

विशाखपट्टणम पोर्ट ट्रस्ट / VISAKHAPATNAM PORT TRUST
यातायात विभाग / TRAFFIC DEPARTMENT

To
All Trade

NO. ITRA/ SHP/FVS
Dt. 21.6.2016

परिपत्र / CIRCULAR-NO-647

Sub: ADCP/AFRO-CSB-VSP City-Immigration Clearance for sailing of
Cargo Ships/Tankers-Implementation of New guidelines. - Reg.
Ref: The Addl. Dy. Commissioner of Police & Addl. Foreigner Registration
Officer letter No.C.No.12-ADCP/CSB/Genl/2016, Dt 4-6-2016

The Addl. Dy. Commissioner of Police & Addl. Foreigner Registration Officer,
Visakhapatnam vide letter cited, informed that at present the Cargo Ships/Tankers
are being sailed from the ports after completion of discharging/loading without
obtaining "**No Objection Certificate**" from the Immigration Authorities and further
informed that recently the Bureau of Immigration, Ministry of Home Affairs, GOVT. of
India had communicated "**New Standard Operating Procedure (SOP)**" wherein it
is clearly mentioned that "**No Objection Certificate**" of Immigration Authorities is
mandatory for sailing of the ship from the Visakhapatnam Port (VPT) (as per the
enclosed annexure).

In view of the above guidelines, the **Shipping Agents/ Master of the vessel**
have to obtain "**No Objection Certificate**" from the Immigration Authorities, so
as to produce the same to the Visakhapatnam Port Authorities (VPT) for handing
over to pilot before sailing of the vessel (**copy of the Proforma enclosed**)

In view of the above, "**No Objection Certificate of Immigration
Authorities**" is mandatory and **these orders will come into force with effect
from 15-6-2016**

Authority: Chairman's approval obtained in the file
No. ITRA/SHP/FVS, dt. 18.6.2016


TRAFFIC MANAGER

- C/- P.S to Chairman for favour of information of Chairman..
- C/- P.S to Dy. Chairman for favour of information of Dy. Chairman..
- C/- PA to F.A&CAO- for information .
- C/- P.A to TM for kind information of Traffic Manager please.
- C/- P.A to CE/CME for kind information of CE/CME.
- C/- P.A to Dy. Conservator for information & necessary action
- C/- All Officers of Traffic Department.
- C/- Inspector, Immigration, Port Area for information.
- C/- The Chairman, Visakhapatnam Steamship Agents Association, VSP
- C/- The President, Visakhapatnam Stevedores Association, VSP
- C/- The President, Visakhapatnam Clearing & Forwarding Agents Association.
- C/- All Trade - for information and to strictly comply the above.
- C/- HA(C)/HA(R)- SS(R)/ SA(G)/for information and necessary action.
- C/- Joint Director (R&P) -for information and to post in Port web site.
- C/- ATM@/TI@/TI@/DI(G)/DI@ for information.
- C/- (SA(SB)/SA(CB)/AQF(Shipping)/Case file

7. DEPARTURE CLEARANCE OF CARGO SHIPS/TANKERS ETC AND ITS CREW MEMBERS

When a ship intends to leave the Port, the Master of the vessel should obtain "No Objection Certificate (NOC)" or sailing clearance from the Immigration for the ship to sail off. The Master of the vessel and the shipping agent should submit a request to the Immigration Office in advance containing the next port of call, number of crew on arrival, crew change, number of crew on departure and date and time of departure. The request should be accompanied by undertaking from the Master of the vessel that there was nothing adverse against the ship and crew and if anything adverse is reported against the ship or crew the NOC would be surrendered to the issuing authority. An undertaking from the Master is also obtained stating that all crew members would sail out on the said vessel at the expected time of departure and stating that a stowaway search is taken and there are no stowaways on board. Further, if any untoward incident occurs prior to the sailing, the master will be liable for legal action. The NOC for sailing issued by immigration stands cancelled if the vessel is arrested/detained or required by any govt. authority for legal procedures.

Before the departure of the vessel the Immigration officers should board the vessel and check the passports and seaman books against the crew manifest and verify whether all the crew members are present on board. The immigration officer has to ensure that proper entries in the ICS software are

made for each member of the crew for whom arrival was done and arrival-departure matching should be done before granting departure clearance. They should also ensure that there are no unauthorized persons traveling by that vessel, all crew as per manifest are duly accounted for and shore passes are returned. In case of sale of ship and conversion of ship, new/changed documents must be collected before departure clearance is given to Master of the vessel through the shipping agent. For coastal run ship there is no requirement for customs clearance, hence, only pilot copy needs to be signed by Immigration Officer. If there is undue delay in the actual departure of the vessel after Immigration clearance, the Immigration Officer will go into the reasons for such delay and satisfy himself that it was beyond the control of the Master of the vessel. If the delay was avoidable, the Immigration Officer will seek explanation from the shipping agent and also from the Master of the vessel.

No vessel will be given clearance by the Customs authorities unless the Immigration authorities at the Port have given the necessary clearance and the Pilot will not guide the ship out of the Port unless the Captain of the ship produce the clearance certificate issued by the Immigration authorities. Such clearance should be given to all out going ships irrespective of whether the next port of call is within or outside India (MHA, 6/144/62-F.I, Dt.12.02.65) Such clearance should be given even for ships that move from the wharf to the outer anchorage.(C. No. 268/F4/67 Dt.14.02.67). Copy of the custom clearance and pilot clearance is given in **Annexure-20**.

Pilot Copy

CLEARANCE CERTIFICATE

This is to certify that MV/ MT _____ Nationality
_____ berthed on _____ at _____ and bound
for _____ on _____ consisting of _____
passengers and _____ crew members, has been checked by me. All
passengers in the vessel and all the crew in the crew list are on board the vessel and there is
no objection for ship leaving _____ port. This certificate should be handed over
by the Shipping Agent to the Master of the vessel, who in turn should hand it over to the pilot
who will take the vessel.

Visakhapatnam Seaport

Immigration Officer

Date :
