

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

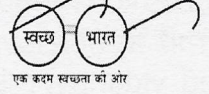
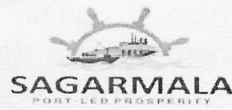
दीनदयाल पत्तन प्राधिकरण

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

यातायात प्रबंधक का कार्यालय, दीनदयाल पत्तन प्राधिकरण, श्रमदीप बिल्डिंग, नया कंडला (कच्छ) 370210.

फैक्स :02836-270475

फोन :02836-270625



No.TF/SH/Circular/2024/293

Date: .02.2025

CIRCULAR

All the Port Users of Deendayal Port Authority are hereby informed that the validity of authorization issued to them shall be expiring on 31-03-2025. The Port Users who wish to get their authorization renewed may submit their application of **renewal of authorization for the period from 01-04-2025 to 31-03-2026** at Shipping Section of Traffic Department, Kandla.

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 are 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 proofs of the employees/Representatives must be submitted for authorization. It has been noticed 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 firm must have to submit the fresh / New Police NOC at

the time of submission of documents for authorization of their staff / representatives. Police NOC older than one month from the date of application will not be considered for renewal.

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, except the firm is owned by the same owners.
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 respective company. Also, registration granted in their favour is liable to be revoked/suspended in case if outstanding were not settled. **An undertaking (format attached) to that effect may be furnished on the letter head of the firm that nothing is outstanding against them by the DPA.**
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 in the category of 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/Travel Agent appointed by Port Users should submit Indemnity Letter duly signed by the authorized person of the port user, specifying the period of indemnity.
14. No Labour Contractor will be individually registered / authorized for signing the gate/dock entry permit, their request of authorization would be done by the Principal Company/appointing company on their letter head. Entire responsibility of the Labour Contractor / Transporter / Travel Agent will be of appointing company.
15. It has been noticed 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	Valid Custom Broker License having endorsement of Kandla Custom House.
2	Vessel Agent	Agency Agreement or Agency Appointment letter
3	Importer/Exporter	Importer/Exporter Code 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 Division and Land Section of CE Department, DPA

Note: It is mandatory on the part of the firm to furnish hard copies physically and also to attach/forward soft copy of all the relevant document in single file (In sequence – Authorization Request – Police NOC of all staff – ID Proof of all staff – PF Code/Undertaking – No Dues Undertaking - other relevant documents) to shippingdpa2025@gmail.com.

17. Port users should update the communication address and email id for official correspondence.
18. The Civil Contractors / Electrical Contractors / Marine Contractors have to obtain the authorization by submitting authority letter 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, valid Police NOC and self-attested / notarized copies of Identity proofs. Their application must be endorsed by the concerned division / department with recommendations.
19. All the port users / Trade Associations are requested to follow the Circular No. TF/SH/Circular/1102 dated 20.10.2022 strictly regarding procedure of authorizing

maximum 5 (Five) authorized signatories for the purpose of obtaining gate passes. The fresh authority containing more than 05 (Five) persons will not be considered for authorization for obtaining gate passes from the CISF Pass Section.

Therefore, all the port users are requested to adopt the above procedure in authorizing their employees and submit the required documents from **15.02.2025** onwards to Shipping Section. Port Users may contact on any working day between **11:30 am to 05:00 pm** at **Traffic Department, Shipping Section, Ground Floor, Shramdeep Building, New Kandla** to obtain any information regarding renewal of authorization.

In this context, the port users are also requested to note that at present DPA is in the process of implementing a web-based Customer Registration Module and the users are requested to register them in the said system as advised vide Circular No. TF/SH/Gen.Corres./2022/45 dated 13.02.2024, in addition to complying with procedures laid down in this Circular.

Received 07/02/2025
Traffic Manager, (i/c)
Deendayal Port Authority

- Copy to: -**
- 1) All the Port User Associations
 - 2) Copy to all Departments
 - 3) Notice Board

Format of PF Undertaking

Dated .02.2025

TO,
The Traffic Manager,
Deendayal Port Authority,
Shramdeep Building,
New Kandla – Kutch.

UNDERTAKING

I undersigned being owner/partner/Director of firm M/s. _____
who is applicant under _____ category with Deendayal Port Authority
herewith undertake that, applicant firm is abiding all the prevailing norms covered under
"The Employee Provident Funds & Miscellaneous Provisions Act., 1952 and Major Port Trust
Act., 1964.

Further to undertake that, if any lacking/lapses found in mandatory compliance of
any of the above stated Acts. during currency period of authorization/permission granted
by DPA, then sole responsibility of noticed non-compliance is lies with the applicant from
only, Deendayal Port Authority is not held responsible for the same.

Thanking you,

Stamp & Signature

Format of No dues outstanding with DPA

Dated .02.2025

TO,
The Traffic Manager,
Deendayal Port Authority,
Shramdeep Building,
New Kandla – Kutch.

UNDERTAKING

I undersigned being owner/partner/Director of firm M/s. _____
who is applicant under _____ category with Deendayal Port Authority
herewith undertake that upto date nothing is outstanding against our firm in Deendayal
Port Authority.

Further to undertake that, if any outstanding noticed by the Port, then sole
responsibility with the applicant from only and Deendayal Port Authority can take deemed
fit action.

Thanking you,

Stamp & Signature