

PARADIP PORT TRUST
MARINE DEPARTMENT
CITIZEN/CLIENTS' CHARTER

| Sl. No. | Section /Wing | Basic Function | Service Standard | Responsible Person/Tel. No. | Process | Document Required | Fees Category | Fees Amount | Any Other |
|---------|------------------------|--|------------------|--|---------|--|---------------|-----------------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | Signal Station | Allotment of Pilots for shipping operation | Priority | Harbour Master 9937599998 06722-222137 | | Copy of Ship Certificates/ Declaration in DTR Meeting | | As per Scale of Rates | |
| 2 | Signal Station | Seaward Fire Fighting from Tugs | Emergency | Harbour Master 9937599998 06722-222137 | | Call PORT CONTROL on VHF/Ch-16 | | As per Scale of Rates | |
| 3 | Marine Site Office | Allotment of port Crafts | Additional | Chief Officer(F) 06722-222048 | | Requisition to HM/DC 24 hrs in advance | | As per Scale of Rates | |
| 4 | Marine Site Office | Supply of Fresh Water | Additional | Chief Officer(F) 06722-222048 | | Declaration in DTR Meeting | | As per Scale of Rates | |
| 5 | Pollution Control Cell | Dealing Marine Pollution | Emergency | OIC, PCC 06722-222025 | | Call PORT CONTROL on VHF/Ch-16 | | As per Scale of Rates | |
| 6 | ISPS Cell | Issue Daily/ Monthly/ Annual Port-Entry Passes | | Dy. PFSO 06722-222025 | | Requisition form recommended from authority given work order | | | |