

VISAKHAPATNAM PORT TRUST  
TRAFFIC DEPARTMENT



ALL TRADE

No. ITRA/GEN/FCISF  
dt. 29.5.2017.

CIRCULAR No- 770

Sub: Carriage of Laptops/ Cameras/Dongle inside Dock area on Board ship – Reg  
Ref: DG Shipping, Ministry of Shipping Ir. No. ENG/PSC/Meetings/2017, dt. 21.4.2017.

In order to, to mitigate the difficulties faced at the entry gates of the Dock Area for carriage of Laptops, Cameras, Dongle etc., the following Standard Operations Procedures (SOP) is adopted, so as to avoid inconvenience, and streamline the gate Entry/Exist procedure:

1. The concerned carrying Laptops/ Cameras/Dongle inside the Dock Area should make an entry in the Register held at the respective gate duly giving the details about the model and No. of Laptops, Cameras, Dongle etc., so that the same to be verified at the time of the Exist.
2. The details are to be registered at respective gates and there will be no separate passes required for the Laptops, Cameras, Dongle.  
The above SOP is for the usage of Laptops, Cameras, Dongle for attending to on-board ship to facilitate/promote E-Governance/E-Business/E-Verification being carried out by Government Officials & associated personnel and various Inspections agencies duly observing all the Security and safety requirements of Port/Indian Navy.

In case of any clarification on the above the following, CISF Officials may be contacted for redressal, whose details are as follows;

1. Dy. Commandant, CISF/VPT M.No.9705358500
2. In-charge CJW M.No.9845190798.

Hence, all are informed accordingly to make note and act accordingly. Assuring you of our best co-operation at all times.

This has the approval of Dy. Chairman vide MMD Ir. No. 7/SY/GI/74/A.Vol.VI/143,  
dt. 27.4.2017.

Yours faithfully,

  
TRAFFIC MANAGER

- Copy to : PS to Chairman for kind information of Chairman.  
Copy to : PS to Dy. Chairman for kind information of Dy. Chairman.  
Copy to : Commandant, CISF for information w.r.t. his letter dt. 10.5.2017.  
Copy to : P.A to TM, for kind information of TM.  
Copy to : Sri. Satanarayana Murthy, Surveyor- in-charge-cum-Dy. Director General(Tech) –  
for information w.r.t. his letter dt. 27.4.2017.  
Copy to : The Chairman, Steamship Agents Association.  
Copy to : The President, Stevedoring Association.  
Copy to : The President, C&F Agents Association.  
Copy to : Asst. Commandant (Pass section) for information.  
Copy to : All Officers of Traffic Department.  
Copy to : DI(G) for information.  
Copy to : Pass section, TM department.  
Copy to :- Joint 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 \\10.10.2.19 > all users>share folder tm office)