

**PROCEDURE FOR TEMPORARY/PERMANENT
HARBOUR ENTRY PERMITS TO THE INDIVIDUALS /VEHICLES**

The port has to enhance Maritime Security in the area and also to comply with the requirement of International Ship & Port Facility Security Code (ISPS code). The following system shall be adapted for all Port Users and vehicles for entry in Mormugao port and various other installations in the Port. The entry permits will be issued to the port users as per the procedure detailed below. :

I Grouping of Port Users.

Generally, the Port Users means those who have regular work inside the Port and will have to enter into the Port area in course of their duty. The direct port users are those performing the core activities of the cargo handling viz., loading/unloading and receipt/delivery of the cargo. The other service providers i.e. indirect port users are supporting the aforesaid main activities. In other words the indirect port user mean that they have to be engaged by any one of the direct port users by which only they may have to enter into the port. For instance, a Ship Chandler who is in possession of a licence, unless recommended by the Steamer Agents or the Master of the vessel for specific supply or any valid order on the firm then only there will be genuine necessity for them to enter into the port.

Based on the above the grouping of the Port User have carried out as below :

Direct Port Users :

- (a) Exporters / Importers
- (b) Ship Agents
- (c) Customs House Agents
- (d) Stevedores / Cargo Handling Agents
- (e) Main Line Operator Agents
- (f) Barge Owners

- (g) Launch Owners
- (h) Shopkeepers / Port Canteen Operators inside the Port
- (i) Land Lease Holders
- (j) Private Terminal Operators
- (m) Officials of Govt. organization / Depts. (Custom, Port Health, immigration, MMD)
- (n) Others as may be decided by the Traffic Manager.

Indirect Port Users :

- a) Ship Chandlers
- b) Chipping & Painting Contractors
- c) Transport Operators
- d) Port / Private Terminal Contractors
- e) Ship Repairers
- f) Surveyors
- g) Other Miscellaneous Licence Holders
- h) Tourist Taxi Operators Association.

II General Procedure for registration of Firms with HEP Section.

The Port users are required to be registered with HEP Section of the Port. On scrutiny of their application with relevant documents, Port Users shall be allotted with code No. which is required to be specified on their application for obtaining Harbour Entry Permits.

The list of the documents generally required to be furnished for registration of the Port Users / firms with Harbour entry permit section of the Traffic Dept. are given below:

- i. Copy of licence or equivalent certificates.
 - ii. Authorised signatories of the firms
- } Compulsory

- iii. Employees list of the firm, who require Permanent (Annual) and Temporary monthly HEP. Subsequently, the necessary proof of permanent role like PF No., ESI No., etc., and antecedent verification certificate issued by police department to be produced alongwith application. } Optional

III Category of Harbour Entry Permits for Individuals.

(A) Temporary Daily Harbour Entry Permit :

1. Port Users/Contractor
2. Barge crew
3. Visitors

(B) Temporary Monthly Harbour Entry Permit :

1. Port Users/Contractor
2. Other officials from Govt. Org./Dept.

(C) Permanent Harbour Entry Permit (Annual):

1. Port Users/Contractor
2. Other officials from Govt. Org./Dept.

IV Category of Harbour Entry Permits for Vehicles.

1. Temporary Vehicle Entry Permit
2. Monthly Vehicle Entry Permit
3. Permanent Vehicle Entry Permit
4. Intercarting Entry Permit

(A) TEMPORARY HARBOUR ENTRY PERMITS (THEP)**1. Port Users**

- 1.1 The employees of Port Users/Contractor having work of temporary nature with the Port, will be issued Temporary Entry Permit by Traffic Manager and the access in Port are will be indicated in the Entry Permit. These permits will be issued at a cost of Rs.10/- (Rupees Ten only) on receipt of prescribed application form duly filled in with signature & seal of employer with proof of work and proof of antecedent from police department and production of valid ID.
- 1.2 The validity of the temporary entry permit shall be issued on daily basis. However considering the nature and volume of the work HEP shall be issued for a maximum period of 7 days.
- 1.3 The holder of the Entry Permit shall display the card on the Chest while in the port premises.
- 1.4 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 1.5 The holder of the Entry permit shall not be permitted access to any other place than the one mentioned on the permit. If found moving in the area where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.
- 1.6 On expiry, Harbour Entry Permit shall be surrendered at gate No. 1 & 9 while leaving the port area, failing which the cost of the card will be recovered from the employer.
- 1.7 The port user/contractor will be liable to compensate the Port for any misuse of the entry permit viz. damage/loss of port property.
- 1.8 HEP shall be issued to the representative of foreign nationals through their local agents who make a request enclosing with a copy of passport and immigration clearance.
- 1.9 It is obligatory that HEP holder should also carry his valid government ID in case the antecedent verification is pending with the police department.

2. BARGE / LAUNCH CREWS :

HEP shall be issued to the barge/launch crew with a validity period of daily/15 days/30 days. Other procedure will be same as for other port users as explained in the earlier para.

3. VISITOR PERMIT

- 3.1 The entry permits for visitors shall be issued at HEP section free of cost for one day on specific recommendation of the concerned HOD after checking valid government ID and in case of foreigners a copy of passport is required to produce at the gates to CISF.
- 3.2 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 3.3 The visitor HEP is to be surrendered at HEP section/HRD centre by the officials of the concern department

(B) MONTHLY HARBOUR ENTRY PERMIT**1. Port Users.**

- 1.1 The employees of Port Users/Contractor having work of temporary nature with the Port, will be issued Monthly Harbour Entry Permit by Traffic Manager and the access in Port area will be indicated in the Entry Permit.
- 1.2 The entry permit shall be issued at a cost of Rs. 250/- (Rupees Two hundred fifty only) on receipt of prescribed application form duly filled in with the authorized signatory and seal of the employer alongwith proof of employment, antecedent verification certificate issued by the police department and payment receipt.
- 1.3 The validity period of the entry permits shall be for one month.

- 1.4 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 1.5 The holder of the permit shall display the permit on his chest while in the Port premises
- 1.6 The entry to the holder shall not be permitted access to any other place than it is mentioned on the permit issued. If found moving in the area where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.
- 1.7 Employer shall collect HEP from their employees and return the same to the issuing authority when it is not required by them failing which the fine of Rs. 100/- (Rupees One Hundred only) will be payable besides the cost of the card.
- 1.8 In the event of holder losing the entry permit, a fresh permit will be issued against payment of fine of Rs.100/- (Rupees One Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced for issue of duplicate permit.
- 1.9 The HEP shall be renewed one week in advance before the expiry of the validity.

(C) PERMANENT HARBOUR ENTRY PERMIT

1. Port Users

- 1.1 Port Users and their employees having work of permanent nature and based on the volume of work with Port shall be issued harbour entry permit with photo at a cost of Rs.1000/- (Rupees One thousand only) by the Traffic Manager, the issuing authority and the access in the Port area will be indicated on the entry permit, if required.
- 1.2 The entry permit shall be issued on receipt of prescribed application form duly filled in with the authorized signatory and seal of the employer alongwith proof of

permanent role, antecedent verification certificate issued by the police department and payment receipt.

- 1.3 The validity period of permanent entry permits shall be for one year.
- 1.4 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 1.5 The holder of the permit shall display the permit on his chest while in the Port premises
- 1.6 The entry to the holder shall not be permitted access to any other place than it is mentioned on the permit issued. If found moving in the area where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.
- 1.7 Employer shall collect HEP from their employees and return the same to the issuing authority when it is not required by them failing which the fine of Rs. 100/- (Rupees One Hundred only) shall be payable besides the cost of the card.
- 1.8 In the event of holder losing the entry permit, a fresh permit will be issued against payment of fine of Rs.100/- (Rupees One Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced for issue of duplicate permit.
- 1.9 The HEP shall be renewed one month in advance before the expiry of the validity. Port users are required to submit the filled in renewal application along with antecedent verification certificate issued by the police department and proof of permanent role.

3. Government Officials.

- 3.1 Government officials/agencies working inside the Port area also need to have Port Entry Permit and shall be issued computerized Entry Permits for a validity period of one day/one month/one year on production of necessary proof.

- 3.2 The entry permit shall be issued on receipt of prescribed application form with Chief Executive of Organisation or his authorized signatory & seal of the organisation.
- 3.3 The holder of the identity card shall display the card on the Chest while in the port premises.
- 3.4 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gate, so that it will be enable to capture all the details including entry/exit timings.
- 3.5 The entry to the holder shall not be permitted access to any other place than it is mentioned on the permit issued. If found moving in the area where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.
- 3.6 In the event of holder losing the entry permit, a fresh permit will be issued against payment of the cost of the card. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced to the Issuing Authority for issue of duplicate permit.
- 3.7 The entry permit shall be returned by the Govt. dept. when the holder ceases from employment and for any other reasons when he is not required to enter the port premises, failing which further request for issue of entry permit will not be considered on payment of necessary charges.
- 3.8 Navy, Coast Guard, Customs and Police Officials are permitted access based on their ID Card issued by the respective authority.
- 3.9 Government officials for other organizations viz :- Assistant Director Safety, Public Health Officer/quarantine Meteorological department, Goa Electricity department, etc., shall be issued Temporary / Permanent HEP free of cost based on their nature of work.

4. PORT CONTRACTOR/PRIVATE TERMINAL OPERATOR

- 4.1 Port contractor and their employees working inside the Port area also need to have Port Entry Permit and shall be issued temporary/permanent harbour based on their nature of work
- 4.2 Contractor shall apply in the prescribed form alongwith antecedent verification certificate issued by the police department and payment receipt/token to the controlling officer of their respective department.
- 4.3 The Controlling Officer shall scrutinize the application including antecedent verification & authorized signatory and recommend for the issue of temporary/permanent harbor entry permit.
- 4.4 The holder of the identity card shall display the card on the Chest while in the port premises.
- 4.5 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gate, so that it will be enable to capture all the details including entry/exit timings.
- 4.6 In the event of holder losing the entry permit, a fresh permit will be issued against payment of fine of Rs.100/- (Rupees One Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced for issue of duplicate permit.
- 4.7 The HEP shall be renewed one month in advance for permanent HEP and one week in advance for monthly HEP before the expiry of the validity. Port users are required to submit the filled in renewal application along with antecedent verification certificate issued by the police department.
- 4.8 The contractor shall be responsible to collect HEP from their employees and surrendered the same when the holder ceases from employment and for any other reasons when he is not required to enter the port premises, failing which the cost of the card shall be payable by the contractor.

1. **Temporary Vehicle Entry Permits**

- 1.1 Temporary vehicle entry permits shall be issued on daily basis to Port Users against applications on a prescribed form duly filled in alongwith payment receipt and signed by the concerned Port User or his Authorised Signatory together with the seal of Port User at a cost of Rs.15/- (Rupees Fifteen only) per day for four wheeler (light commercial vehicle). However, considering the nature and volume of work permit shall be issued for the maximum period of seven (07) days.
- 1.2 Use of temporary vehicle entry permit should have a valid Port entry Permit. The entry of the vehicle at unauthorized place shall be seized by the CISF and forwarded for cancellation.
- 1.3 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gate, so that it will be enable to capture all the details including entry/exit timings.
- 1.4 On expiry, Harbour Entry Permit shall be surrendered at HEP section/gate No. 1 & 9 while leaving the port area. failing which the cost of the card shall be payable by the employer.

II **Monthly Vehicle Entry Permits**

The entry of vehicles inside the Port area shall be regulated by issue of permits for the month as detailed below:-

- 2.1 Vehicle entry permit shall be issued to Port users against application to Traffic Manager on prescribed form duly filled in alongwith payment receipt and signed by the concerned Port User or his Authorised Signatory together with the seal of Port User for a period of one month only.

- 2.2 The vehicle permit will be issued on a fee of Rs.350/- (Rupees three hundred Fifty only) per permit for four wheelers (light commercial vehicle).
- 2.3 The driver of the vehicle shall have a valid entry permit for entering the Port area.
- 2.4 In the event of holder losing the vehicle entry permit, a fresh permit will be issued against payment of fine Rs.100/- (Rupees one Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced to the Issuing Authority for issue of duplicate permit.
- 2.5 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 2.6 The application for renewal of Entry Permit shall be done one week in advance before expiry of permit.
- 2.7 Taxis / Public Utility vehicles will not be issued monthly vehicle permits.
- 2.8 On expiry, Harbour Entry Permit shall be surrendered at HEP section failing which fine of Rs. 100/- (Rupees One hundred only) shall be payable by the employer besides the cost of the card.

III. Permanent Vehicle Entry Permits

The entry of vehicles inside the Port area shall be regulated by issue of Vehicle Entry Permit as detailed below: -

- 3.1 Vehicle Entry Permit shall be issued against application to the Traffic Manager on a prescribed form with authorized signatory, seal of the Employer of the Port Users and payment receipt.
- 3.2 For Port Users', vehicle permits valid for one year will be issued at cost of Rs.1300/- (Rupees one thousand three hundred only) for four wheelers (light commercial vehicle)
- 3.3 The driver of the vehicle shall have a valid entry permit for entering the Port area.

- 3.4 In the event of holder losing the entry permit, a fresh permit shall be issued against payment of fine Rs.100/- (Rupees one Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced to the Issuing Authority for issue of duplicate permit.
- 3.5 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 3.6 The renewal of entry permit shall be done during the previous month of expiry of the permit.
- 3.7 Taxis / Public Utility vehicles will not be issued yearly vehicle permits.
- 3.8 On expiry, Harbour Entry Permit shall be surrendered at HEP section failing which the fine of Rs. 100/- (Rupees One hundred only) shall be payable by the employer besides the cost of the card.

4. **HEP FOR INTERCARTING VEHICLE.**

- 4.1 Equipments/machines, tippers/trucks, etc., which are used by the cargo handling Agents for shifting/handling of cargo from wharf to different storage area shall be issued temporary as well as permanent harbour entry permit for seven days, fifteen days, thirty days, six months and one year based on the nature and volume of the work on payment of the charges as per prescribed rate.
- 4.2 Entry permit shall be issued on receipt of prescribed application form duly filled in with the authorized signatory and seal of the owner.
- 4.3 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 4.4 On expiry, Harbour Entry Permit shall be surrendered at HEP section failing which a fine of Rs. 100 (Rupees hundred only) shall be payable by the owner of the vehicle besides the cost of the card.

GENERAL INSTRUCTIONS

The payment, as per fee structure for obtaining different kinds of HEP can be made at CDC/Cash Section in administrative building. The token can be obtained on production of cash receipt at HEP section, HRD Centre during office hours.

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TRAFFIC MANAGER**

FEE STRUCTURE FOR DIFFERENT KINDS OF HEP

	TYPE OF HEP	RATE PER PASS (IN Rs.)	REMARKS	
A.	TEMPORARY			
	Daily	Person Vehicles	@ 10/- @ 15/-	
	Weekly	Person Vehicles	@ 70/- @ 105/-	
	Monthly	Person Vehicles	@ 250/- @ 350/-	
	Commercial vehicles (Daily)		@ 31.25	
B.	PERMANENT (ANNUAL)			
	Person		@ 1,000/-	
	Vehicles		@ 1,300/-	
C.	INTERCARTING VEHICLES			
	Trucks Tippers Trailors	Daily	@ 60/-	
		7 days	@ 350/-	
		15 days	@ 600/-	
		30 days	@ 800/-	
		6 months	@ 1,500/-	
		1 year	@ 3,000/-	
	Poclaim		@ 5,000/-	
	JCB		@ 5,000/	
	Payloaders		@ 5,000/	
	Other machines		@ 5,000/	

