

V.O. CHIDAMBARANAR PORT TRUST
MARINE DEPARTMENT

Sub: SOP for permitting foreign nationals inside the Port (MD SOP-79) - reg.

1. All Port users including steamer agents, ship owners, Terminal operators and Government agents intending to take foreign national personnel inside the Port premises must follow the procedure laid here.
2. The agency intending to take the foreign nationals must approach the Harbour Master, Marine Department and shall submit their request letter in the prescribed format, along with the copies of the passport and visa.
3. The request must be endorsed and recommended by the department hosting the visit.
4. The visit shall be permitted subject to adherence of following conditions:
 - a. The foreign national must be escorted and accompanied by a bonafide person from the agency or a Port Official of the recommending department.
 - b. Foreign nationals shall not be allowed to visit the restricted area defined as per PFSP.
5. The Harbour Master, Marine department shall update the details of the foreigners' visit in the Ministry's Portal for Vital Installation Information System (VIIS).
6. Details of foreigners' visits has to be fed on the web portal on a real-time basis i.e., when the process for their visit is initiated.
7. The official contact details of the nodal officer such as email ID and Mobile number are provided to the Bureau.
8. The detail of foreigner comprises 11 input fields viz. Given names, Surname, Date of birth, Nationality, Passport no., Visa no., Date of visit (from), Date of visit (to), Purpose of visit, Name of organization/company along with contact no.
9. All the fields are mandatory and once the fields have been correctly filled, the data should be submitted by pressing the submit button.
10. In case there is no foreigner visiting the Port, the Portal should be accessed at least once in every 30days to keep the system activate.
11. A register to be maintained containing the details of the foreign nationals visit to the Port. The Register must be maintained by the Head Clerk of Shipping Section, Marine Department. The request form along with the other documents must be under the custody of the Head Clerk and strict confidentiality may be maintained.
12. In case prior intimation regarding the foreigner is not available or the visit takes place at a short notice, their particulars should be simultaneously recorded in the web portal while preparing their visitors' passes.

13. Harbour Master is the nominated Nodal officer to coordinate with the International Bureau.

14. The S.O.P may be kept confidential and shared on a need-to-know basis only.

MAR
22/10/2022

Deputy Conservator

V. O. Chidambaranar Port