

## **PROCEDURE FOR THE ISSUE OF HARBOUR ENTRY PERMIT (HEP)**

The Port has to enhance Port Facility Security as per the requirement of International Ship & Port Facility Security Code (ISPS Code). The following procedure shall be adopted for issue of Harbour Entry Permits (HEPs) to all Port Users/Contractors and Vehicles for entry to prohibited area and various other installations in the Port. **This procedure is not applicable for PPT staff, officers, apprentices, trainees, site engineers, site supervisors, Officials of PPT on contract, retired employees engaged by PPT on contract.**

### **Authority to issue HEP.**

The Traffic Manager, Paradip Port Trust (PPT) is the authority to issue all types of HEP.

### **1. CLASSIFICATION OF PORT USERS:**

Generally, the Term Port User means those who have regular work inside the Port and may have to visit the Port area in course of their duty. The Direct Port Users are those performing the core activities of the cargo handling viz., loading/unloading and receipt/delivery of the cargo. The other service providers (i.e.,) Indirect Port Users are supporting the aforesaid main activities. In other words, the Indirect Port User mean that they have to be engaged by any one of the direct port users and in the process they may have to enter into the Port. For instance, a Ship Chandler who is in possession of a license is required to be recommended by the Steamer Agents or the Master of the Vessel for specific supply or any valid order on the firm.

Based on the above, the grouping of the Port User has been carried out as below:

#### **1.1 Direct Port Users:**

(i) Exporters/Importers, (ii) Steamer Agents, (iii) Customs House Agents, (iv) Stevedores/Cargo Handling Agents, (v) Main Line Operator Agents, (vi) Shopkeepers/Port Canteen Operators inside the Port, (vii) Land License Holders, (viii) Captive Berth/ BOT Terminal Operators, (ix) Officials of Govt. Organisation / Departments [Custom, Port Health Office, Immigration, P&Q, IDS, MMD, etc.], (x) HMC Operator and (xi) Port Contractors, (xii) Others as may be decided by the HEP issuing authority.

#### **1.2 Indirect Port Users:**

(i) Ship Chandlers, (ii) Transport Operators, (iii) Private Security Agencies, (iv) Ship Repairers, (v) Surveyors and (vi) Other Miscellaneous License Holders, (vii) Contractors of other organizations, (viii) Others as may be decided by the HEP issuing authority.

#### **1.3 CF&H Workers:**

HEP will be issued as per the recommendation of the Secretary, In-charge of Management Committee or on his behalf by any other officials of the Management Committee.

#### **1.4 GPM Workers:**

HEP will be issued as per the recommendation of the authorized officials of Stevedores/Stevedoring Association.

### **1.5 Muck Cleaning Workers:**

HEP will be issued by the authorized officials of the registered society of the Muck Cleaning Workers as per the requirement of the PPT.

### **1.6 Port Tourists:**

The existing entry system will be continued and no HEP is required as they are escorted by CISF and not allowed to disembark from the bus.

## **2. GENERAL PROCEDURE FOR REGISTRATION OF FIRMS WITH HEP SECTION:**

The Port users are required to be registered with HEP Section of the Port by providing information in the prescribed format. On scrutiny of their application with relevant documents, Port Users shall be allotted with Code No. which is required to be specified on their application for obtaining Harbour HEPs.

The list of the documents generally required to be furnished for registration of the Port Users / firms with Harbour HEP section of the Traffic Dept. are given below:

- Copy of license or equivalent certificates.
- Authorized signatories of the firms to be present at the time of registration for capturing their signature digitally.

## **3. GENERAL INSTRUCTIONS**

### **3.1 Application Form for Registration and HEP**

Application Form for Registration and for obtaining various categories of HEPs are made available in Port Website ([www.paradiport.gov.in](http://www.paradiport.gov.in)).

### **3.2 Display of HEP**

HEP holder shall display the HEP on his chest while in the port premises.

It is compulsory that HEP holder shall show HEP on the card reader installed at the entry/exit gates for capturing the details such as entry/exit timings and name of the gate.

### **3.3 Payment**

The Port Users/Contractors can make online payment through PPT Website and the amount will be deducted as and when the HEP issued.

## **4. CATEGORY OF HARBOUR HEPS FOR INDIVIDUALS:**

### **(A) Temporary Harbour HEP (Daily HEP):**

1. Port Users/Contractors
2. Visitors

### **(B) Permanent Harbour HEP (Monthly / Annual):**

1. Port Users/Contractors
2. Other officials from Govt. Org./Deptt.

## **5. CATEGORY OF HARBOUR HEPs FOR VEHICLES:**

1. Temporary Vehicle HEP. (up to 10 days / once entry)
2. Monthly / Annual Vehicle HEP.

## **6. TEMPORARY HARBOUR HEPs**

### **6.1 Port Users**

The employees of Port Users/Contractors having work of temporary nature with the Port will be issued Temporary HEP by the issuing authority and the validity period will be indicated in the HEP. These HEPs will be issued at the prescribed rate on receipt of the application form duly filled in with signature & seal of employer with proof of work and production of valid Govt. ID. Proof (viz., Voter ID, Aadhaar, Driving License, Ration Card, etc.)

The temporary HEP shall be issued on daily basis. However, considering the nature and volume of the work HEP shall be issued for a maximum period of 10 days. HEPs issued on daily basis are valid from 0600 hrs. to 0600 hrs.

The HEP holder shall not be permitted access to any other place than the zone mentioned on the HEP. If the HEP holder is found in an area where he is not authorized to access, his HEP will be seized by CISF and he shall be liable for prosecution.

On expiry of Temporary HEPs, the same shall be dropped in the drop box provided at exit gates. However, it is the responsibility of the employer to educate/ensure such HEPs are returned without fail by the drivers while leaving the Port.

The Port User / Contractor will be liable to compensate the Port for any misuse of the HEP viz. damage/loss of Port property.

For Foreigners, passport copy and business visa to be enclosed with the application for HEP through their local agents. Immigration clearance to be submitted for the Chinese nationals as issued by Ministry of External Affairs (MEA) and for Pakistani nationals as issued by Ministry of Home Affairs (MHA). Multiple Port entries by the foreigners to be examined on case to case basis.

**The Shore Passes issued by the Immigration Department shall be accepted and no HEPs will be required for ship's crew and others who possess such shore pass. Also NOC from Immigration Department will be accepted to the ship crew for sign on i.e. boarding the ship.**

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.

### **6.2 Visitors' HEP:**

In order to facilitate the entry of the high level officials (like MD, CEO, GM, etc.,) of user's company/government organisations to the prohibited area, provision has been made to issue visitors' HEPs by concerned Heads of the Department, PPT.

The officials are required to maintain a register regarding the visitor's information (Name, Age, Sex, Designation, Organization, Visitor's HEP No.). The same may be submitted for verification as and when required. The HEPs should be strictly issued under the specific recommendation of the concerned officials to avoid misuse of visitors HEP. Also it is the responsibility of the officials to collect the same from the visitor.

#### **7. MONTHLY HARBOUR HEPs:**

The employees of Port Users/Contractors having volume of work for about one month with the Port, will be issued Monthly Harbour HEP by the issuing authority and the access in Port area will be indicated in the HEP.

The HEP shall be issued at the prescribed rate on receipt of application form duly filled in with the authorized signatory and seal of the employer along with antecedent verification certificate issued by the Police department / Indian Passport with due payment.

The validity period of the HEPs shall be for one month (from the date of issue to the last day of the month).

The HEP holder shall not be permitted to access to any other place than the mentioned zone / gate on the HEP issued. If the holder is found in the area where he is not authorized to access, his HEP will be seized by CISF and he shall be liable for prosecution.

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 will be renewed 10 (ten) days in advance before the expiry of the validity period.

#### **8. ANNUAL HARBOUR HEP**

Port Users and their employees having work of permanent nature and based on the volume of work with Port shall be issued Harbour HEP at the prescribed rate and the access in the Port area will be indicated on the HEP.

The HEP shall be issued on receipt of prescribed application form duly filled in with the authorized signatory and seal of the employer along with proof of antecedent verification certificate issued by the Police department / Indian passport with due payment.

The validity period of permanent HEPs shall be for one year (from the date of issue to 31<sup>st</sup> March).

The access to the HEP holder shall not be permitted to any other place / gate than the mentioned zone / gate as per the HEP issued to him. If the holder is found in the area where he is not authorized to access, his HEP will be seized by CISF and he shall be liable for prosecution.

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 will be renewed two months in advance 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 and proof of permanent roll.

## **9. GOVERNMENT OFFICIALS / GOVERNMENT AGENCIES**

All PSUs having cargo handling activities with Port will be treated as Port Users and HEPs will be issued to such officials/employees by following the prescribed procedure.

Indian Railway, State Mining Department, State Commercial Tax Officials, etc. will be issued HEP free of cost.

Indian Navy, Coast Guard, Immigration, Mercantile Marine Department, Customs, Port Health Officer, Officials of Inspectorate of Dock Safety, Central / State Pollution Control Board, Central Security Agency, Plant & Quarantine, Food Safety and Standard Authority of India (FSSAI) and Police Officials are permitted access to the Port based on their ID card issued by the respective authority. No separate HEP is required for them.

### **9.1 Government vehicles and drivers**

The vehicles and drivers accompanying the above Government officials who possess the respective Government ID Card / HEPs are allowed to enter without obtaining vehicles / driver's HEPs.

The HEP shall be returned by the Government Department to the HEP Section, when the officials transfer/retired from employment and for any other reasons when he is not required to enter the port premises, they shall surrender the HEPs to the Traffic Department failing which necessary cost will be recovered from the government departments.

## **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 Harbour HEP.

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.

## **11. VEHICLE HEPS:**

### **11.1 HEP for drivers:**

- a) **Once entry vehicles** – The drivers who operate once entry vehicles will be issued HEPs mentioning the Vehicle Registration Number along with his Driving License Number. **Such drivers will be issued HEP without photo. However, while they are entering the Port, the photo on the driving license will be checked randomly by CISF.**
- b) **Intra Port Transportation (IPT) Dumpers** – HEPs will be issued to IPT dumpers & Drivers based on the specific recommendation (on permanent / temporary requirement) of the stevedores.
- c) **Other vehicles (LMV/HCV)** – HEP will be issued separately for the drivers and vehicles so as to provide flexibility to the firms for operating any vehicle by any driver. But it is the sole responsibility of the firm to ensure such drivers are gained entry only with the vehicles. If any driver is found entering the port without a vehicle, his HEP will be seized and severe action will be taken against the driver as well as the firm, including blacklisting.
- d) **Equipment Operators** – It is the sole responsibility of the firm to ensure (i) the HEPs are obtained only for the required number of operators (ii) the entry of the operators only on need based. In case of violation of the above by the firm/operator, severe action will be taken against them including blacklisting.

### **11.2 Once Entry Heavy Commercial Vehicles (HCVs)**

HEPs will be issued with a validity of 48 hours by submitting duly filled in application at the Atharabanki HEP Section to the heavy duty commercial vehicles (load/empty) and such HEPs will be issued with a specific recommendation from the direct users viz., importers/exporters and contractors directly engaged by PPT.

Whenever the vehicles are stayed beyond the stipulated period, the additional charges will be collected either manually or through system.

### **11.3 Temporary Vehicle HEPs (Light Motor Vehicle (LMV)/Heavy Commercial Vehicle (HCV)**

Temporary vehicle HEPs shall be issued on daily basis to LMV/HCV against applications on a prescribed form duly filled in along with due payment and signed by the concerned Port User with the seal of the company. However, considering the nature and volume of work HEP shall be issued for the maximum period of ten (10) days.

The driver of the vehicle should have a valid Port HEP. The parking of the vehicle at unauthorized place shall be seized by the CISF and forwarded for cancellation.

On expiry, Harbour HEP shall be surrendered at HEP Section at Gate No.4/ATBK to the Direct User (Employer) while leaving the port area, failing which the cost of the card shall be payable by the employer / recommender.

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.

#### **11.4 Monthly / Annual Vehicle HEPs (LMV/HMV- Commercial Vehicle)**

The vehicles requiring monthly/annual HEPs first need to be registered in the system as per the prescribed format duly recommended by the direct user. This is a onetime exercise. The following documents are required while applying for registration viz., (i) RC Book, (ii) Fitness Certificate, (iii) Insurance (iv) Owner's name, address & contact number.

The application for renewal of HEP shall be done 10 days / two months in advance before expiry of HEP for the case of monthly / annual HEPs respectively.

The Annual vehicle HEPs will be issued valid for one year (ending on 31<sup>st</sup> March) at prescribed rate (LMV/HMV-commercial vehicle).

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.

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