

VISAKHAPATNAM PORT TRUST  
TRAFFIC DEPARTMENT

No: ITRA/GEN/FMIS-CV

Dt. 20.03.2020

**TRADE CIRCULAR NO: 1237**

Sub: Self-Reporting Form (SRF) to be filled by all International Passengers / Crew (To be presented to Port Health Official / Immigration Officer)-Reg.

Ref: 1. This office circular No.1230, issued vide Lr.No. ITRA/GEN/FMIS,- CV,Dt.06.03.2020.

Ref: 2. E-mail Dt. 10.03.2020 received from Port Health Officer, Port Health Organisation, Directorate General of Health Services, (Ministry of Health & Family Welfare), Visakhapatnam-530 035.

\* \* \*

In continuation to this office letter 1<sup>st</sup> cited, wherein the Self Reporting Form (SRF) issued by the Ministry of Health and Family Welfare, Government of India was circulated. Now, vide the e-mail 2<sup>nd</sup> cited, Port Health Officer(PHO) forwarded a revised new Self Reporting Form (SRF) duly informing all concerned that, crew members of all incoming vessels on International voyage arriving at Visakhapatnam Port are required to fill up, as part of the Universal Screening of all International Passengers / Crew, the attached Self Reporting Form (SRF) as per the revised Travel Advisory issued by the Ministry of Health and Family Welfare, Government of India.

The said revised new SRF has to be filled **in duplicate** and one copy each handed over to the Port Health & Immigration officials.

To avoid unnecessary delay at the time of PHO inspection, all Shipping Agents are advised to send a soft copy of the SRF to Masters of incoming vessels with the instruction to have all crew members to fill up the same in duplicate and keep ready in Serial Order as per crew list, at the time of PHO inspection.

Enclosed: Copy of the revised new Self-Reporting Form (SRF)

  
**TRAFFIC MANAGER**

- C/- P.S.to Chairman, for the favour of kind information of Chairman.
- C/- P.S.to Dy. Chairman, for the favour of kind information of Dy. Chairman.
- C/- Port Health Officer (PHO) - for information w.r.t e-mail cited.
- C/- Dy.Conservator for information please.
- C/- Jt. Director (R&P) for information and with a request to place the Circular in Port Website ( copy pasted in Swatch Bharat share folder).
- C/- President Steam Ship Agents Association for wide publicity and for immediate strict compliance by all concerned.
- C/- President Stevedores Association for wide publicity and for immediate strict compliance by all concerned.
- C/- President C&F agents Association for information for wide publicity and for immediate strict compliance by all concerned.
- C/- Commissioner of Customs for information.
- C/- DI (C) / DI (G) / DI (J) / ATM (Control) / DI (Control) / QF (Control) for wide publicity and with instructions to paste a copy in the Notice Board.
- C/- AQF (Shipping), TM Office for information and to e-mail to All Trade.



Ministry of Health and Family Welfare  
Government of India

**SELF REPORTING FORM**

**TO BE FILLED BY ALL INTERNATIONAL PASSENGERS/CREW  
(TO BE PRESENTED TO PORT HEALTH OFFICIAL/IMMIGRATION OFFICER)**

All crew/passenger coming to India on International voyage are required to fill up this proforma in duplicate and submit a copy each to the Health & Immigration Authority

**Personal Information**

1	Name of the Crew/ Passenger	
2	Name of Ship	
3	Passport No.	
4	Date of Arrival	
5	Port of Embarkation	
6	Next Port	

**Contact Address in India for All travellers:**

1	House Number	
2	Street/Village	
3	Tehsil	
4	District/City	
5	State	
6	PIN Code	
7	Residence Tel. Number	
8	Mobile Number	
9	E mail ID	

**(PART-A)**

c. Details of cities/countries visited during last 28 days? \_\_\_\_\_

d. Are you suffering from any of the following symptoms

- |                        |     |    |
|------------------------|-----|----|
| • Fever                | Yes | No |
| • Cough                | Yes | No |
| • Respiratory distress | Yes | No |

While all International passengers/crew will be screened by the Port Health Official, persons having a travel/contact history to China, Hong Kong, South Korea, Iran, Italy, Japan, Singapore, and other COVID -19 affected countries\* within the last 28 days are requested to ensure that they mention such details.

Signature of the Crew/Passenger

\* AS NOTIFIED BY W.H.O. FOR LOCAL TRANSMISSION (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>)

*In case you develop symptoms such as fever and cough within 28 days of leaving this port, restrict your outdoor movement and contact MoHFW's 24 hours Helpline Number 011-23978046. Call operator will tell you whom to contact further. In the meanwhile, keep yourself isolated in your house/room.*