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NAVPEN/100/CIRCULAR


05 Nov 2020

NAVPEN CIRCULAR NO. 02/2020
ISSUANCE OF SEA SERVICE EXTRACT CERTIFICATE

It is intimated that Sea Service Extract Certificate is issued on as required basis to ex-sailors who wish to join Merchant Navy after Release from Indian Navy. Sea Service Extract Certificate will only be issued to those sailors/ex-sailors who will submit documentary proof for pursuing job in Merchant Navy. Only after due verification of requisite documents, Sea Service Certificate will be issued to the sailor/ex-sailor. The following documents are required for issuance of Sea Service Extract: -

- (a) Self application/Unit letter for issuance of Sea Service Extract.
- (b) Copy of Leave Sheet from Service Document (for retiring sailors).
- (c) Draft Sea Service Extract from CABS website on MAN (for retiring sailors).
- (d) Any Marine course completion certificate undergone by the sailor. In case, sailor is undergoing any marine course, should submit the registration slip along with payment paid slip for the marine course.
- (e) Employer's Notification copy seeking Sea Service Extract Certificate.




(N Arun Singh)
Captain
Captain NAVPEN
for Logistics Officer-in-Charge