

कप्तान बालासाहेब पवार  
उप संरक्षक

**Capt. Balasaheb Pawar**  
Deputy Conservator



जवाहरलाल नेहरू पत्तन प्राधिकरण  
प्रशासन भवन, शेवा, नवी मुंबई - 400 707.  
**Jawaharlal Nehru Port Authority**  
Administration Building, Sheva,  
Navi Mumbai 400707. Tel. Off. : 022-2724 4171

CIRCULAR

JNP/Marine/Circular/2024/379

Dated: 11.06.2024

Sub: Vessel Cast Off time-reg.

Earlier Circular vide No. JNP/Marine/Circular/2023/288 dated 01.06.2023 Stands withdrawn.  
For system improvement, the following procedure to be followed:

1. Local Agent (Master of vessel) to Submit pilot memo minimum 3 hrs prior sailing time of concerned vessel in NLP marine, same to be communicated to Port Control, stating approximate cargo completion time and tentative ready to sail time. (For calling the incoming ship to pilot station from outer anchorage). This notice may be amended for anticipated delay by the local agent (Master of the vessel), up to 1.5 hrs so that the incoming may be delayed/cancelled/turn back safely in main channel.
2. Vessel's Master to tender on VHF Channel 13, minimum 1-hour notice when ready to sail in all respect.
3. JNPA VTS upon consultation with Duty Dock Master to communicate the cast off time to the vessel in VHF and to update NLP marine.
4. Pilot, tugs and mooring crew will reach 15 minutes before the schedule cast off time for sailing of the vessel.
5. Any doubt or dispute related to booking time of movement, same need to raise with Harbour Master (Mobile No. 9819414007) or undersigned (if required).
6. All stakeholders to co-operate and ensure that the vessel to cast off at booked time.

  
Dy. Conservator,  
(Capt. Balasaheb Pawar)

To: All Shipping Agencies/Lines: MANSA/CSLA, DP World/APMT/BMCTPL/BPCL

CC: All HODs, M(MS)/M/(Fin-I/II), PS to chairman/PS to Dy. Chairman, DM(MS)

For publishing on JNPA website, Hindi Section- For translation please.