

**CORRIGENDUM – 1**  
**TO**  
**“PROCEDURE FOR THE ISSUE OF HARBOUR ENTRY PERMIT (HEP)”**

The Clause # 10 of the above mentioned procedure published on 13.10.2016 is hereby amended as follows:

**10. PORT CONTRACTOR**

Port contractor and their employees working inside the Port area also need to have Harbour HEP and shall be issued temporary/permanent based on their nature of work.

After registration, contractor shall apply in the prescribed form along with antecedent verification certificate issued by the Police department for permanent HEP. The controlling officer shall scrutinize the application including antecedent verification & authorized signatory and recommend for the issue of temporary / permanent HEP. Besides, the Contractors can also avail temporary HEP in respect of their workmen for a maximum period of 21 days subject to the recommendation by the concerned controlling officer to this effect. The charges for this 21-days' HEP shall be equal to that for monthly HEP. The application for such HEPs, i.e. valid for 21 days, shall have to be accompanied with an undertaking by the Contractor to the effect that the Contractor shall be held responsible for any act/commission by his workmen compromising the security of the Port. The said undertaking shall also include the name(s) of the workma(e)n, their designation(s), photo(s) and valid Govt. ID Proof(s) of the workma(e)n in the following format:

**UNDERTAKING BY PORT CONTRACTOR FOR 21 DAYS' TEMPORARY HEP FOR  
THE WORKMEN**

1. Name of the Person :
2. Designation :
3. Proof of Govt. ID (e.g. Aadhaar Card, Voter ID, Driving License, Ration Card etc.) to be enclosed:

Photograph of  
the workman

I hereby undertake that I shall be held responsible for any act/commission related to compromising the security of the Port by my workmen.

**Signature of the Contractor**

**Signature of the Controlling Officer**

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The Employer shall collect HEP from their employees and return the same to the issuing authority within 15 days of expiry of validity of the HEP, failing which a sum of Rs.450/- (Rupees Four Hundred Fifty only) shall be recovered from the Employer. Whenever the Port User / Contractor lost their HEP, a duplicate HEP will be issued on submission of duly filled in application along with Police report and payment of prescribed fee.

The HEP may be renewed two months in advance for permanent HEP and 10 (ten) days 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.