

DEENDAYAL PORT TRUST

(AN ISO 9001:2008 & ISO 14001:2004 CERTIFIED PORT)

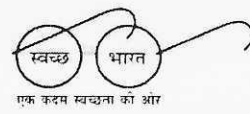
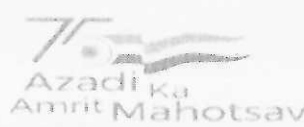
(आईएसओ 9001:2008 एवं आईएसओ 14001:2004 प्रमाणित पोर्ट)

यातायात प्रबंधक का कार्यालय, दीनदयाल पत्तन न्यास, पी एंड सी बिल्डिंग नया कंडला (कच्छ) 370210.

फैक्स : 02836-270475, फोन : 02836-270625



SIPC
KANOLA



File No. TF/SH/CIRCULAR/5447

Date: 09-08-2022.

18/02

CIRCULAR

All the Port Users of Deendayal Port Trust are here by informed that the validity of authorization issued to them shall be expiring on 31-03-2022. All those Port Users who wish to get their authorization renewed may submit their application of renewal of authorization for the period from 01-04-2022 to 31-03-2023, to Traffic Department (Shipping Section).

It is also informed that while seeking authorization permission of their Employees /Representative for the purpose of carrying out port operation, some mandatory requirements must be complied while getting authorization, which is as below:

1. While seeking authorization, Port Users should apply to Traffic Manager for granting such permission giving full details of the employees/persons whom authorization is sought i.e. Name, Designation, Signature and photograph of each one pasted against their name. Port Users must ensure that name should be identical in Application, Police NOC and in the ID proof, mismatch in the name will not be entertained.
2. Three copies of Application for authorization must be submitted in original.
3. The authorization letter should be signed by the competent person of the firm or company duly mentioning the name and designation or by the person to whom Power of attorney was granted.
4. The licensee Stevedoring & Shore Handling Agents shall submit the PF deduction certificate in respect of employees under their establishment.
5. Except Licensee Stevedoring & Shore Handling Agents, all other port users shall submit an undertaking in the format attached.
6. Clear notarized copy or self-attested of copies of Photo Identity proof of the employee/Representative. It has been notices that firm/company are providing id proof in which photos of the person are not visible.
7. Notarized or self-attested copy of Valid Police NOC of the employees for whom authorization seek. Applicant must ensure that the validity of the police NOC is should be for the whole year i.e. from 01-04-2022 to 31-03-2023.
8. Person authorized by one firm to attend the various activities of the port will not be allowed to be authorized in another firm or on behalf of other firm.

9. Any changes in the constitution of firm caused as a result of admission of new Director or Partner/ death or retirement of existing Partner or Director or conversion of firm from Partnership to Private Limited Company/Public Limited etc. shall invariably be brought to the notice of DPT along with the all supportive document. It is the sole responsibility of the Port Users to intimate such changes.
10. Before applying for the renewal of authorization port users should clear/settle the port/ government dues and obligation owing to the ports/governments outstanding against them i.e. TDS, Outstanding Damages, self –repairing damages (Completion Certificate from Civil Department) and other port dues etc. otherwise authorization application will not be processed and the sole responsibility in the delay of the authorization will lie on the respected company. Also, registration granted in their favour is liable to be revoked/ suspended in case if outstanding were not settle.
11. Port Users shall clear the damage dues within the 15 (fifteen) days either it is self-repair cost or full damage cost once the department issued damage memo or responsibility letter to them. Failing which the port /dock entry permission and registration granted in favour of port users will be suspended or cancelled without any notice.
12. Company while appointing and submitting application of their Labour Contractor, company must ensure that labour contractor should possess valid Labour License issued under Labour Contractor under the Contract Labour (Regulation and Abolition) Act, 1970. Also license should have name of the principal employer i.e. name of the Director of Company, Partners of firm or the Proprietor. It is the sole responsibility of the Principal Employer/firm to adhere and abide the norm and regulation prescribed under the Contract Labour (Regulation and Abolition) Act, 1970.
13. Labour Contractor/Transporter/ appointed by Port Users should submit Indemnity Letter duly signed by the authorized person of the port user, specifying the period of indemnity.
14. From now onwards no Labour Contractor will be individual authorized for signing the gate/dock entry permit, their request of authorization would be done by the Principal Company/appointing company. In earlier cases if individual authorization was issued, then it will be closed from this renewal year and should be merged in the principal company.
15. It has been notices while authorizing Labour Contractor that some of the contractor is not submitting Labour License citing that they have not appointed or reached the threshold limit of the employees of 20 or 50 to obtain the license. In that case authorized signatory of Port users (Principal Employer) should certify that they are not liable to obtaining the Labour License under Labour Contractor under the Contract Labour (Regulation and Abolition) Act, 1970.
16. Company should ensure that the mandatory documents should be submitted as per their registered category:

Sr. No.	Registered as	License or Certificate Required
1	Custom House Agent	Custom Broker License issued by Kandla Custom House.
2	Vessel Agent	Submission of Standing Guarantee and Authorization of signature as a Vessel Agent.
3	Importer/Exporter	Importer/Exporter issued by DGFT.

4	Fumigation Operator	Certificate of Registration of Fumigation Agency. Certificate of Accreditation of Fumigation Operator. License to Sell, Stock or Exhibit for sale or Distribute insecticides including Stock and use of Insecticides for commercial Pest Control.
5	Surveyor	IRDA License. NABL License.
6	Sludge oil/Water/Dirty Ballast/Garbage Remover	License from Dy. Conservator. PHO NOC. Custom NOC. GPCB License.
7	Terminal Operator	No dues Certificate from Pipeline and Land Division DPT

17. Vessel Agent are required to handle minimum of 05 vessels in 3 consecutive years for continuation of registration else the registration will stand cancel.

18. Port users should update the communication address and email id for official correspondence.

All the port user are therefore once again requested to adopt the above procedure in authorizing their employees and submit the required documents to shipping section within stipulated time. Port Users may contact on any working day between 11:30 am to 03:00 pm @ Traffic Department, Shipping Section, 2nd Floor, P&C Building, New Kandla to obtain any information regarding renewal of authorization.



Traffic Manager
Deendayal Port Trust

Copy to: -
1) Port User Associations.
2) Notice Board.
3) Copy to all Department.