



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

No.ITRA/GEN/FCISF

Dt.13.10.2016.

परिपत्र /TRADE CIRCULAR.NO.689

Sub: Gate pass Management system - Implementation – Reg.

VPT has developed a Gate Pass Management Software for issuing on line Dock Entry passes to enter into the port areas by the concerned personnel for the activities to be carried out at the premises of VPT. The trade has to register on the portal [www.vizagport.com/gateentrypass](http://www.vizagport.com/gateentrypass). After successful registration, this information will be displayed on Traffic official screen. Once the officials approve the request, the user id will be activated.

After getting the user id activation, the trade user can logon to the portal from their respective offices by following the procedure as under:

- Login with your Username and Password that are specified at the time of registration.
- Trade shall feed the details of different passes as per guidelines.
- The data fed by the Trade will appear in the screen of Pass Section, Traffic Department.
- Pass section shall verify the details and if found correct shall forward to Traffic officers.
- The authorized Traffic officer shall approve and forward to CISF.
- CISF shall check and confirm through online for collecting pass at the gate or at Trade office.
- CISF shall verify the original documents while issuing the passes first time at the pass section. For renewals, the User need not submit the original documents and can take print out of the pass from the web portal of VPT.

The pre-requisite for operating this software is that, Trade shall have to pay a lumpsum amount of Rs.5,000/- at the RE Section. After paying the amount, the receipt details have to be entered on to the portal.

The RE Section personnel will verify the receipt details and confirm the same on the portal.

The system will deduct the amount from the account on issue of pass every time. Once balance reaches to Rs.1,000/-, the system will send an e-mail alert to the User to deposit the amount.

Sub: Gate pass Management  
System-Implementation-Reg

In view of the above, all concerned should follow the above guidelines and these will be made effective from 15.10.2016.

Assuring you of our best Co-operation at all times.

  
कप्तान प्रबंधक  
**TRAFFIC MANAGER**

- Copy to: PS to Chairman for information of Chairman please.
  - Copy to: PA to Dy. Chairman for information of Dy. Chairman please.
  - Copy to: Commandant, CISF – for information.
  - Copy to: President, Visakhapatnam Stevedores Association, VSP.-for necessary action
  - Copy to: Visakhapatnam Steamship Agents Association, VSP. for necessary action.
  - Copy to: Visakhapatnam Charter Ship Agents Association, VSP, for necessary action
  - Copy to: President, Visakhapatnam Customs Clearing & Forwarding Agents Association, Visakhapatnam. – for necessary action.
  - Copy to: All Trade – for necessary action.
  - Copy to: All Officers of Traffic Department.
  - Copy to: Pass Section – for information and necessary action.
  - Copy to: All DI's – for information and necessary action.
  - Copy to: Safety Officer/VPT for information.
  - Copy to: Jt. Director (R&P) – for necessary action for hoisting on to VPT website.
  - Copy to: Shipping Asst. for necessary action to send email to all trade.
- (Scanned copy at \\10.2.19>all users>share folder tm office)