

	<p align="center"><b>Sriram Institute of Marine Studies</b>          Approved by the DG Shipping, Ministry of Shipping,          Govt. of India. Affiliated to Indian Maritime          University Chennai, Certified ISO 9001:2015 By          Indian Register of Shipping {IRS}          MTI Unique id : 101005</p>	Ref/ISO/QMS 8.0/Clause No 8.1
Page (s) : 1	Subject : requirement of tailor for cadets outfit/uniform October 2021 course	File No : SIMS/ADM/16
Issued by : Exe. Director	<b>QMS Notice No 13 of 2021</b>	Date:11.09.20 21

The institute conducts residential, regimental and disciplined course in Pre Sea courses in DNS and GP Rating course as per the very best directives of the DG Shipping and Indian Maritime University.

The institute has scheduled DNS 1dg to BSc Nautical{Applied} Science from 10.010.2021 with an intake of 40 students.

Institute shall provide uniforms, its accessories, books etc as per the list provided in the guidelines of the DNS Course.

**Store in charge** to obtain quotation of uniform and equipment from a tailor, capable to provide items in time {within 07 days } of commencement of the course to the cadets as per the following time bar:

- (a) Submission of quotation in the office of undersigned by 20.09.2021.
- (b) Finalization of rates of clothing items and submit for Chairman's approval- 25.09.2021
- (c) Issuing of order for procurement of cloth and accessories.to the tailor.
- (d) Completion of uniform measurement – 05.10.2021
- (e) A form needs to prepared so as to know the sizes of shoes, waist, cap, peak caps etc. by the store in charge so each student can fill at he time of admission.
- (f) Store in charge to obtain Clothing history Books and issue to tailor for obtaining signature of every issue of items by the students.
- (g) Provide space/room to tailor for store and issue the items to the tailor.

A completion report on the subject be submitted to undersigned by the Store in charge by 22.09.2021.

**Joginder Singh**  
 Executive Director  
 Sriram Institute of Marine Studies

**Distribution:** Normal  
 Chairman & HOI Sir: for Information.  
 Store in charge, and Warden for necessary action