

VISAKHAPATNAM PORT TRUST  
TRAFFIC DEPARTMENT

No: ITRA/GEN/FMIS-CV

Dt.02.04.2020.

**TRADE CIRCULAR NO.1246**

Sub: Instructions on dealing with novel Coronavirus (COVID-19) –  
Maritime advisory on novel coronavirus (COVID-19)-Reg.

Ref: 1. DGS Order No. 04 of 2020, issued vide F.No.7-NT (72)/2014,  
Dt: 20.03.2020•

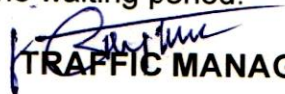
Ref: 2. This office Trade Circular No.1240, Dt: 21.03.2020, duly enclosing  
the DGS Order No. 04 of 2020, Dt: 20.03.2020.

Ref: 3. Addendum No. 3 to DGS Order No. 04 of 2020, issued vide  
F.No.7-NT (72)/2014, Dt: 01.04.2020 (copy enclosed).

Please find enclosed copy of the reference 3<sup>rd</sup> cited order issued by Director  
General of Shipping on the subject issue of dealing with novel Coronavirus  
(COVID-19).

In addition to the other instructions mentioned in the addendum 3<sup>rd</sup> cited, it  
was also instructed to refer to para 21 of DGS Order 04 of 2020, 1<sup>st</sup> cited circulated  
vide this office Trade Circular 2<sup>nd</sup> cited, wherein it has been specified that the  
number of persons required to board the vessel is required to be kept to the bare  
minimum. It has also been specified in the said para 21 that personnel who may be  
required to board the vessel such as ship agents, cargo personnel, custom and  
immigration authorities etc. shall always be aware of the pandemic and have  
appropriate PPE while on board the vessel.

In view above, all concerned are required to strictly comply with the aforesaid  
instructions and ensure that the shore personnel do not enter the accommodation  
area of the vessel unless absolutely necessary. The master of the vessel is also  
required to exercise due diligence to ensure that personnel entering accommodation  
area of the vessel is kept to the bare minimum and also ensure that the shore  
personnel are not permitted to remain inside the accommodation area after their  
work is completed. If the work entails substantial waiting period, the shore personnel  
shall need to remain outside the accommodation area during the waiting period.

  
**TRAFFIC MANAGER**

CC: PS to Chairman, for the favour of kind information of Chairman.

CC: PA to Dy Chairman, for the favour of kind information of Dy Chairman.

CC: Port Health Officer (PHO) - for information.

CC: Dy.Conservator for information please.

CC: Jt Director (R&P) for information and with a request to place the Circular in Port  
Website (copy pasted in Swatch Bharat share folder).

CC: President Steam Ship Agents Association for information please.

CC: President Stevedores Association for information please.

CC: President C&F agents Association for information please.

CC: Commissioner of Customs for information please.

CC: DI (C) / DI (G) / DI (J) / ATM (Control) / DI (Control) / QF (Control) for  
Information and wide publicity.

CC: AQF (Shipping), TM Office for information and to e-mail to All Trade.



भारत सरकार/ GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**F. No. 7-NT(72)/2014**

**Date: 01.04.2020**

**Addendum No. 3 to DGS Order No. 04 of 2020**

**Subject: Maritime advisory on novel coronavirus (COVID-19) - reg.**

1. The Directorate has issued instructions to all major and minor ports for dealing with novel coronavirus (COVID-19) pandemic vide DGS Order No. 04 of 2020 dated 20.03.2020 and maritime advisories vide M.S. Notice 02 of 2020 on 28.01.2020, M.S. Notice 03 of 2020 dated 04.02.2020 & M.S. Notice 06 of 2020 dated 03.03.2020 (F. No. 7-NT(72)/2014).
2. Annex 2 of the DGS Order No. 04 of 2020 dated 20.03.2020 had provided instructions for ports & shipping for prevention & managing outbreak of COVID-19 and was provisionally valid till **31.03.2020**. Also, Annexure 1 of the addendum No. 1 to DGS Order No. 04 of 2020 dated 21.03.2020 had provided the list of affected countries by way of 'travel advisory' in the website of Ministry of Health & Family Welfare (MoHFW), Govt. of India whereby restrictions in 3<sup>rd</sup> column had specified applicable date till **31.03.2020**.
3. Ministry of Home Affairs (MHA) has subsequently issued an Order No. 40-3/2020-DM-I(A) dated 24.03.2020 dated directing the Ministries / Departments of Government of India, State/Union Territory Governments and State / Union Territory Authorities to take effective measures for ensuring social distancing so as to prevent the spread of COVID-19 in the country. The Order of MHA is to remain in force, in all parts of the country, for a period of **21 days** with effect from 25.03.2020. In view of the lockdown of 21 days, the restrictions of provisional validity of annexes as listed in aforesaid para 2 is lifted and the same shall **continue to be valid till further orders.**
4. Further it may be noted that Ministry of Health & Family Welfare (MoHFW), Govt. of India has issued following advisories, which are available in website <https://www.mohfw.gov.in/>
  - a. Standard Operating Procedure (SOP) for transporting a suspect / confirmed case of COVID-19 dated 29.03.2020
  - b. Guidelines on disinfection of common public places including offices dated 29.03.2020
  - c. Video from experts from AIIMS, New Delhi sharing basic steps on hand washing to fight against COVID-19 dated 29.03.2020

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- d. D.O Letter from Home Secretary to all Secretaries of Government of India on movement of Goods dated 29.03.2020
- e. Minding our minds during the COVID-19 pandemic New dated 31.03.2020
5. The World Health Organisation (WHO) has also has issued guidelines to help countries maintain essential health services during the COVID-19 pandemic dated 30.03.2020 and is available at the following below link:  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
6. Reference is also invited to para 21 of DGS Order 04 of 2020, wherein it has been specified that the number of persons required to board the vessel is required to be kept to the bare minimum. It has also been specified in the said para 21 that personnel who may be required to board the vessel such as ship agents, cargo personnel, custom and immigration authorities etc. shall always be aware of the pandemic and have appropriate PPE while on board the vessel. All concerned are required to strictly comply with the aforesaid instructions and ensure that the shore personnel do not enter the accommodation area of the vessel unless absolutely necessary. The master of the vessel is also required to exercise due diligence to ensure that personnel entering accommodation area of the vessel is kept to the bare minimum and also ensure that the shore personnel are not permitted to remain inside the accommodation area after their work is completed. If the work entails substantial waiting period, the shore personnel shall need to remain outside the accommodation area during the waiting period.
7. It is further clarified that Indian nationals representing Original Equipment Manufacturers (OEMs) and experts required to the board the vessel for troubleshooting and repairs etc. may be permitted to board the vessel in Indian ports with appropriate PPE.
8. All stakeholders are once again advised to closely monitor the MoHFW, WHO, IMO, Ministry of Shipping (MoS) and DG Shipping websites on regular basis and be guided with the updated guidelines issued from time to time.
9. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.



[Capt. (Dr.) A. Daniel J Joseph]

Nautical Surveyor - cum - Dy. DG (Tech. & Piracy)

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