

## **1. General issues :-**

### **All daily permits to be for single entry:-**

- All daily permits shall henceforth be for single entry only.
- Permit holders of such permits would produce permits at the gates and CISF shall punch all such daily permits. Permits once punched shall not be valid for any further entry.
- CISF personnel would also take back the daily permits during exit.

## **2. REGISTRATION**

- All port users will be required to register themselves.
- Maximum period of registration will be for one year. The validity of the registration will be clearly indicated.
- Contractors / other firms engaged for specific purpose by the port if required to take in labour, workman, vehicle, equipment, etc. would also have to register themselves.
- Registration will be limited to the time mentioned in the governing contract.
- A unique registration key will be given to each registered user.

### **Procedure of Registration:**

The application should submit:-

- Request letter for registration (in the firm's letterhead as per proforma /format of HDC) to concerned Divisional head in triplicate (originals). The port users would submit their applications, complete in all respects to the respective divisions of HDC with which they are associated.
- Documentary evidence of regular work and submission of photo copies of current Trade licence and other licences / papers as applicable.
- Names, designation, Address & other particulars and signatures of authorized signatories (in a separate page), who can procure permits (as specified in the Permit scheme) directly from Permit Office and / or sponsor other companies engaged by them for their work inside docks. Details and signatures of such authorized signatories (minimum 2; maximum 3) must be furnished.
- The recommending division on scrutiny and satisfaction shall recommend and send the same to Permit Office. The recommending division will keep one copy of the application for records.
- The user will be registered at the Permit Office and the registration no. issued. A computerized registration card is given to the applicant.
- The registration no. is inscribed in each of the applications received by the permit office.
- The Permit Office(s) will affix the signature page containing Names, designation and signatures of authorized signatories in a register and create an index in the

register for easy retrieval of such signatures. The signature page will be countersigned by the Officer-in charge; Permit Office. All remaining papers would be filled.

**Renewal of Registration :**

For renewal of Registration, applications must be submitted at least 2 months before the date of expiry of the current registration. Procedure remains same as first time issuance.

**3. APPLICATION PROCEDURE**

All applications should be in respective prescribed formats as given in **Annexure--- Formats** to this document in TRIPLICATE. No rubber-stamped signatures would be accepted.

Registered firms may apply directly to the central Permit Office for certain permits as mentioned in this scheme. The application is to be signed by an authorized signatory and the registration key / no. is to be indicated.

In case of **Non-registered firms**, the application is to be signed by a responsible official of the concerned firm, clearly indicating his name and designation. It may also be signed by an employee of the firm holding a permit / licence issued by KoPT, in which case, he would be required to give a copy of such permit / licence along with the application. The application would then have to be routed through the concerned division of HDC. In such case, the concerned division of HDC will check the permit / licence of the sponsoring employee to check that it is bonafide and valid. On satisfaction, the concerned division of HDC will forward the application to Permit Office with required recommendation / endorsement.

Recommending Authority in all cases retains a copy of the application.

**4. ISSUANCE OF VARIOUS PERMITS**

**For Registered firms :-**

Application is scrutinized to check that all required information has been filled up and copies of all required documents, if any have been submitted. The registration key and the signatures of the authorized signatories vis-à-vis the application is verified. On satisfaction requisite permits are issued from Permit Office as per General Guidelines. Permits issued in such cases shall not be beyond the period of registration.

**For non-registered firms :-**

Requisite permits are issued as per general Guidelines from Permit Office on the basis of the recommendation of the concerned division.

**General guidelines for issuance of man permits**

- Issuance should be made only on verification of signatures of authorized signatories of registered firms or on recommendation from the concerned division as applicable.
- Before issuance all fields in the permits are to be filled up. Only officials authorized to issue permits can sign and issue permits. Such signatures should be available with CISF beforehand. Issuance of permits can be made to the signatory of the application or to his authorized representative, after payment of necessary charges, as applicable.
- Before issuing permits to foreign nationals, the issuing authority should check the Passport & visa, preferably in original. However, Xerox copies if legible may also serve the purpose. It is not necessary for the passport holder to come in person during his checking. Permits issued should not cross the visa validity.
- However, it will not be necessary to check Passport & visas, if the foreign national produces / submits Entry card from the Superintendent of Police of the concerned district, as in such cases the passport / visas had already been checked by the police.
- Records of permits issued are recorded and maintained in a computer.

#### **General Guidelines for issuance of vehicle and equipment permits.**

- Issuance should be made only on verification of signatures of authorized signatories of registered firms or on recommendation from the concerned division as applicable.
- Before issuance all fields in the permits are to be filled up. Only officials authorized to issue permits can sign and issue permits. Such signatures should be available with CISF beforehand.
- Issuance of permits can be made to the signatory of the application or to his authorized representative, after payment of necessary charges, as applicable.
- Records of permits issued are recorded and maintained in a computer.

#### **5. NON-ISSUANCE OF PERMITS & LICENCES :-**

- Recommending authority reserves the right to refuse, withdraw or cancel any permit / licence applied for or granted without assigning any reason.
- Recommending authority may withdraw, cancel or refuse to issue any daily permit / other permit / licences, etc. applied for in case of a person convicted in a court of law on a criminal offence and the person may be liable for permanent black-listing. However, each case should be decided on its own merit.
- Concealment of any fact connected with the issue of permit / licences will also render a person / firm liable for blacklisting.

#### **6. RENEWAL :-**

- Application and other procedures shall remain the same. A copy of the permit / licence issued (against which the renewal is requested) shall be attached with the application.

- In case of renewal of an existing long term permit / licence, the previous permit would have to be produced and submitted in original at the time of delivery. Applications should be made at least 15 days prior to the expiry of the existing permit / licence.
- Permits / Licences not required to be renewed should be surrendered within 7 days from the date of expiry.
- Permits/ Licences lost should be reported forthwith to the nearest police station and to issuing Permit Office along with one copy of the General Diary. Entry with the Police in original.
- Duplicate permit / licence against loss may be issued subject to the same terms and conditions as specified for renewal.

## OTHER ISSUES

### 7. Authorization cards (free of cost) for people holding permits / licences issued from KoDS.

On application from port users holding valid permits / licences from KoDS, an authorization card co-terminus with the validity of the permit / licence issued from KoDS would be issued free of cost. The application should mention the following :-

- Name of the firm / applicant
- Permit / Licence no. issued from KoDS (copy to be attached)
- Purpose of business at HDC
- Place of Work

### 8. Cases where separate permits are not required :

- a) Persons holding Jetty Sircar's Licence will be allowed entry on production of the licence itself and no separate permit is necessary.
- b) In case of persons of the following organizations who are in possession of suitable identity cards, no separate permits is necessary.

1	Licence Measures / Metrological Deptt.	2	Customs & Excise Department	3	Municipality
4	Defence personnel	5	Police	6	Port Health Officer
7	Explosive Department	8	Mercantile Marine Department	9	Regional Labour Commissioner
10	Inspector, Dock Safety	11	Coal Controller	12	Directorate of Immigration
13	Iron & Steel Controller	14	P&T Department	15	West Bengal Fire Service
16	Railways	17	District Authorities	18	Any other authorities statutorily connected with the port

- c) Officials of Embassy / Consulate (in any part of India) holding photo-Identity cards issued by the State of Central Govt. should be allowed entry on production of this Identity card only and no separate permit will be necessary. For officials of Embassy / Consulate, who are not in possession of Identity cards, necessary permission from DIB will have to be obtained and produced along with application seeking dock entry permit. In such cases, the persons would have to carry with them some form of photo-identification.
- d) Employees of Govt. organizations not listed above, shall be allowed entry on the strength of their identity cards issued by their respective organizations, provided they possess a letter from their respective organizations explaining the necessity of their entry in the docks. Such letter should first be submitted at the concerned department with which they are interacting, who would endorse the same and thereafter countersigned by the Officer-in-Charge of the Permit Office.

#### **9. Movement of tools / tackles and other equipment :-**

To submit a detailed list at Gate giving description of items, quantity, etc. of the items to be taken inside the dock premises or to be taken out with recommendation of the concerned division, endorsed thereafter by Officer-in-charge at Permit Office. CISF to inspect before allowing entry and / or exit from dock premises. For entry / exit same gate to be used.

#### **10. Restricted zones :-**

In terms of ISPS, certain zones within the operational area has been designated as restricted zones. These are the 3 oil jetties, Lock Gate and allied machinery houses, Fire Stations & Pump houses, Water storage tanks, Container parking yard, Master Control Tower. Access to such areas will require special mention in the permit or a special permit. Unauthorized access is liable for punishment.

#### **I) PERMIT FOR EMPLOYEES OF HDC**

Photo identity cards to employees are issued by Administration division. New cards are issued on surrender of old cards / on submission of GDE in case card is lost. In absence of photoidentity cards, **temporary monthly permits (P-1)** are issued to concerned employees by division concerned. Specimen signature of officials of all divisions are forwarded to CISF.

## **PERMIT FOR TRUSTEES**

Golden colour special permit bearing name, designation, Date of birth, Blood Group, Contract Address and telephone No. and validity of the Permit with signature of holder and issuing authority are issued to trustees from Kolkata head Office.

**SPECIAL VIP TOKENS** are issued to identified officers from Administration. The identified officers can take VIPs with them to all areas of the dock on the strength of such tokens

## **II) PERMITS FOR NON-EMPLOYEES**

### **MAN PERMITS**

#### **1. DAILY PERMITS**

- Requisition / Application for daily permits would have to be made date-wise.
- Daily permits would be allowed for the day and upto one day in advance.
- Time validity of Advance daily permits would be allowed as follows :-

From 0600 hrs to 1800 hrs

From 1000 hrs to 2200 hrs

From 1400 hrs to 0200 hrs

From 1830 hrs to 0630 hrs

- Advance permits shall be issued at fixed hours only,viz., from 0800 hrs to 1200 hrs and from 1600 hrs to 2000 hrs
- Maximum validity of the daily permit will be 12 hrs subject to the limit of 0630 hrs of the next day
- Registered users can purchase such permits (apart from visitor's permits, ship personnel permit, permits for guests of ship's personnel) directly from permit office

#### **A) Daily permit issued to individual port users**

**Application procedure:-**As per general Guidelines regarding applications.

**Application format:** - As per proforma.

**Issuing procedure :-**

See General Guidelines for issuance of man permits.

**B) Daily permits issued to drivers / khalasies of vehicles  
(apart from passenger vehicles)**

**Application procedure :-** As per general Guidelines regarding applications.

**Application format :-** As per proforma. Endeavour shall be made to give photo permits

**Issuing procedure :-** See General Guidelines for issuance of man permits.

**C) Daily permits for guests of ship's personnel**

All permits for guests of ship's personnel shall be photo-permits.

**Application format :-** As per proforma.

**Application procedure :-**

Master/ Chief Officer / Chief Engineer of the ship or a responsible officer of the concerned Steamer / Agent applies to the concerned Division of HDC as per proforma.

Guests of ship's personnel may also directly apply to the concerned division, as per proforma, along with requisite additional documents as laid out in the proforma.

The recommending division sends the application after due scrutiny to Permit Office, from where the requisite permits are issued.

**Issuing procedure :-**

See General Guidelines for issuance of man permits.

**D) Daily permits for visitors (other than guests of ship's personnel)**

Such permits, for entry into the dock area, as also the oil jetties, shall only be recommended from Administration Division on merit basis. No daily permit should be issued to anyone for mere sightseeing in the Dock / Jetties, i.e., without any specific work although he may be sponsored by a permit / Licence holder / Registered firm or by port employees of any division.

All visitor permits shall be photo-permits.

**Application format :-** As per proforma

**Application procedure :-**

- a) Guests / visitors of Port users, Clearing and forwarding Agents, Handling agents, steamer agents, Contractors, etc. apply as per prescribed

proforma giving the required particulars to the division of HDC with which they have business. The application may be signed by a responsible official of the concerned firm, clearly indicating his name and designation. It may also be signed by an employee of the firm holding a permit / licence issued by KoPT, in which case, he would be required to give a copy of his permit / licence. In such case, the recommending division will check the permit/ licence of the sponsoring employee to check that it is bonafide and valid. For Oil Jetties, the initial recommendation should be from Manager / Dy. Manager (M.O) / OSD; Oil Jetties. Such applications are forwarded for consideration by the division with which the applying firm is associated to Administration division.

- b) Other organizations apply directly to Administration Division as per prescribed proforma giving required particulars.
- c) Employees of port also apply in prescribed proforma. Such applications should bear the DPS no. of the employee and should be routed through their respective division / section to Administration Division.
- d) Educational institutions, charitable organizations, unions shall apply directly to Administration division as per prescribed proforma. Educational institutions, Union leaders (upto a maximum of 7 office bearers of trade Unions) not employed in the port are to be issued free permits, if so requested.

Administration scrutinizes the application and recommends the same to Permit Office.

**Issuing procedure:-**

**See General Guidelines for issuance of man permits**

### **E) Daily permits for ship's personnel**

**Application format :** As per proforma

**Application procedure :-**

Master/ Chief Officer of the ship or a responsible officer of the concerned Steamer / Agent applies to the concerned Divisional Head giving list of crew for whom permits are required, as per prescribed proforma.

No rubber stamped signature would be accepted. The concerned division after due scrutiny recommends and sends the application to Permit Office for issuance.

**Issuing procedure :-**

**See General Guidelines for issuance of**

## 2. LONG TERM MAN PERMITS

- Issued for periods as follows :- Monthly, Quarterly, Biennial
- Registered users can purchase such permits directly from permit office (apart from Workman Permit & Biennial permit)
- Applications should preferably be made in advance from the date of requirement. Till such time such photo-permits are issued, applications would have to use daily permits.
- In case there is a governing time limit related to the purpose of work, validity of permits issued should not exceed such time limit. The validity of such permits, in case of foreign nationals should not exceed visa validity.

### A) Mthly permits & Qtly. Permits

**Application procedure** :- As per general Guidelines regarding applications.

**Application format** :- As per proforma.

**Issuing procedure** :-

See General Guidelines for issuance of man permits.

### B) Workman Permit (WP) – Monthly & Quarterly

To carry out operational activities, various port users are required to take inside the dock labours, workmen, equipment operators, etc. in large number in each shift. Issuance of permits on the day of required entry would be very time consuming and would hamper productivity. To tackle this all such personnel would be provided with WP. Such permits would also be provided to contractor's workmen and casual labours, messengers. The possession of a WP would not necessarily entail right to enter, unless it is supported by a letter of recommendation from a registered port user.

### Procedure for allowing entry to Workman

#### Permit Holders

- Workman Permit Holders shall only be allowed entry when supported with application in triplicate by a registered firm engaging them
- The registered port users /firm would submit an application (in triplicate) signed by its authorized signatory at Permit Office giving following details :- List of permit nos. of sponsored WP holders, Date of entry, Shift of entry, Reason for sponsoring & Place of work
- The Permit office would check the Registration key and signature of authorized signatory of the particular registered port user and allow the application. One

copy of the application would be retained by Permit Office and the remaining two copies would be given to the port user, of which one copy would have to be submitted at the entry gate to CISF.

- CISF would allow entry of the WP holders on scrutiny of the WPs as per the list submitted. CISF would allow retain the application copy submitted to them.

#### **Application procedure :**

Application (in triplicate) is to be signed by a responsible official of the concerned firm, clearly indicating his name and designation or by authorized signatory of a registered firm. The application would then have to be routed through the concerned division of HDC. In such case, the concerned division of HDC, who on satisfaction will forward the application to Permit Office with required recommendation / endorsement.

**Application format :-** As per proforma.

**Issuing procedure :-**

**See General Guidelines for issuance of man permits.**

#### **C) Biennial permits**

Biennial Permits shall only be issued from Administration Division.

Firm which applied for Biennial Permit should furnish details as per Format No. 1 in duplicate on the firm's letterhead.

Detailed particulars of the person(s) for whom the permit is required should be submitted in the prescribed format – Format No. 2 – in duplicate for each individual.

The following information should also be given :-

1. Whether the person is in possession of any temporary permit. If yes, permit no. is to be furnished. If no, declaration of possession no such temporary permit is to be given by the recommending firm.
2. Temporary permit issued earlier to the sponsored person should be surrendered before issuance of the new Biennial permit.
- 3) Whether the sponsored person replaces another of the firm or not or a new post has been created. Each application for a new Biennial permit should be justified by the recommending firm.
- 4) In case the individuals for whom the permanent biennial permits are applied for replaces other employees, the permits of the employees so replaced would have to be surrendered before issuance of the new Biennial permit.

- 5) The recommending firm and the individual should state clearly, whether any application for permits on their behalf have been rejected by KoPT earlier, and if so should mention the reasons therefore.
- Two passport size photographs attested on the reverse by the recommending firm should also be attached along with the application.
  - For employees of contractors engaged by the port, applications should be sponsored / recommended by the concerned divisions of HDC.
  - For others, recommendations would be made by the firm under which the individual would be entering the dock.
  - Confirmation of engagement of the concerned individual for work inside the dock with the period of work would have to be given in the prescribed format – Format No. 3.
  - Applications for Biennial permits should be forwarded from respective divisions of HDC to Administration. On satisfaction, Biennial Permits may be issued on payment of charges pending antecedent verification in respect of applications from registered firms. One copy of the application would be sent to the Police; DIB for C&A verification on receipt of police verification.
  - In respect of applications from non-registered firms, Biennial Permits would only be issued upon receipt of police verification. In such cases, payment would only be accepted upon receipt of the C&A clearance.
  - In case Police Verification Reports are not received within 1 years from the date of request to the police, permanent permits like Biennial permits may be issued and the case should be reviewed immediately on receipt of police verification report.

**Issuing procedure for Biennial Permit :-**

**See General Guidelines for issuance of man permits.**

**PERMITS FOR VEHICLES**

- Applies for goods carrying vehicles & carts
- Container carrying trailers do not come under vehicles.
- Issued for periods as follows :- Daily & Annual
- Daily permits are inclusive of overnight stayal. "Day" shall mean 0630 hrs to 0630 hrs of the next day.
- Registered users can purchase daily permits directly from permit office. The facility is not extended to Annual Permits.
- Daily permits would be allowed for the day and upto one day in advance.
- Advance permits shall be issued at fixed hours only, viz., from 0800 hrs to 1200 hrs and from 1600 hrs to 2000 hrs.

1) **Daily permits**

2) **Annual permits**

**Application procedure** :- As per general Guidelines regarding applications.

**Application format** :- As per proforma.

**Issuing procedure** :-

**See General Guidelines for issuance of vehicle permits.**

### 3) Circular permit

Issued in respect of vehicles carrying ships' repair materials and / or tools and gears and / or mistries and labours on specific application of a Miscellaneous Licence holder only.

The validity of the permit issued should not be more than the validity of the Miscellaneous licence produced by the applying firm.

#### **Recommending Authority**

Concerned operational divisions, viz., SH&CH, P&E, M.O., as applicable

**Application procedure** :- As per general Guidelines regarding applications.

**Application format** :- As per proforma.

**Issuing procedure** :-

**See General Guidelines for issuance of vehicle permits.**

### PERMITS FOR MOBILE EQUIPMENT

- Applies for mobile equipment
- Issued for periods as follows :- Daily & Annual
- Daily permits are inclusive of overnight stayal. "Day" shall mean 0630 hrs to 0630 hrs of the next day.
- Registered users can purchase daily permits directly from permit office. The facility is not extended to Annual Permits.
- Daily permits would be allowed for the day and upto one day in advance.
- Advance permits shall be issued at fixed hours only, viz., from 0800 hrs to 1200 hrs and from 1600 hrs to 2000 hrs.

#### 1) Daily permits

#### 2) Annual permits

**Application procedure** :- As per general Guidelines regarding applications.

**Application format** :- As per proforma.

**Issuing procedure** :-

**See General Guidelines for issuance of mobile equipment permits.**

### VARIOUS LICENCES

#### A) Jetty Sircars' Licence (Temporary) & (Permanent)

#### B) Coopers' Licence (Temporary) & (Permanent)

#### **Recommending Authority**

Concerned operational divisions, viz., SH&CH, P&E, M.O., as applicable

## **Eligibility for permanent licences :-**

### **Jetty Sircars' Licence (Permanent)**

Issued only to holders of Temporary Jetty Sircars' Licence for a continuous period of two years and belonging to a firm with valid C&F licence. Licence is issued subject to the aspirant / applicants passing a test / interview. The issued permanent licence should be valid only till the time the C&F licence of the employer of the applicant is valid.

### **Cooper's Licence (Permanent)**

Issued only to holders of Temporary Coopers' Licence for a continuous period of two years and belonging to a firm with valid C&F licence. The issued permanent licence should be valid only till the time the C&F licence of the employer of the applicant is valid.

- Application procedure :- As per respective formats
- Application shall be made in triplicate.
- In case of renewal of an existing licence, the previous licence would have to be produced in original.

## **Issuing procedure :-**

- Issuance of the licence (both permanent and temporary) is done from Permit Office on the basis of recommendation from the recommending authority.
- For **permanent licences**, the concerned division / recommending authority would scrutinize the above application and on satisfaction immediately send a copy of it for police verification. If no report is received within 3
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- from the date of sending the application for police verification, it shall be presumed that there is no adverse report and further actions regarding issuance of permanent licence may be taken.
- On receipt of the clearance from police or in case of non-receipt even after 3 months such applications are recommended and forwarded to Permit Office for issuance and licences may be issued, on payment of applicable charges.
- For temporary licences, the concerned division / recommending authority would scrutinize the above application and on satisfaction recommend the same to Permit Office for issuance, pending police verification. Simultaneously, a copy of the application shall be sent for police verification.
- Before issuance all fields in the licence are to be filled up. Signature(s) of issuing officials should be available with CISF beforehand. Issuance of licences can be made to the signatory of the application or to his authorized representative, after all procedural formalities are completed.
- For cases where licences are issued pending police verification report, the matter shall immediately be reviewed on receipt of the same.

## **C) Licence to transact shipping, clearing & forwarding , cargo handling business (C&F/CHA Licence)**

**D) Importers' own licence**

**Recommending Authority**

Concerned operational divisions, viz., SH&CH, P&E, M.O., as applicable

**Application procedure :**

- Application procedure :- As per respective formats
- Application shall be made in triplicate.
- In case of renewal of an existing licence, the previous licence would have to be produced in original.

**Issuing procedure :-**

- Issuance of the licence is done from Permit Office on the basis of recommendation from the recommending authority.
- The concerned division / recommending authority would scrutinize the above application and on satisfaction advise the applying form for submitting required bond valued at Rs. 500/- (proforma enclosed at Annexure-A). On receipt of the executed bond such applications are recommended to permit office and thereafter such licences may be issued, on payment of applicable charges.
- Before issuance all fields in the licence are to be filled up. Signature(s) of issuing official(s) should be available with CISF beforehand. No rubber stamped signature shall be made.

Issuance of licences can be made to the signatory of the application or to his authorized representative, after all procedural formalities are completed.

**E) Miscellaneous licence to transact ship repairing / chandling, dubashing, victualising / ship survey / General – on board services / ship breaking, etc.**

**Recommending Authority**

Concerned operational divisions, viz., SH&CH, P&E, M.O., as applicable

**Application procedure :**

- Application procedure :-As per respective formats
- Application shall be made in triplicate.
- In case of renewal of an existing licence, the previous licence would have to be produced in original.

**Issuing procedure :-**

- Issuance of the licence is done from Permit Office on the basis of recommendation from the recommending authority.

- The concerned division / recommending authority would scrutinize the above application and on satisfaction, such applications are recommended to permit office for issuance and thereafter such licences may be issued, on payment of applicable charges. Before issuance all fields in the licence are to be filled up. Signature(s) of issuing official(s) should be available with CISF beforehand. No rubber stamped signature shall be made.
- Issuance of licences can be made to the signatory of the application or to his authorized representative, after all procedural formalities are completed.