

MINISTRY OF PORTS, SHIPPING AND WATERWAYS

New Delhi, the XX , 2025

NOTIFICATION

G.S.R. XX of 2025—In exercise of the powers conferred by sub-sections (1) of section 6 and clauses (a) and (b) of sub-section 2 of section 6 of the Merchant Shipping Act, 2025 (24 of 2025), and in suppression of the National Shipping Board Rules, 1960, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, namely:—

1. **Short title.** — (1) These rules may be called the National Shipping Board Rules, 2025.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.** — (1) **In these rules, unless the context otherwise requires,—**

(a) **“Act”** means the Merchant Shipping Act, 2025 (24 of 2025);

(b) **“Board”** means the National Shipping Board established under section 4(1) of the Act;

(c) **“Chairperson”** means the Chairperson of the National Shipping Board under section 4(4) of the Act;

(d) **“Director General”** means the Director General of Maritime Administration appointed under sub-section (1) of section 7 of the Act;

(e) **“Eminent Personality”** means a non-official member of the Board nominated by the Central Government by virtue of his or her distinguished standing, exceptional expertise, noteworthy public stature, or outstanding contribution in any field relevant to the functions of the Board, and who is entitled to Travelling Allowance equivalent to officers in Pay Level 14 under Annexure I;

(f) **“Non-Official Member” or “Non-Official Person”** means a member of the Board who is not a serving Government official and includes retired Government officials, persons from various professional fields, and eminent personalities nominated to the Board, who are entitled to Travelling and Daily Allowances as specified in Annexure I;

(g) **“Official Member” or “Official Person”** means a member of the Board who is a serving Government official nominated ex officio or otherwise by the Central Government, or a person whose membership arises directly from holding any office under the Central Government, a State Government, or a statutory authority;

(h) **“Secretary”** means the Secretary of the Board.

(2) Words and expressions used in these rules and not defined but defined in the Act shall have meanings respectively assigned to them in the Act.

3. Establishment of the Board. — (1) The Board shall be established for a period of two years in the first instance and shall thereafter be re-established at the end of every two years.

(2) The Central Government shall, by notification in the Official Gazette, re-establish the Board at the end of every succeeding period of two years.

(3) Such re-establishment shall not affect the validity of any action taken or decision made by the Board during its previous term.

4. Term of office of members. — (1) The Chairperson and other members of the Board, excluding the six members of Parliament, shall hold office for a period of two years:

Provided that the six members of Parliament shall hold office during the period they continue to be members of Parliament or for such a shorter period as may be determined by the Central Government.

(2) A casual vacancy in the office of Chairperson shall be filled by nomination by the Central Government, and a casual vacancy in the office of any other member shall be filled by election or appointment, as the case may be. The Chairperson or member so nominated, elected, or appointed to fill such vacancy shall hold office only for the remainder of the term of the member whose place is filled.

5. Cessation of membership. — A member appointed by virtue of office held shall cease to be a member upon ceasing to hold that office, and a member elected by Parliament shall cease to be a member upon ceasing to be a member of Parliament for such a shorter period as may be determined by the Central Government.

6. Resignation by the Chairperson and members of the Board. — (1) The Chairperson may resign by letter addressed to the Central Government, and a member may resign by letter addressed to the Chairperson:

Provided that the Chairperson or member shall continue in office until the resignation takes effect.

(2) The resignation shall not take effect until accepted or until the expiry of thirty days from the date of receipt of the letter of resignation, whichever is earlier.

7. Removal of Chairperson and Members from office. —The Central Government may, at any time, remove from office the Chairperson or any member of the Board —

- a) if absent from India continuously for a period exceeding six months without permission of the Board;
- b) if absent from three consecutive meetings without permission of the Board;
- c) If the member has been adjudged as an insolvent;
- d) if convicted of an offence involving moral turpitude in the opinion of the Central Government;
- e) if, in the opinion of the Central Government, he has ceased to represent the interests on whose behalf he was appointed; or
- f) if, in the opinion of the Central Government, it is otherwise not desirable for him to continue in office.

8. Secretary of the Board.— (1) The Central Government shall appoint one of the members of the Board or any other person as Secretary of the Board.

(2) The Secretary shall be under the general control of the Board and shall assist the Chairperson in the discharge of his functions, including—

- a) convening meetings of the Board under the directions of the Chairperson;
- b) maintaining the minute books of the Board; and
- c) performing other duties as entrusted by the Board.

9. Secretarial assistance to the Board. — The Board shall be provided with adequate secretarial assistance by the Director General. Any staff required for the work of the Board shall be appointed by the Director General, borne on the cadre of his office, and paid out of the budget of that office.

10. **Travelling and Daily Allowances of Members.** —The Chairperson and members of the Board shall be entitled to travelling and daily allowances as specified in Annexure I of these Rules.

11. **Rules of Procedure of the National Shipping Board.** —The procedure to be followed by the National Shipping Board in the conduct of its business shall be as specified in Annexure II of these Rules.

Annexure — I

Travelling and Daily Allowance – Non-Official Members and Members of Parliament

1. Non-Official Members (Other than Members of Parliament)

A. Travelling Allowance

(i) Retired Government Officials

A retired Government official nominated as a non-official member shall be entitled to Travelling Allowance and Daily Allowance at the same rates as were admissible to him at the time of retirement, as revised from time to time under the Ministry of Finance, Department of Expenditure O.M. No. 19030/01/2017-E.IV dated 13th July, 2017.

(ii) Persons from Various Fields

(a) A non-official member nominated from any professional field shall be entitled to Travelling Allowance equivalent to that admissible to officers in Pay Level 11 (pre-revised Grade Pay ₹6,600) in the Pay Matrix.

(b) Their entitlements shall be as follows:

(i) Travel entitlement – Economy Class by air or AC 2-tier by train.

(ii) Reimbursement for hotel or guest-house accommodation – up to ₹2,250 per day.

(iii) Reimbursement of non-AC taxi charges – up to ₹338 per day for local travel.

(iv) Reimbursement of food bills – up to ₹900 per day.

(iii) Eminent Personalities

(a) A non-official member nominated as an eminent personality shall be entitled to Travelling Allowance equivalent to that admissible to officers in Pay Level 14 (pre-revised Grade Pay ₹10,000) in the Pay Matrix.

(b) Their entitlements shall be as follows:

(i) Travel entitlement – Executive Class by air, with prior approval of the Secretary of the Administrative Ministry in consultation with the Financial Adviser, subject to the following conditions:

(a) Where such person is or was entitled to travel by Executive Class under the rules of his organisation prior to retirement; or

(b) Where travel by Executive Class is the customary mode of travel for the person concerned in respect of journeys unconnected with Government duty.

(ii) Reimbursement for hotel or guest-house accommodation – up to ₹7,500 per day.

(iii) Reimbursement of AC taxi charges – as per actuals for travel within the city.

(iv) Reimbursement of food bills – up to ₹1,200 per day.

B. Local Mileage, Daily Allowance and General Conditions (Non-Official Members)

Local Mileage (Non-Official Member)

(a) A non-official member who is a local resident of the place of meeting shall not be entitled to TA/DA for out-station travel.

(b) Such member shall be entitled only to mileage allowance as follows:

(i) For retired Government officials – as per their entitlement at the time of retirement, revised from time to time.

(ii) For non-officials from various fields – reimbursement of non-AC taxi charges up to ₹338 per day for travel within the city.

(iii) For eminent personalities – reimbursement of AC taxi charges as per actuals for travel within the city.

Daily Allowance

(a) Daily Allowance shall be deemed included within the food-bill component specified above.

(b) These rates shall cover expenses on boarding, lodging, and local conveyance, and shall not be admissible separately unless otherwise sanctioned by the Central Government.

General Conditions

(a) These entitlements shall apply only to non-official members coming from outside the place of meeting.

(b) Local non-officials shall be entitled only to mileage allowance as provided in clause (1) above.

(c) Any proposal seeking deviation from these entitlements shall be referred to the Ministry of Finance with full justification.

(d) These rates shall be subject to revision by the Ministry of Finance from time to time.

2. Members of Parliament

Members of Parliament serving on the Board shall be entitled to Travelling and Daily Allowances at the rates prescribed under the Salary, Allowances and Pension of Members of Parliament Act, 1954 (30 of 1954) and the Members of Parliament (Travelling and Daily Allowances) Rules, 1957, as amended from time to time and the reference to the said Act and Rules shall continue to be retained in these rules for determining such entitlements.

DRAFT

Annexure II

Rules of Procedure of the National Shipping Board

1. Procedure for Conduct of Business

- a) The Board shall normally meet once every three months and meetings shall be convened by the Chairperson of the Board.
- b) The Board shall meet at such time and place as may be appointed by the Chairperson.
- c) Notice of at least fifteen days from the date of posting shall be given of the time and place fixed for each meeting to every member of the Board present in India. Such notice may be delivered by hand, sent by registered post, or communicated through electronic means including e-mail, SMS, or any other digital mode as approved by the Board, to the last known address or contact details of the member. Non-receipt of notice by a member, duly forwarded or sent by the Secretary of the Board, shall not invalidate the proceedings of the meeting.
- d) Notwithstanding sub-paragraph c), if the Chairperson considers a matter urgent, a notice of such reasonable time as he deems necessary shall be sufficient.
- e) A list of business proposed to be transacted shall either accompany the notice or be forwarded by the Secretary to each member as soon as possible after sending the notice.
- f) A member desiring discussion of any specific item or to make a substantial proposition at a meeting shall submit a written notice to the Secretary at least seven days before the date fixed for the meeting. Sufficient data shall be provided to enable proper discussion of the item.
- g) Business not included in the list of items shall not be considered at the meeting except with the permission of the Chairperson.
- h) The Chairperson shall preside over every meeting. In his absence, the members present shall choose one among themselves to preside.
- i) The Chairperson shall regulate the procedure at meetings, including fixing time limits for speeches, applying closure when a matter has been sufficiently discussed, and adjourning the meeting when necessary.

2) Extra-Ordinary Meetings

- a) Upon a written requisition by not less than five members, the Chairperson shall convene an extra-ordinary meeting as soon as possible, and in any case not later than fifteen days from the date of requisition.
- b) The requisition shall state the objects of the proposed meeting and shall be left at the office of the Board.
- c) Notice of such meeting, along with a copy of the requisition, may be delivered by hand or sent by registered post to the last known address of each member.

3) Quorum

- a) No business shall be transacted unless at least eight members are present.
- b) If the quorum is not present, the Chairperson or the presiding member shall adjourn the meeting to a date not less than seven days later, informing members of the date, time, and place of the adjourned meeting. The business may then be transacted at the adjourned meeting irrespective of whether the quorum is present or not.

4) Minutes of Meetings

- a) The minutes of proceedings shall be drawn up by the Secretary and circulated to all members present in India.
- b) The minutes, along with any suggested amendments, shall be placed for confirmation at the next meeting.
- c) Once confirmed and signed by the Chairperson or presiding member, the minutes shall be recorded in a minute book, which shall be available for inspection by members during office hours.

5) Recommendations - Decisions of the Board requiring further action shall be recorded as recommendations and forwarded to the Ministry of Ports, Shipping and Waterways.

6) Voting- (a) Ordinarily, decisions shall be arrived at without taking votes. In case of disagreement among members, the fact of disagreement shall be recorded in the minutes.

(b) Notwithstanding sub-paragraph a), the Chairperson or presiding member may decide any question by majority vote. In case of an equal division of votes, the Chairperson shall have a casting vote.

7) Non-Members Attending Meetings - The Chairperson may invite any person to attend meetings to participate in discussions. Such persons shall not be entitled to vote.

8) Sub-Committees- The Board may appoint one or more sub-committees, standing or otherwise, to examine reports or specific problems and facilitate the work of the Board.

9) Working Year of the Board - The working year of the Board shall commence on 1st April and end on 31st March of the following year.

10) Annual Reports - The Board shall submit an annual report to the Central Government detailing its work during the year.

11) Communications to Members - All communications to members shall be sent to the last address furnished by the member to the Secretary of the Board and may also be transmitted through electronic means such as e-mail, SMS, or any other digital mode, as may be considered appropriate for facilitating the efficient and convenient conduct of the business of the National Shipping Board.

DRAFT