



MUMBAI PORT TRUST

PORT DEPARTMENT

PROCEDURE FOR ISSUANCE OF VARIOUS TYPES OF PERMITS

19th June, 2004

All Port Users

Sub: Procedure for issuance of various types of permits

With effect from 1st July 2004, Mumbai Port will be International Ship & Port Facility Security (ISPS) Code Compliant and for implementation of ISPS Code in the Port, the Dock Entry Permit system is being revised.

The following shall be the procedure for issuance of various types of Dock Entry Permits:

(I) Daily Dock Entry Permit (Individuals)

- (i) Port Users desirous of seeking Daily Dock Entry Permit shall submit an application on the letterhead of their company in the format at Annexure "A", giving details of the name, designation and age of their employee/s and the location and purpose of work.
- (ii) The authorised signatory of the Port User should sign such applications, and the signature will be verified on the computer terminal prior to issuance of Permits.
- (iii) All such applicants shall have to present themselves at the Permit Counter, where photos of the applicants will be taken with the help of digital camera, and daily dock entry permit will be issued.
- (iv) The daily permits shall be issued from Shramik Bhavan and Blue Gate ID on payment of Rs. 5 per person.
- (v) The Permit issuing clerk will issue a maximum of 5 permits at the counter. In case of additional requirement of permits in excess of five, the Port users shall meet the Assistant Manager, Permits, who after verification of the work requirement will issue orders for additional Permits.
- (vi) Permit for foreign nationals will be issued by the Permit section only after receipt of clearance from immigration cell of seaport branch of yellow gate police station.
- (vii) Permits for family members of Indian crew shall be issued only on submission of applications by the vessel agent giving details family member and valid shore leave pass of the crew, and such applications shall be endorsed by the Ship Security Officer (SSO) of the Vessel.

(II) Temporary Dock Entry Permit

The existing procedure for issuance of temporary Permits as explained below will be continued.

- (i) Temporary Dock Entry Permit shall be issued to the Port Users on payment of Rs. 5 per person per day and validity of such Permits will range from two days to seven days.
- (ii) Port Users desirous of having Temporary DEPs for their employees/workers shall submit application in format at Annexure 'B' in duplicate.

- (iii) All such applications shall have photographs of the person for whom Dock Entry Permit is sought.
- (iv) The details of the applicant and the authorised signatory will then be verified and thereafter one copy of the application will be endorsed as Dock entry permit by franking of seal and stamp and validity date, and will be handed over to the applicant. The other copy of the application will be retained in the office for record.
- (v) Authorised signatory of the Port Users shall certify and undertake that they are responsible for the good conduct of their employees/workers in the Port Premises and in the event of misuse of Permits, action as deemed fit, including cancellation of the registration will be taken by MbPT.

(III) **Dock Entry Permits for longer duration (Long Term)**

Dock Entry Permits for longer duration from one month to two years shall be issued in the form of Smart Cards. Following procedure shall be followed for issuance of Smart Cards:

A) Existing Dock Entry Permit

- i) For issuance of smart cards for existing dock entry permit holders, the authorised signatory of the Port User shall submit an application in duplicate in the format given at Annexure "C", along with a copy of the existing Dock permit. The application can be submitted on the letterhead of the company or in the printed format available at the permit section.
- ii) On receipt of application/s, details will be verified by the Permit clerk and recorded on the computer.
- iii) Applicants will have to visit the office of Asstt. Manager Permit for taking photographs and recording fingerprints, where after, Smart Card will be issued on the same day, for a maximum period of 2 years.
- iv) For issue of smart cards for the existing DEP holders, there will be no need to obtain police NOC.
- v) An amount of Rs. 150 will be charged for issue of each smart card for recovering the stationery and administrative expenses.

B) Fresh Dock Entry Permit

- i) Port Users desirous of having fresh dock entry permits for their employees shall submit an application in duplicate in the format given at Annexure "C". The application can be submitted in printed format available at the permit section, along with a covering letter duly signed by the authorised signatory.
- ii) On receipt of application/s, the Permit clerk will verify details and application will be thereafter referred to Yellow Gate Police Station for getting antecedent clearance (NOC).
- iii) After getting the NOC from the Yellow Gate Police Station, the applicant shall submit the NOC to the permit section where details will be recorded on the computer.
- iv) The applicant will then be photographed; fingerprints recorded, and thereafter Smart Card will be issued.
- v) An amount of Rs. 150 will be charged for issue of each smart card for recovering the stationery and administrative expenses.
- vi) Applicants holding valid Indian Passports shall be exempted from police verification.
- vii) Smart cards shall be issued to the employees of Government/semi Government or Public sector Organisation, only after certification by the competent authority of their organisation, that the

employee is required to visit the docks. Such employees shall be exempted from Police verification, provided photocopy of their office Identity Card is submitted.

C) Renewal of Dock Entry Permit:

- i) Port Users desirous of renewing their dock entry permits for their employees shall submit an application in duplicate in the format given at Annexure "C". The application can be submitted on the letterhead of the company or in the printed format available at the permit section.
- ii) On receipt of application/s, the Permit clerk will verify details and application will be referred to Yellow Gate Police Station for getting antecedent clearance (NOC), ONLY in cases, where the Police NOC submitted earlier is more than 5 years old.
- iii) In cases where five years has not lapsed from the date of issuance of Permits, Smart cards will be revalidated for such port users for a further period of maximum 2 years, but not exceeding 5 years from the date of issuance of Police NOC.
- iv) After getting the NOC from the Yellow Gate Police Station, the applicant shall submit the NOC to the permit section where details will be recorded on the computer.
- v) The smart card will then be revalidated for a further period, maximum for 2 years, depending on the validity of Police NOC and smart card will then be issued to the applicant.
- vi) An amount of Rs. 150 will be charged for revalidation of each smart card for recovering the stationery and administrative expenses.
- vii) Applicants holding valid Indian Passports shall be exempted from police verification.

D) Issuance of Duplicate Dock Entry Permit:

- i) In the event of loss of smart cards, duplicate smart cards will be issued to the port users on submission of an application in the format at Annexure "D", along with original copy of the Police complaint filed for the loss of the Smart card. An amount of Rs. 300 (inclusive of penalty of Rs. 150) shall be recovered for issuance of duplicate smart cards in lieu of lost smart cards.
- ii) In the event of damage to smart cards, duplicate smart cards will be issued to the port users on submission of an application in the format at Annexure "E", along with the damaged smart card. An amount of Rs. 150 shall be recovered for issuance of duplicate smart cards in lieu of damaged smart cards.

Penal action, which may include cancellation or suspension of permit, will be taken in case of misuse of permits by the port users.

Validity of Police NOC expires after 5 years from the date of issue.

IV) **VEHICLE PERMIT**

A) Long Term Vehicle Permit

- (i) Vehicle Permits shall be issued by the Permit Section for all categories of vehicles, which includes Cargo Vehicles, tankers, tempos, Cargo Handling Vehicles such as Forklift, Mobile Cranes, Container Handling Vehicles such as TLT, Reach Stacker etc. and private vehicles.
- (ii) Transporters, port users or owners of the vehicles shall furnish applications for issuance of Vehicle Permits in the format given at Annexure "F". Printed forms for issuance of Vehicle Permit are available in the office of Asstt. Manager, Permit and will be issued free of cost.

Following documents shall be required for issuance of Vehicle Permits depending on the category of

vehicle:

- i) Trucks / Tempos / Tankers / Container Trailers / Forklifts
 - a) Application in the Format at Annexure "F"
 - b) Copy of the R.C. Book along with original for verification.
 - c) Copy of Vehicle Insurance certificate.
 - d) Letter of recommendation from the Port Users for whom Vehicle will be utilised. Such Port Users should be registered with the Port.
- ii) Mobile Cranes/Top Lift Trucks /Reach Stacker
 - a) Application in the format at Annexure "F".
 - b) Copy of R.C. Book along with Original for Verification.
 - c) Certificate from the competent authority in Form IV as prescribed by Government under Dock Workers (Safety, Health and Welfare) Regulations, 1990.
 - d) Copy of Insurance certificate.
- iii) Private Vehicle Permits (Four/Two Wheelers)
 - a) Application in the format at Annexure "G"
 - b) Copy of R.C. Book
 - c) Copy of insurance certificate.
- iv) The following charges shall be recovered for issuance of vehicle permits depending on the type of vehicle:
 - a) Cargo trucks Rs. 300 per year
 - b) Cargo tankers Rs. 300 per year
 - c) Container Trailers Rs. 300 per year
 - d) Fork lift Rs. 950 per year
 - e) Mobile Cranes Rs. 950 per year
 - f) Container Handling equipments Rs. 2150 per year
 - g) Bulk handling equipments (JCB) Rs. 2150 per year
 - h) Private Vehicles Rs. 150 per year
- B) Issuance of Duplicate Vehicle Permit:
 - i) In the event of loss of Vehicle permit, duplicate vehicle permit in the form of smart cards will be issued to the port users on submission of an application in the format at Annexure "H", along with original copy of the Police complaint filed for the loss of the Smart card. An amount of Rs. 300 (inclusive of penalty of Rs. 150) shall be recovered for issuance of duplicate smart cards in lieu of

lost smart cards.

- iii) In the event of damage to vehicle permits i.e. smart cards, duplicate smart cards will be issued to the port users on submission of an application in the format at Annexure "I", along with the damaged smart card. An amount of Rs. 200 shall be recovered for issuance of duplicate smart cards in lieu of damaged smart cards.

C) One day Vehicle Permit

The following procedure will be followed for issuance of one day vehicle permits at the Dock Gates:

i) Trucks / Tempos / Tankers / Container Trailers / Forklifts

Port Users normally, Custom House agents (CHA)/Transporters/ container operators registered with the Port shall submit application at Yellow Gate PD, Red Gate VD, and New Yellow Gate ID, for issuance of One day permit in the format at Annexure "J". Details of the vehicle, name of the driver, Licence no., name of the cleaner will be recorded on the computer and after taking photographs of the cleaner, vehicle permit will be generated with Vehicle Reg. No., driver's name and his license no. and will be issued on payment of Rs. 10. Separate permit will be issued at the in gate for the cleaner, after taking his photograph with the help of web camera and on payment of Rs. 5. Drivers license shall be considered valid for checking the identity. Both the driver and cleaner are expected to remain in the vehicle and not loiter around in the docks.

ii) Mobile Cranes/Top Lift Trucks /Reach Stacker

Above procedure shall be followed. However, for these categories of vehicles, one day permits will be issued on payment of Rs. 20 for the equipment and Rs. 5 for the cleaner/assistant.

iii) Private Vehicles (4/2 wheelers)

Port users or visitors shall submit an application in the format at Annexure "K" at the Dock In gate, requesting for vehicle permit. Details of the vehicle, name of the driver, Licence no., will be recorded on the computer and thereafter vehicle permit will be generated with the above details and will be issued on payment of Rs. 20 per vehicle and the permit will be valid till midnight. Drivers license shall be considered valid for checking the identity.

V) Dock Entry Permits for Drivers of Private Vehicles

All the Port Users seeking Dock Entry Permit for drivers of their private vehicles, shall submit application in the format at Annexure "C", where after, Permits in the form of Smart Cards will be issued for longer duration i.e. 1 month to 1 year or temporary permits will be issued with photograph for short duration i.e. from two days to seven days, after following the procedure explained above, and on recovery of stipulated charges.

VI) Dock Entry Permits for Drivers and Cleaners of Vehicles registered with the Port

- i) For the Vehicles, which are registered with the Port, i.e. for which Smart Cards/ Vehicles Permits are issued, the Dock entry permit booklet issued by the Transporters Association and validated by the Permit section shall be continued to be used for recording the driver's name, license no., driver's signature, cleaner's name and cleaner signature.
- ii) Booklets issued by the Association shall be submitted to the Permit section, where the same will be authenticated on payment of Rs. 30, for a period of maximum 30 days.
- iii) Such booklets issued by the Association and authenticated by the Permit Section shall function as Dock Entry Permits for the drivers only, along with the license of the drivers.
- iv) For the cleaners, the transporters or the Associations shall issue identity cards with photographs for identification purpose, and the permit section shall endorse such identity cards for a maximum period of 1 month. In the event of cleaners not having any identity cards, permits will be issued at

the In gates, with photographs on payment of Rs. 5 per permit.

- v) The drivers and cleaners are expected to be in or near the vehicle and not loiter around. Non compliance of this instructions may lead to cancellation of the vehicle permit.

VII) **Dock Entry Permits for Drivers & Cleaners of Vehicles not registered with Port**

- i) For the vehicles (empty/loaded) not registered with the Port and requiring entry in the Port for cargo work, an application in the format at Annexure "J" shall be submitted by the Port user at the Docks in-gate duly signed by the authorised signatory of the Port user registered with the Port.
- ii) On receipt of such application, signature of authorised signatory will be verified on the computer, where after details of the vehicle, driver's name, his license no., will be recorded on the computer and vehicle permit will be generated with Vehicle Reg. No., driver's name and his license no. and will be issued on payment of Rs. 10. Separate permit will be issued at the in gate for the cleaner, after taking his photograph with the help of web camera and will be issued on payment of Rs. 5. Drivers license shall be considered valid for checking the identity.
- iii) Both the driver and cleaner are expected to remain in the vehicle and not loiter around in the docks.

The issuance of smart cards and vehicle permits will commence from 15th July, 2004. Separate schedule for various categories of Port users shall be finalised and circulated, to enable them to remain present for the Photograph and finger print recordings. All Dock Entry Permits which have been issued by the Port and are valid, shall continue to be valid till they are replaced by Smart cards and the entire process is expected to be completed by end August, 2004. Computers and cameras are also being placed at the gates and will be operational by 7th July, 2004.

All port users are requested to kindly follow the guidelines explained above and co-operate with the port authorities in helping the Port to maintain the status of ISPS compliance.

(V. RANGANATH)

TRAFFIC MANAGER