

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

- Application for the Dock visit shall be made to 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, **Aadhar card** and Passport / Visa in case of Foreign Nationals.

Contact details of Dy. Traffic Manager, Hamallage: -

E-mail ID:- dmham@mumbaiport.gov.in

Fax No. :- 022-66565393

Ph. No. :- 022-66565488

- 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 8.2 C (I)** 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 Sr. Asstt. / 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 / **Aadhar 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

**Dy. Traffic Manager, Hamallage
New Hamallage Building,
1st 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 MbPA 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 scan copies of their Identity Cards and Aadhar Cards are enclosed.

Head of the Institute / Principal of the Institute

Signature and Seal

Annexure 'B'

List of trainees / Faculty

Sr. No.	Name of student/ faculty	Nationality	Age	College Identity Card No	Aadhar Card No.	Passport/ Visa in case of Foreign Nationals

Details of Drivers/ Cleaners of Buses

Sr. No.	Name of Driver/ Cleaner	Nationality	Age	Aadhar Card No.