

VISAKHAPATNAM PORT TRUST
TRAFFIC DEPARTMENT

To
All Port users

CIRCULAR NO:890

No:ITRA/SBS/FIH/Misc
Date:17.05.2018

Sub:- Advance Port Clearance to vessels for more than 3 days – SOP –
Reg.,

Ref:- Traffic Manager's order Note No.ITRA/SBS/FIH/Misc, Dated 29.03.18.

Requests from the Steamer Agents were received for issue of Port Clearance beyond 3 days due to intermittent holidays or for any other reasons. The matter was examined and accordingly a Standard Operating Procedure (SOP) as detailed below is conceptualized in order to ensure systematic issue of port clearance to vessels for more than 3 days.

- 1) Port Clearance to vessels are delinked with customs clearance. Hence port clearance to vessels to be issued duly verifying all records and utmost care, should be taken by the concerned, who issues Port clearance.
- 2) Advance Port Clearance shall be issued for up to 3 days only. Hence when the Steamer Agents want advance P.C for more than 3 days, the same can be issued by the Commercial Section / outdoor shipping control, but after the same is forwarded from the operational officers, who has to keep track of the subject vessel and has to inform the commercial section and ensure that full charges are collected.
- 3) If clearance is given in advance valid for longer period of more than 3 days, there may be possibility of additional charges incurring on the vessel such as damage, shifting etc., in each case the operational officer may have to keep track to inform the commercial section and ensure full collection of applicable charges.

The above SOP is for guidance and compliance for issuance of Advance Port clearance for longer period i.e, more than 3 days.

All the concerned are advised to note and ensure compliance.

This has the approval of the Competent Authority.


TRAFFIC MANAGER

Copy to : Sr.Dy.T.M. (S) / Dy.T.M. (G) for information.

Copy to : Sr.ATM © / ATM (S) / ATM (SB) / ATM (CB) / ATM (Control) for information and necessary action.

Copy to : H.A.(Comml.)/ D.I.(Comml.) / D.I. (Genl.) for information and advise the concerned for compliance.