

(b) The State of Madhya Pradesh, Chhattisgarh, Goa, Maharashtra, Karnataka, Kerala, Lakshadweep, and Daman & Diu (UT) fall within the purview of RHQ (W) for the purpose of recruitment of Naviks. In all, recruitment is held in four centers as mentioned below:-

- (i) Bhopal
- (ii) Mumbai
- (iii) New Mangalore
- (iv) Kochi

(c) **Medical Examination**

The recruitment medical procedure is contained in CGO 26/2002. The medical is conducted by a team of medical staff and doctors at the respective centre nominated by RHQ(W). Ty unfit candidates are sent for review medical at the respective INHS/Military Hospitals. The Military Hospital send the completed Review Certificate to RHQ(W).The Review Medical Examination of 'Ty Unfit' candidates is to be completed within 42 days from the date of issue of Review Certificate and 'Pmt Unfit' candidates to be completed within 21 days by filling up of MRO. If no information is received within 50 days of the completion of review medical examination, the candidates whose results of medical examination are held up will be treated as medically 'Unfit'.

(d) The consolidated combined merit list is prepared by the Board of Officers and duly verified by CSO(R&T) for COMCG (W) recommendation. Duly recommended combined merit list is forwarded to CGHQ for approval. On receipt of approval from CGHQ, appointment letters in order of merit are issued according to the vacancies allocated by CGHQ.

(e) The selected candidates are finally directed to report for enrolment formalities and Final medical at INS Chilka and for training by Regional Recruitment Officer, RHQ (W).

(f) Candidates who are declared fit at INS Chilka during final medicals will be enrolled and the candidates declared unfit will be given an opportunity to appeal against the findings if they so desire at INHS Kalyani within a Maximum period of 21 days as per CGHQ letter RT/0207/Med dated 08 Apr

**RESTRICTED**

442

(g) Enrollment Documents:- The following documents are required to be filled up and furnished by Navik /Yantrik recruits at INS Chilka during induction:-

<b>Sl.No.</b>	<b>Documents</b>		<b>Xerox Copies</b>
(a)	Application form original	--	03
(b)	Police Verification original	--	03
(c)	Parent consent form original	--	03
(d)	Willingness Certificate original	--	03
(e)	Educational Certificate original	--	08
(f)	Caste Certificate original	--	08
(g)	Character Certificate original	--	03
(h)	Resident/ Domicile Certificate original	--	03
(j)	Aadhar Card original	--	03
(k)	Pan Card original	--	03
(l)	Photo with Cover	--	20 Nos
(m)	PRAN Card photo (3.5" x 2.5")	--	03
(n)	Enrolment form	--	03
(p)	Questionnaire form	--	03
(q)	Form of Oath & Affirmation	--	02
(r)	Primary Medical Examination Report	--	02
(s)	Recruit's Inspection Card	--	01
(t)	Call-up letter – in Original	--	03

**2605 Enrolled Followers (EFs)**

(a) Recruitment is done against vacancies sanctioned by CGHQ and intimated by Buvik on yearly basis. The recruitment of Enrolled Followers has to be done from amongst the candidates sponsored by the Employment Exchange. Candidates should be between 18-25 years of age relaxable by 5 years for SC/ST and 3 years for OBC candidates. Minimum educational qualification is X<sup>th</sup>/ITIstd pass. The requisition to the Employment Exchange for sponsoring candidates should clearly indicate the post as Enrolled Followers (Sweeper/Safaiwala) because in some cases in the past the recruits have failed to join after learning the nature of duties to be performed by them. The recruitment procedure is outlined in CGO10/2016.

(b) The nature of duties required to be performed, viz., maintaining hygiene, sweeping, mopping, cleaning of drains, cleaning of toilets, maintenance of septic tank/sewer lines/bathrooms onboard ICG Ships, shore establishments premises should be adequately explained to the candidates at the time of interview. The candidates should also be made aware that they are liable for transfer to anywhere in India including Andaman & Nicobar

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443

Islands.

(c) Enrolled Followers should normally be recruited locally from the places where the ships are based. Further, inter-ship transfer may be affected as necessary to ensure that as far as possible, EFs are not moved out from the station from where they were recruited.

(d) Formal approval of CGHQ is required before final appointment. The selected candidates will be imparted essential training including parade training under local arrangement to ensure that they bring credit to the uniform that they wear.

(e) The medical examination and documentation is similar to that mentioned for Naviks GD and DB.

2606

To **Spare**

2650

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444

**CHAPTER - XXVI**  
**SECTION II**  
**EDUCATION**

2651 **Regional Education Dept**

Coast Guard Region (West) is functioning as an administrative authority for 05 DHQs, 01 Air Station and various units/ships in Western Region. Further, 01 CGPS, 03 CGKG and 02 CG Playschools are functioning under Regional Headquarters (West) and being monitored by Regional Education Section. Regional Education section ensures following for smooth function of the schools:-

- (a) Approval of Bye-Laws of various CG schools.
- (b) Appointing principal at CGPS Daman and CGKG Powai.
- (c) Processing of cases for financial approval of expenditure related to school functioning.
- (d) Processing of infrastructure cases of CG schools.
- (e) Processing of cases for allocation of reserved seats by KV Sangathan in various KVs for wards of CG personnel.
- (f) Pursuing/monitoring of reservation for wards of CG personnel in professional courses.

2652  
to **Spare**  
2660

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445

**CHAPTER XXVII**  
**SECTION I**  
**INFORMATION TECHNOLOGY**

**2701 General**

The advancements in Information Technology (IT) have made it imperative that the technology is utilized in every functional area. Detailed policy guidelines in this regard have already been issued by Coast Guard Headquarters and Headquarters, Coast Guard Region (West). Every unit in the command must endeavor to promote IT literacy and ensure qualitative usage of IT in the operating environment. It is necessary that future developments keep pace with the advancements being made in the IT industry. To achieve this, it is necessary that the thrust areas like training, networking, database generation, and security are kept in focus by all concerned.

**2702 IT Policy**

(a) The Information Technology Policy aims to give direction and guidance for the development of Information Systems within the Coast Guard. The plan seeks to provide a framework within which opportunities provided by Information Technology can be applied for improving the performance of the Coast Guard in pursuit of its mission and objectives. The IT policy of the Coast Guard Region (West) is aimed at providing a foundation for implementation of Info-tech strategy goals of the Coast Guard. Implementation of projects and provisioning of necessary data links connecting various organizations would be an ongoing process. The IT policy directive is intended to computerize and network all units at sea, establishments, offices ashore and Command Headquarters for operational and support role.

(b) Coast Guard Headquarters has formulated vision plan for development of IT in Coast Guard vide CGHQ letter IT/1003 dated 03 Nov 03. All proposals concerning the IT development are to fall within the purview of this plan.

**2703 Organization**

The information technology department in the region is known as the Regional Information Technology Centre (RITC) and is headed by the Regional Information Technology Officer (RITO) functioning under the Chief Staff Officer (Personnel & Administration). He is assisted by the following personnel:-

**RESTRICTED**

- (a) One SO (Tech) as Network Administrator & Section in-Charge
- (b) One Electrical sailor as Maintenance In-charge.
- (c) One RO exclusively for handling of E-mails.

**2704 Functions of the Regional Information Technology Centre**

The function of the Regional Information Technology Centre is to provide an overall IT supports to various departments of the Regional Headquarters, DHQs and ships/units of Western Region. However, maintenance cover to afloat and ashore units are to be provided by their respective District Headquarters.

**2705 Duties of Regional Information Technology Officer**

The RITO is entrusted with the following duties:-

- (a) Administration and Management of the Regional Information Technology Centre.
- (b) Implement CGHQ policies on Information Technologies as promulgated from time to time.
- (c) Formulating policy initiatives with respect to improving efficiency and effectiveness of the IT system towards releasing the vision of E-governance.
- (d) Advising the command about the latest developments in the IT field and their applications in the service.
- (e) Ensuring the security within the network without compromising the work culture and efficiency.
- (f) Conducting various training programmes for service/civilian personnel to keep them abreast about the latest developments in the IT industry and their usage in the service.
- (g) Ensuring proper maintenance of all IT hardware holdings of the IT Centre and timely conclusion of annual maintenance contracts through OEM/other reputed agencies.
- (h) Security and processing various proposals for acquisition and maintenance of IT hardware/software of units and establishments of the Western Region.
- (j) Advising the command for timely up gradation of hardware held in the region.

- (k) Advising command for centralized procurement of hardware for allotment and software circulation.
- (l) Ensuring adequate VIRUS protection within the network and other work station.
- (m) Enforcing back-up management for easy retrieval/reference of important data.
- (n) Developing in-house software for application in the service.
- (p) Assisting other departments for in-house development of software towards improving efficiency and easy accessibility of data to authorized personnel.
- (q) Creation and management of data bank for various departments of the Regional Headquarters and other units in this region.
- (r) Assisting various departments for making presentations.
- (s) Assisting desktop publication of in-house journals and service papers.
- (t) Creation and maintenance of CG archive for posterior use.
- (u) Assisting "Tatrakshika" for publication of "URMI".

**2706 Organization Onboard Ships and Establishments**

The Commanding Officer of the Ship/Establishment is responsible for implementing suitable measures to ensure security of information on computers and networks. He must nominate a suitably qualified officer to carryout the duties of Information Security Officer/System Administrator. The responsibilities/ duties of Info-Sec Officer are to be clearly spelt out and incorporated in the standing orders of the unit. The Commanding officer of the Ship/Establishment/ Heads of Office are to report serious breaches of security to RHQ (W), as soon as they are detected, so the expert assistance can be arranged to assess the extent of damage and corrective actions as required. The Accountability for implementation of Information Security orders and policies has been promulgated vide CGHQ letter IT/3001 dated 19 Aug 05.

**2707 Maintenance**

- (a) For the upkeep and maintenance of computers and computer peripherals, RHQ will execute "Annual Maintenance Contract (AMC)" for ships and establishments of Mumbai.

(b) Requirements regarding training and procurement of computer hardware for ships and establishments are to be projected to RHQ (W) through respective DHQs (as applicable). All cases for up gradation are to be undertaken through authorized dealers. While forwarding cases for up gradation, units are to ensure that only minor hardware enhancements like RAM, HDD capacity or processor etc., are resorted to.

**2708 Standardization of IT Accessories**

The IT hardware and software specifications for desktop PCs and along with accessories are promulgated by CGHQ. All units are to strictly comply with the policy to achieve standardization within the service.

**2709 Password Protection**

(a) Every computer should have boot and screen saver password. Password policy should include following aspects:-

- (i) All accounts should have a password.
- (ii) Number of unsuccessful attempts is restricted.
- (iii) Periodicity of password changes.
- (iv) Reuse of password.
- (v) The username should not be the same as password.
- (vi) Enable dual casing &punctuation.

**2710 Flash Drivers**

Use of USB flash drivers is to be strictly as per CGHQ policy letter IT/3037 dated 08 Aug 05.

**2711 Handling of Classified Information**

- (a) Only information classified up to "CONFIDENTIAL" may be stored on hard disk of PCs in encrypted form.
- (b) The PCs used for storing/processing classified information are to be standalone PCs or connected to the units internal LAN only.
- (c) These PCs/internal unit network are neither to be connected to the internet nor installed with modem. Rooms where such PCs are kept must have restricted access and be locked when not in use.
- (d) It is mandatory to enable boot-up and screen saver passwords.

(e) Shortcuts such as erase, delete and quick formats do not ensure removal of data completely. Classified data no longer required are to be erased regularly using the shredder facility of SENIC software.

(f) Information classified "SECRET" and above is NOT to be stored on hard disk. Such information is to be stored in encrypted form using SENIC on only erasable removable media.

(g) Information marked "SECRET" and above should be stored in media only when it is being actually used. Thereafter the media containing such information need to be marked with red crossing and they should be kept in lock and key in a cupboard marked for classified files.

(h) All storage media containing classified information should be fully accounted for and in custody of only the authorized officers/personnel, as laid out in the Information Security orders of the unit.

2712 **Information Security**

(a) In order to prevent breach of information security from computer and network, proper management of networks and removable storage media is to be ensured. Detailed orders has been promulgated vide CGHQ letters IT/3001 dated 17 Aug 05, IT/3001 dated 19 Aug 05 and RHQ (W) letter IT/1003 dated 17 Oct 05.

(b) Network security is concerned with the security of systems, programs and data when they exist in a networked setup. All machines connected in LAN, WAN or by modems have associated security risks. Network security risks are greater than those for standalone systems. The same factors that make networks useful also contribute to an increased probability of security breaches. The effects of sharing results in more users accessing the system and prone to interception/illegal access of data, programs and resources from remote locations. The fact that information has to travel from one point to another also increases the possibility of error and corruption. The network security must encompass the following:-

(i) **Passwords**. All computers permanently or intermittently connected to networks must have password access controls. The following guidelines are to be adhered to while using passwords:-

(aa) All users must be positively identified prior to being able to use any computer or communication system resources. A user-ID and a fixed password, both of which are unique to an individual user provide the positive identification of all authorized users.

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450

(ab) Multi-user systems must employ user-IDs and passwords unique to each user.

(ac) Access control to files, applications, databases, computers, networks and other system resources must be on individual passwords and not on group/shared passwords.

(ad) Display and printing of passwords must be masked, suppressed or otherwise obscured such that unauthorized persons will not be able to observe or subsequently recover them.

(ae) All vendor supplied default passwords must be changed before any computer or communication system is used. This is applicable to passwords of end-user user-IDs, system administrator passwords and other privileged user-IDs.

(af) To prevent password guessing attacks, after three unsuccessful attempts to enter a password, that particular user-ID must be suspended until reset by the system administrator. If dial up or other external network connections are involved, the session must be terminated.

(ag) To prevent password guessing attacks, after three unsuccessful attempts to enter a password, that particular user-ID must be suspended until reset by the system administrator. If dial up or other external network connections are involved, the session must be terminated.

(ah) Whenever system security has been compromised/suspected to have been compromised, reassign all relevant passwords and force every user to change their password at the time of next login.

(ai) All security related software must be reloaded, whenever system security has been compromised.

(ii) **Encryption of Data** One problem with the networks is that an intruder can tap into the systems and access data. This can be alleviated not only by using different media that resist tapping, but also by encrypting the information so that even if it is stolen it cannot be read.

(iii) **Modem Security** A modem can be a means of illegal entry to the system if codes and passwords are broken. This will allow access to the system. Techniques such as dial back encryption or silent modems can reduce risk of intrusion.

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(iv) **Firewalls** Firewall is a logical barrier that prevents the spread of undesirable packet. This is done with the help of appropriate hardware and software components. Firewall protects one set of system resources from attack by outside network users by blocking and checking all incoming network traffic. It permits authorized users to access and transmit privileged information and deny access to unauthorized users. Firewalls may be established as and when required.

**2713 Information Technology Security Audit Team (ISAT)**

To enhance the awareness of computer security and ensure implementation of these orders/policies/guidelines, a watch dog body, Information Technology Security Audit Team (ISAT) is constituted at CGHQ and RHQ. The ISAT is tasked to carryout security audit information systems (PCs and networks) of ships/establishments as per the list provided by the Regional Information Technology Officer. The ISAT preferably comprise of three officers (leader and two members) drawn in rotation from ships/establishments at RHQ (W). The Officers should have the computer background and are not be changed unless unavoidable due to service exigencies.

**2714 Charter of Duties of ISAT**

Detailed information on Information Technology Security Audit Team (ISAT) has been promulgated vide CGHQ letter IT/3001 dated 17 Jul 17.

**2715 Use of Internet**

(a) The Internet and E-mail form the backbone of information systems. They bridge communication gaps within an organization and help to establish effective communication with the outside world. Internet connections are provided to units of Western Region wherever MTNL/VSNL servers are available. A cautious and informed approach on the use of the Internet is extremely beneficial to individuals as well as to an organization as a whole. Hence, the use of internet is to be regulated by adopting following measures without compromising genuine initiatives and desired security:-

(i) If an INTERNET connection is given to an official in his room, whether it is a dial up connection or broadband connection or a Network connection of the INTERNET Room, It should be only on a separate computer, other than the computer used for Official work. Care should be taken to keep the INTERNET computer and communication line socket far away from the office work computer.

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452

- (ii) All unwanted services, Ports, Accessories should be disabled in the INTERNET computer.
- (iii) In case of broad band connection, the modem should be configured suitably to ensure security. The modem should be tested thoroughly to ensure that it does not permit any other remote connections.
- (iv) No user should be allowed to bring in any kind of computer storage material (such as floppies, pen drive, CD, portable hard disk etc.) for downloaded or uploading any material from such media.
- (v) If soft copy is required by a user, the request may be made to the Officer-in- Charge of the INTERNET Room who may give the copy in floppy or CD depending on the size/volume of downloaded material.
- (vi) No classified work should be done in any of the INTERNET computer under any circumstances.
- (vii) Official Laptop should not be allowed to INTERNET room to connect to the network or for any other purpose.
- (viii) Un encrypted traffic over the Internet can be intercepted and should be considered compromised, this includes passwords and other identification and authentication data.
- (ix) All data on a PC which is being used to access the Internet should be considered compromised. Any computer connected to Internet should not be used for processing classified/sensitive information.
- (x) Highly automated web browsers facilitate unintentional downloads of harmful executable codes. Hence, systems connected to Internet can be subject to malicious attack.
- (xi) Software (Freeware and Shareware) downloaded from public bulletin boards and Internet is suspect. Any material downloaded or received over public networks may contain malicious code. Hence, downloading of software is best avoided.
- (xii) Chatting on Internet is strictly prohibited as chat groups/forums are the most common areas for malicious intent and activity.

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**2716 Importance of E-mail**

In order to cut down cost of communication and increase efficiency, communication through Internet/E-Mail be encouraged. Mail received through Intranet/Internet is to be kept in the hard disk of the backup server at least for a minimum period of 03 months and is to be deleted thereafter. The importance given to the mail received through Intranet/Internet should be the same as given to signals.

**2717 Monitoring and Administration**

The following broad guidelines are to be adhered to for monitoring and administration of IT Centre.

- (a) Improper Usage of computers. Prevent improper usage of computer to avoid erroneous deletion of programmes and data files.
- (b) Unauthorized usage of Internet. The system administrator should ensure, the password for internet is never compromised as is changed periodically to avoid unauthorized use of Internet and Internet account. The system administrator should also ensure only authorized personnel have access to the Internet server for unofficial use.
- (c) Unauthorized attachment of external device. External devices such as scanners, writing and copying devices, video game devices, digital cameras and other plug and play devices are not to be attached to the computers without permission of the officer-in-charge of IT Centre.
- (d) **Use of CDs and Floppies** CDs and floppies used at workstations are to be scanned for virus infection prior being put to use.
- (e) **Visiting Prohibited Sites** A random check of sites visited by personnel using the internet is to be maintained to that personnel do not visit prohibited and pornographic sites. Downloading of games and programmes with heavy videography is strictly prohibited. Activities such as on-line share trading, betting and match-fixing are not permitted.
- (f) Communication with unauthorized agencies/personnel over Internet. All forms of Internet communication including chatting and mailing with foreign nationals, agencies and banned outfits/organizations are strictly prohibited. A record of foreign agencies and personnel communicated over Internet is to be maintained and scrutinized.

**2718 Computer Viruses, Worms and Trojan Horses**

Viruses are the silent killers of computer software, data and information. Modern viruses can destroy networks and even create physical damage to computers. A computer virus is an unauthorized program that replicates itself, attaches itself to other programs and spreads on to various data storage media and across a network. The symptoms of virus infection include much slower computer response time, inexplicable loss of files, changes in file dates, increased file sizes and total failure of computers. Larger systems generally suffer from worms and Trojan horses. Worms are similar to viruses but do not attach themselves to other programs. Trojan horses are unauthorized programs hidden within authorized programs. Security from the viruses therefore gains paramount importance. The following measures are to be ensured for protection against virus: -

- (a) All PCs must be loaded with the latest virus screening software available in the IT industry. The anti-virus software must be regularly updated.
- (b) All new software should be scanned before use/execution.
- (c) All viruses detected are to be cleaned with the antidote. Viruses not cleaned are to be reported to the RITO to prevent further spread and experts summoned to clean the virus.
- (d) All software must be copied prior to its initial usage and must be stored in a safe place, to assist with post-virus restoration.
- (e) The master copies must be reserved for recovery from computer virus infections, hard disk crashes and other computer problems and must not be used for day-to-day activities.
- (f) Pirated software, software down loaded from electronic bulletin boards, shareware, computer magazine CD-ROMs, public domain software and other software from unreliable sources must not be used.

**2719 Data and Program Backup**

The increasingly large usage of PCs has resulted in generation of both current and legacy data. The backup of such data is essential both in terms of data security and effective disk space management. In the present IT scenario, it has become imperative that the end users have in place an effective and reliable back up procedures. PC users are to ensure following backup measures:-

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455

- (a) All sensitive, valuable or critical information residents on computers and networks must be periodically backed up.
- (b) Daily back up will be required for data that is critical for day to day operations on multi-user systems.
- (c) Weekly back up will be required for data that is critical to support functions of day to day operations.
- (d) The back-up storage media can be floppies, zip drives, CD-ROMs (CD-R, CD- RW) and magnetic tapes.
- (e) Storage media for backed up data must be stored in a locked fireproof safe, at a separate location away from the system being backed up.
- (f) All information, which is confidential and above stored on back up media, must be encrypted using approved encrypting methods.

**2720 Precautions - Dealing with Maintenance Personnel**

The maintenance, repair, replacement, up gradation etc., are to be carried out only by the agency, providing AMC, as far as possible. When the maintenance engineer is requisitioned, the following precautions are to be adhered to: -

- (a) The repair should be carried out only under supervision of appropriate personnel. The hardware and software should be continuously upgraded as per the prevalent technology update.
- (b) On completion of the work, the details of repairs are to be entered in the computer logbook, signed by the maintenance engineer and IT Officer.
- (c) No hard disk is to be removed/replaced without prior approval of the CO/OIC/HOD.
- (d) All data is to be erased beyond any recovery by ITO, if hard disk is to be removed and taken out by the maintenance engineer. A report to this effect is to be made by ITO to the CO/OIC/HOD.
- (e) The AMC engineer is not to be permitted to copy any data on his floppy even for debugging/defect rectification/evaluation, etc.

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**2721 Down Gradation and Disposal of Computer Peripherals**

The procedure for down gradation and disposal of computers and peripherals are promulgated vide CGHQ letter LA/1169/2004-05 dated 15 Jul 05. The sanitization and disposal instruction of storage media is promulgated vide CGHQ letter IT/3001 dated 09 Aug 05.

**2722 Training**

The effectiveness of deployment of any technology is solely based on the manpower in charge of it. The training must focus on providing job specific expertise to adequate number of personnel. The training would cover computer proficiency courses for all Coast Guard and civilian personnel on basic information handling tasks and advanced courses tailored to maintain IT infrastructure. The need for enhancing computer literacy and its exploitation would be met through training programmes conducted through RHQ (W) and CGHQ. Concerted efforts are to be made to increase primary computer literacy followed by improved ability to build up aptitude and usage for development of 'Enterprise Resource Planning'(ERP) and 'Organizational Cockpit' in realizing the goal of paperless organization. A few measures to achieve this objective are mentioned below: -

- (a) Regular training on computers with machine room, mind room session be conducted in each afloat/ashore units.
- (b) All DHQs are to encourage more use of computer in office by conducting various activities such as District Software Development competition, etc.
- (c) Intra-regional seminars are to be conducted periodically for exchanging and sharing of information on latest developments in information communication technology.
- (d) A regional level competition is instituted for evaluating the best software developed in-house which could be of considerable utility towards improving operational and office efficiency.
- (e) Advanced software operations such as data warehousing and mining are to be encouraged.

**2723 Monthly Website Return**

Monthly web site return for western region is required to be forwarded to CGHQ for updation of Coast Guard web site by 05<sup>th</sup> of every month.

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457

2724 **Half yearly IT profile**

Computers and accessories held with units in Western region is required to be forwarded to CGHQ half yearly.

2725

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2799

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