

**MUMBAI PORT TRUST**  
**TRAFFIC DEPARTMENT**

No.TM/P/19-15/39

of 2015-16

19.12.2015

**CIRCULAR**

**Sub : Grant of permission for visit of the  
students / faculty of the Educational  
Institutes to Mumbai Port, Docks.**

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At present, the permission for visit of the students / faculty of the Educational Institutes to Mumbai Port, Docks, is being granted by the office of the Traffic Manager. Henceforth, this permission shall be granted by the office of Sr. Dy. Traffic Manager, Hamallage, Traffic Department, MbPT.

2. The Educational Institutes should make such request to **Sr. Dy. Traffic Manager, Hamallage, New Hamallage Building, 1<sup>st</sup> floor, New Yellow Gate, Indira Dock, Carnac Bunder, Mumbai 400 009**. The Standard Operating Procedure alongwith application form for visit to Docks is attached herewith.

DA : As above.

**sd/-**  
**(P.P. PHANSEKAR)**  
**TRAFFIC MANAGER (I/C.)**

**Standard Operating Procedure for grant of permission for visit of the students / faculty of the Educational Institutes to Docks.**

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- Application for the Dock visit shall be made to Sr. Dy. Traffic Manager, Hamallage, by the Head of the Institute / Principal of the Institute, in the prescribed format (Annexure 'A') at least one week in advance alongwith details of students / faculty members (Annexure 'B') and photocopies of Identity Cards and Passport / visa in case of Foreign Nationals.

Contact details of Sr. Dy. Traffic Manager, Hamallage -

E-mail ID : dmham@mbptmail.com

Fax No. : 022-66565393

Ph. No. : 022-66565488

- Sr. Dy. Traffic Manager, Hamallage, will examine and process the request for the visit and grant permission to the Dock visit on payment of DEP charges as per Section 9.2(C)(m) of Scale of Rates. The permission will be sent by Post/ Fax/ e-mail to the Institute.
- Maximum 120 no. of students and faculty members (in two groups) shall be permitted for the Dock visit.
- Necessary transport arrangement will be made by the concerned Educational Institute.
- Labour Inspector will be deputed alongwith group of students for explaining the working of the Docks.
- One day Dock Entry Permit will be issued by Asstt. Traffic Manager (Permit) on production of Identity Card of the student/ faculty. In case of Foreign Nationals, Dock Entry Permit will be issued upon production of clearance from Immigration Authority, Seaport Branch II located at Yellow Gate Police Station.
- Students / faculty will carry their original identity card / passport / visa and Dock Entry Permit during the visit.
- After grant of permission for the Dock visit, Institute may co-ordinate with Asstt. Traffic Manager, Labour Executive (Contact No. 022-66565467)

Visit to Docks by the Educational Institutions

**Application Form for visit to Docks**

**Sr. Dy. Traffic Manager, Hamallage  
New Hamallage Building, 1<sup>st</sup> floor,  
New Yellow Gate, Indira Dock,  
Carnac Bunder,  
Mumbai 400 009.**

1. Brief Description of :  
Institution
  
2. Purpose of Visit to :  
Docks
  
3. Date and time of visit :  
to Docks
  
4. No. of faculty members :  
to visit
  
5. No. of students to visit :
  
6. Transport Arrangement :  
Details of Bus/Car

Kindly grant permission for the above Dock visit.

- We are ready to pay applicable DEP charges for the students / faculty members.
- We undertake full responsibility for students/ faculty members during the above visit to Docks and will not hold MbPT responsible for any untoward incident.
- We undertake to use necessary Personal Protection Equipments (PPE) by the students / faculty, during their visit.
- The details of students / faculty in the prescribed format, alongwith copy of their Identity Cards is enclosed

Head of the Institute / Principal of the Institute

Signature and Seal



