



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

DGS Circular No. 53 of 2025

F.No.: 18-23011/4/2026-ADMIN-DGS (C.No.38644)

Date: 12.02.2026

Sub.: Mandatory Display of Identity Cards by Regular Employees of DGS, Contractual Staff, and Consultants Engaged through Various Agencies.— Regarding.

It has been observed that certain consultants and contractual staff engaged through different agencies for various projects under the Directorate General of Shipping (DGS) are attending office premises without prominently displaying their Identity Cards (I-Cards). This practice is inconsistent with the security and administrative norms prescribed for Central Government offices.

2. As per the Ministry of Home Affairs (MHA) Office Memorandum on Security in Government buildings and the Department of Personnel & Training (DoPT) instructions on outsourced manpower and consultants, all personnel working in Government establishments including regular employees, contractual staff, outsourced manpower, and consultants are required to carry and display valid Identity Cards at all times while on duty. The measure ensures security, access control, Accountability, and transparency in official premises.

3. In view of above, with the approval of the Competent Authority, the following instructions are hereby issued for strict compliance.

3.1 All government employees, contractual staff and consultants shall mandatory display their valid Identity Cards at all times while present in the office premises of DGS, including Headquarters and field offices.

3.2 Entry into office premises may be denied to any individual not displaying a valid Identity Card.

3.3 Non-compliance with these instructions will be treated as a serious matter and may lead to reporting to the concerned agency and initiation of appropriate action, including restriction of access or termination of engagement, in accordance with contractual provisions.

3.4 All Divisions/Sections and security staff shall ensure strict enforcement of these instructions.

4. This Office Order shall come into force with immediate effect.

5. This is issued with the approval of the Competent Authority.

[Signature]
12/2/2026

(Dr. Sudhir Kohakade, IRS)
Deputy Director General of Shipping

To

- i. All Officers of DG Shipping
- ii. Regular Employees of DGS
- iii. Contractual Staff and Consultants

Copy to:

- i. Director General of Shipping
- ii. Additional Director General of Shipping

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