



जवाहरलाल नेहरु पत्तन प्राधिकरण JAWAHARLAL NEHRU PORT AUTHORITY

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JNP/DC/TC/PFSO/2024/702

Date:13.08.2024.

TRADE CIRCULAR

- In pursuant to the additional Port Facility Security Assessment (PFSO) of JNPA carried out on 02nd July' 2024 by the Indian Register of shipping for incorporating all amendment in the PFSP of JNPA, and as directed this advisory is issued to simplify & harmonize the process of issuance of dock entry passes to all stakeholder's/port users of JNPA.
- The amendments made to the pass system is attached as Annexure- I to this circular for information.
- All concerns are to take note of the attached Annexure – I of this circular for wide dissemination/promulgation and immediate compliance.


14-08-24
Capt. Balasaheb V. Pawar
(Deputy Conservator & PFSO, JNPA)

To,

- 1) MANSA/CSLA/INSA
- 2) DP World/BPCL/APMT/BMCTPL
- 3) NSFT/NSDT/JSW
- 4) M/s ONGC NHAVA BASE

Copy to:

- 1) All HODs
- 2) DM-I/DM-II
- 3) Port Control
- 4) RAjbbhasha Adhikari
- 5) PS to Chairman/Dy. Chairman
- 6) Publication on office website of JNPA

ANNEXURE - I

The following amendments are made to the various subsections of Pass system as under:

A) ISSUE OF LONG -TERM PORT ENTRY PASSES

- 3) **Initial issue of long term passes would be for a period of 01 year or for the period of contractual agreement, whichever is earlier. The validity of the aforementioned pass thus issued can be extended up to another 01 year or up to expiry of police NOC or validity of passport or expiry of contractual agreement , whichever is earlier.**
- 4) **The police verification of character and antecedents certificate is mandatory for the casual labourers and other such categories of personnel who want entry into the port and apply for issue of port entry pass for a period of 01 year or for the period of contractual agreement. However, all valid passport holders may be exempted from providing police verification of characters and antecedents.**

B) PASSES FOR GOVERNMENT EMPLOYEES, SEMI GOVT EMPLOYEES, PSUs, CHAs, SHIP CHANDLERS, REPAIRERS, CONTRACTORS, RAILWAY STAFF, DRIVERS, ETC

- 1) **a. Employees of Govt. and Semi. Govt, PSUs, Port Users, CHAs, Ship Chandlers , Repairers , Contractors, Port Users, Railway Staff, Light Vehicle drivers and others who need to enter port frequently should have long term photo passes (Above 7 days and upto one year)**
b. Indian Navy/Indian Coast Guard/PHO/DGS/MMD officials will be permitted with their official Identity cards issued by their respective Govt. Offices for dock entry purposes and a list of such officials will be provided to the port.
- 6) **On receipt of the the application complete in all respect , JNPA CISF will issue a photo pass valid up to 01 year or the period of contractual agreement, which ever is earlier.**
- 9) **Police Verification is mandatory if they do not have valid passport**

C) ISSUE OF SHORT-TERM PASSES

- 1) **All Persons including drivers of light duty vehicles desiring entry to the port for short duration (Upto 7 days) shall be issued photo passes. These passes**

can be extended for a maximum **four** times only and if further extension is required then the application for long term issue of pass should be made in time

E) PASSES FOR FOREIGNERS

The passes for foreigners shall be issued only when recommended by Dy.conservator and PFSO or Dy.PFSO and the request shall be accompanied with a copy of valid Passport and VISA.

CISF shall issue passes only after the issuance of NOC by the Port Immigration Officer.

G) GENERAL INSTRUCTIONS

- 8) Officers Identified and approved by each HOD only are authorized to recommend issue of passes
- 12) NSICT, NSIGT, APMT, BPCL, NSFT, NSDT, IOC, BMCT, CUSTOMS, PHO and other organization including shipping lines /regular port users working in the port on long term basis will authorize specified number of officers as per directives to recommend issue of passes and inform CISF and JNPA their names and specimen signatures.
- 15) All Government Officials including officials of all security agencies while on official duties and all official guests of JNPA will be exempted from the payment of passes.
- 16) All Vehicles including vehicles of JNPA employees will be issued long term vehicle entry passes by CISF on production of receipt of payment to JNPA of Rs.30/- per vehicle on submission of an application in prescribed form with a copy of driving license, RC book and insurance certificate. **The validity of the issued long term vehicle entry passes will be for a period of 01 year or up to the expiry of driving license or expiry of insurance certificate or expiry of RC book, whichever is earlier.**
The vehicle entry passes will have the provision for extension up to 01 year upon expiry or up to the expiry of driving license or expiry of insurance certificate or expiry of RC book, whichever is earlier.
- 17) Passes for Port user desirous of a pass for entry into any one terminal with vehicle/material will be issued a pass for entry specific to NSFT, NSDT, NSICT, NSIGT, APMT, BPCL and BMCT separately through their respective gates.
However, port user desirous for a pass valid for entry into all terminals with vehicle/material will be issued such passes subject to NOC from all terminals. Such persons will be allowed entry through any terminal gate.