



PROCEEDINGS OF
THE ADMINISTARTOR, KERALA MARITIME BOARD,
THIRUVANANTHAPURAM - 695010
(Present: DR. RATHAN U KELKAR I A S)

- Sub : Kerala Maritime Board – Tug Staff – Basic Safety, STCW Courses and other mandatory statutory training – Reimbursement of training expenses up to 50% – Sanction – Orders issued.
- Read :
1. Inland Vessels Act, 2021 and Rules made thereunder.
 2. Decision of the 39th Kerala Maritime Board Meeting under Agenda No.17.
 3. Circular 05/2026 dated 01.05.2026 regarding Validity of KIV Certificates of various categories – Extension of deadline
 4. Representation submitted by the Tug Staff of Kerala Maritime Board on 22.07.2026

ORDER No. : HOKMB-TVM/866/2026-B4 (Esmt) Dated 31-08-2026

The Tug Staff of the Kerala Maritime Board are presently holding KIV Certificates and the tugs owned/operated by the Board are registered under the KIV system. Consequent to the coming into force of the Inland Vessels Act, 2021 and the Rules made thereunder, the operation of Inland Vessels is required to be carried out in accordance with the provisions of the said Act and Rules and the personnel engaged in the operation of such vessels are required to possess the prescribed qualifications and certificates.

In this connection, the matter relating to the transition from the existing KIV certification system to the IV certification system, including conversion examinations and continuation of KIV licences during the transitional period, was considered by the 39th Kerala Maritime Board Meeting under Agenda No.17. The existing KIV Certificates are due to expire in June 2027. In order to facilitate the transition to the IV certification system and to ensure the continued availability of duly qualified personnel for the safe and uninterrupted operation of the Board's tugs, the Tug Staff are required to undergo various statutory training programmes, including **Basic Safety and STCW Courses**, as applicable.

The Revalidation/Upgradation Courses that can be conducted through the Kerala Maritime Institute (KMI) are available free of cost. However, certain mandatory training programmes, including Basic Safety and STCW Courses, are required to be completed from institutions approved by the **Directorate General of Shipping (DG Shipping)**. Such training programmes involve expenditure on the part of the concerned Tug Staff.

In view of the statutory requirement to complete the prescribed training within the

stipulated period and considering the necessity of ensuring the continued operation of the Board's tugs with duly qualified personnel, the proposal to provide financial assistance towards the cost of such mandatory training has been examined.

After considering the matter, the Administrator is pleased to **approve reimbursement of up to 50% of the actual eligible training expenses incurred by the Tug Staff of the Kerala Maritime Board** for completing Basic Safety, STCW Courses, and other mandatory statutory training courses required for obtaining, renewing, revalidating, or upgrading the qualifications/certificates applicable to their duties, subject to the following conditions:

1. The training shall be undertaken from an institution duly approved/recognized by the **Directorate General of Maritime Administration (DG Maritime Administration)**, wherever such approval is applicable.
2. Reimbursement shall be limited to a **maximum of 50% of the actual training fee paid by the concerned Tug Staff** and shall not exceed the actual amount incurred.
3. Reimbursement shall be admissible only for training courses that are **statutorily required or officially prescribed** for obtaining, renewing, revalidating, or upgrading the qualifications/certificates required for performing duties as Tug Staff.
4. The concerned Tug Staff shall submit the **course completion certificate/certificate of successful completion** issued by the approved training institution.
5. The concerned Tug Staff shall submit the **original fee receipt/valid proof of payment** evidencing the actual expenditure incurred towards the training.
6. Reimbursement shall be released only after verification of the eligibility of the course, approval/recognition status of the training institution, successful completion of the course, and the actual expenditure incurred.
7. Where the required course is made available free of cost through the Kerala Maritime Institute or through any other arrangement made by the Board, reimbursement shall not be admissible for undertaking the same course separately at the cost of the employee.
8. Reimbursement shall be subject to the **availability of budget provision under the Capacity Building Scheme and/or availability of funds in the General Fund** during the relevant financial year.
9. No reimbursement shall be admissible beyond **50% of the actual eligible training expenditure**.
10. Expenditure towards travel, accommodation, food, incidental expenses, and

other personal expenses shall not be included for the purpose of reimbursement.

The expenditure towards reimbursement shall be met from the **appropriate budget provision of Plan Scheme of Maritime Training and Capacity Building Scheme sanctioned vide GO (Rt) No. 460/2026/F&P dated 05.08.2026**, subject to availability of funds, and where permissible, from the **General Fund**, subject to availability of funds and observance of the applicable financial rules and procedures.

The claims for reimbursement shall be submitted by the concerned Tug Staff to the Chief Executive Officer through the concerned Port Officers along with the prescribed supporting documents. The claim shall be scrutinized and verified by the concerned officers before sanction and release of the eligible reimbursement amount.

The Chief Executive Officer shall take necessary further action for the implementation of the above decision in accordance with the applicable rules and procedures.

This order shall take effect from the date of issue and shall be subject to the provisions of the Inland Vessels Act, 2021, Rules made thereunder, and any subsequent Government/DG Shipping orders, instructions, or statutory changes relating to the certification and training requirements applicable to the Tug Staff.

DR. RATHAN U KELKAR I A S

Administrator
Kerala Maritime Board

To

1. The Chief Executive Officer, Kerala Maritime Board.
2. The Deputy Director of Ports.
3. All Port Officers
4. The Principal, Kerala Maritime Institute, Neendakara/Kodungallur
5. The Controller of Finance & Accounts.
6. The Finance Officer.
7. Stock File, B5 Section