



जने पन्यास JNPT

# जवाहरलाल नेहरु पत्तन न्यास JAWAHARLAL NEHRU PORT TRUST



पत्तन कार्यालय : प्रशासन भवन, शेवा, नवी मुंबई - 400 707, दूरभाष : (022) - 2724 4076, फॅक्स : (022) 2724 4020  
Port Office : ADMN BLDG, SHEVA, TAL. URAN, NAVI MUMBAI - 400 707. TEL. : (022) 2724 4076, FAX : (022) 2724 4020,  
Website.: www.jnport.gov.in

JNP/DC/M/IISPS/PASS/08/ 1854

29/8/2008

## CIRCULAR

Sub: Issue of Port Entry Passes

Ref: Circular No. JNP/DC/Marine/ISPS/08/3559 dated 8/1/2008 ✓  
Circular No. JNP/DC/Marine/ISPS/08/3837 dated 18/2/32008 ✓  
Circular No. JNP/ADMN/IR/Port Entry Passes/1384 dated 28/4/2008 ✓  
Circular No. JNP/ADMN/IR/Port Entry Passes/2282 dated 17/7/2008 ✓

Further to the above circulars, with immediate effect the following amendments are to be implemented with immediate effect. :-

1. Validity of Permanent Passes would be for a period of at least one Year
2. Shipping Agents, Ship Chandlers, Ship Repairers, Contractors employed by various departments/Sections, Workshops, Surveyors etc should submit a list of their Authorized employees to CISF alongwith the period of Contract, if any.
3. Recommendations for Port Entry Passes in respect of Shipping Agents, Ship Chandlers, Ship Repairers should be given by the registered Shipping Agents
4. Recommendations for Port Entry Passes in respect of Contactors employed by various Port's Departments/Sections should be given by the authorised Officers of the respective departments/Sections.
5. Passes issued would be valid for all Terminals & Areas within the Port Premises -
6. Pass issuing Authority will accept the letter of Authorization from Individual Agents who have declared their list of Employees for whom the pass is sought
7. No Work Order will be insisted on in respect of those Ship Agents whose names have been advised by the Port to the CISF
8. Amended PART-C of the application for Long Term Port Entry Pass is attached, which is to be filled and submitted by the Shipping Agents, as required.
9. All other procedures listed in the above circulars will remain same

(S.K. Kaul)

Chief Manager (Admn) & Secy

To  
MANSA/CSLA/INSA/GTIPL/BPCL/NSICT  
CONCOR/DGS/PORT USERS/OIL ASSOCIATION

*Pass. See*

मुंबई कार्यालय : 1107, रहेजा सेन्टर, 214 क्रीप्रेस जर्नल मार्ग, नरीमन पॉईंट, मुंबई 400 021. दूरभाष : (022) 2284 2733, 22021 8618, फॅक्स : (022) 2204 5311  
MUMBAI OFFICE : 1107, RAHEJA CENTRE, 214 FPJ MARG, NARIMAN POINT, MUMBAI 400 021. TEL.: (022) 2284 2733, 2202 8618, FAX : (022) 2204 5311

हमेशा हिन्दी में पत्राचार करके देश का गौरव बढ़ाए ।

PART-C-

Recommended for issue of photo pass for a period of \_\_\_\_\_ months/year subject to police verification of the applicant:

(SIGNATURE OF AUTHORISED OFFICER OF JNPT WITH SEAL)

P.S.: Recommendations for Shipping Agents are not required. The Shipping Agents shall also recommend for passes of ship chandlers, ship repairers, contractors for ships, workshops for ships, ship surveyors etc.



जवाहरलाल नेहरू पोर्ट ट्रस्ट  
JNPT

# जवाहरलाल नेहरू पोर्ट ट्रस्ट JAWAHARLAL NEHRU PORT TRUST

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Port Office : ADMN BLDG, SHEVA, TAL. URAN, NAVI MUMBAI - 400 707. Tel.: (022) 2724 4076 Fax : (022) 2724 4020,

मुख्य प्रबंधक (प्रचलन) Chief Manager (Oprn.) - (022) 2724 4181, मुख्य प्रबंधक (प्रशासन) Chief Manager (Admn.) - (022) 2724 4021, मुख्य प्रबंधक (वित्त) Chief Manager (Fin.) - (022) 2724 4081

मुख्य प्रबंधक (प.पो.वि.) Chief Manager (PPD) - (022) 2724 4151, उप.अभिपरीत Dy. Conservator - (022) 2724 4471



Website: www.jnport.gov.in

No. JNP/Admn./IR/Port Entry Passes / 2282

17<sup>th</sup> July 2008

## CIRCULAR

Sub: Issue of Port Entry Passes

Ref: Circular No. JNP/Admn./IR/Port Entry Passes/1384  
Dated 28<sup>th</sup> April 2008

Further to this office Circular dated 28<sup>th</sup> April 2008, referred to above, it is clarified that the employees of the Private Terminal operators, viz. M/s. NSICT Ltd. (DP World), M/s. Gateway Terminals India Pvt. Ltd. (GTI), and the Bharat Petroleum Corporation Ltd are also exempted from Police Verification for issue of Port Entry Passes. However, they are required to submit the request letters and certificates from their organizations along with copy of Identity Card issued by the organizations.

  
(SK Kaul)

Chief Manager (Admn.) & Secretary

To  
All HODs  
Sr. Commandant / Dy. Commandant, CISF  
Sr. Managers / Managers  
Medical Superintendent  
Asstt. Manager (Marketing) / PRO (Raheja Centre Office)  
PS to Chairman / Dy. Chairman  
MANSA/CSLA/INSA/NSICT/GTIPL/BPCL  
CONCOR/DGS/PORT USERS / OIL ASSOCIATION

Copy to: Asstt. Manager (OL) – for translation of the circular in Hindi.

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JNPT  
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मुख्य प्रबंधक (प.यो.वि.) Chief Manager (PPD) - (022) 2724 4151, उप.अधिक्षी Dy. Conservator - (022) 2724 4471

No. JNP/Admn./IR/Port Entry Passes/1387

28<sup>th</sup> April, 2008

**C I R C U L A R**

**Sub: Issue of Port Entry Passes -**

- Ref: (1) Circular No. JNP/DC/MARINE/ISPS/PASS/2008/3559 dated 8<sup>th</sup> January 2008 issued by the Dy. Conservator, JNPT
- (2) Circular No. JNP/DC/MARINE/ISPS/PASS/2008/3837 dated 18<sup>th</sup> February 2008 issued by the Dy. Conservator, JNPT

With reference to the two circulars referred to above, the following clarification is made in respect of the requirement of producing Police Verification Certificate of character and antecedents for issue of long term passes:-

- (1) Police Verification is not mandatory for the officials of Government/ Semi-Government organizations, Public Sector Undertakings, and Autonomous Bodies, officials of Port Users, viz. shipping lines / shipping agents, etc., and other such officials who are regularly visiting JN Port for official purposes. They are, however, required to submit the request letter and a certificate from their organization along with copy of Identity Card issued by the employer.
- (2) Police verification certification of character and antecedents is mandatory for the casual labourers and other such categories of personnel who want entry into the port and apply for issue of port entry passes for a period of four months and above.
- (3) All other procedures listed in the above two circulars will remain same.

This issues with the approval of the Chairman, JNPT.

(S.K. Kaul)

Chief Manager (Admn.) & Secretary

- To  
All HODs  
Sr. Commandant, CISF  
Sr. Managers / Managers  
Medical Superintendent  
CPRO / PRO (Raheja Centre Office)  
PS to Chairman / PS to Dy. Chairman  
MANSA/CSLA/INSA/NSICT/BPCL/GTIPL  
CONCOR/DGS/PORT USERS/OIL ASSOCIATION

• Copy to: AM (OL) – for translation of the circular in Hindi



# जवाहरलाल नेहरु पत्तन न्यास JAWAHARLAL NEHRU PORT TRUST



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Website.: www.jnport.gov.in

JNP/DC/MARINE/ISPS/PASS/2008/ 3837

February 16, 2008

18

## C I R C U L A R

12  
10/03/08

Sub: Amendment to Circular No. JNP/DC/MARINE/ISPS/PASS/2008/3559 dated 8<sup>th</sup> January, 2008 on the issue of Port Entry Passes.

Following amendments are to be implemented with immediate effect:

1. The procedures mentioned in the above circular is to be continued.
2. The Police Verification Certificate of character and antecedents is mandatory.
3. The expired passes to be returned at the CISF pass section during office hours.
4. Appropriate port entry passes could be issued 12 hours before their initial validity and is to be collected by the concerned party.
5. The approved officers for recommending passes from various companies as stated in the earlier circular shall continue.
6. Recommendation for port entry passes for ship chandlers and ship repairers to be given by the suitable marine officer.
7. Vendors are not permitted to sell any items inside the port with instant effect.
8. Asst. Manager (Marketing) and the CPRO are authorised to recommend issue of port entry passes to official guests and school children only.
9. The CISF shall not demand bonafide/responsive certificate from the officers recommending issue of passes.
10. The initial issue of long term entry passes would be for a maximum period of three months only.
11. The heavy vehicle engaged as export vehicle and not registered with JNPT is also required to submit Form XIII.
12. Railway gates will normally be opened or closed as per the prevailing situation.
13. The person or vehicle holding permission for entry to either NSICT/GTIPL/BPCL or JNPCT shall enter through the gate marked for such terminals only.

14. Haphazard parking of two wheelers or four wheelers are not permitted at the berths.
15. The port entry passes shall have to be appropriately displayed by the person in the port.
16. Unauthorised operation of an office in a porta cabin in the port area shall not be permitted.
17. The Police immigration shall continue to issue shore leave passes to the seafarers, as per the prevailing situation.

  
DEPUTY CONSERVATOR

To  
HODs  
Sr.Managers/Managers  
Medical Supdt.  
Sr.Commandant, CISF.  
PRO, Raheja Centre/AM(OL)  
PS to Chairman  
PS to Dy.Chairperson  
MANSA/CSLA/INSA/NSICT/BPCL/GTIPL  
CONCOR/DGS/PORT USERS/OIL ASSOCIATION.  
AM(OL) : With a request to kindly translate the circular.



जवाहरलाल न्यास  
JNPT

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Website: www.jnport.gov.in

*P. J. Jale*

JNP/DC/MARINE/ISPS/PASS/2008/3559

January 08, 2008,

## C I R C U L A R

### SUB: ISSUE OF PORT ENTRY PASSES.

The procedures for issue of Port Entry Passes were circulated vide Circular Nos. JNP/VIG/SECURITY/01/2579, JNP/VIG/SECURITY/65/94, JNP/VIG/SECURITY/01/59, A/P/A/DC/2003/857 and JNP/VIG/SECURITY/2151 dated 3.9.2001, 28.1.2002, 17.4.2002, 17.3.2003 and 5.6.2004 respectively.

2. For implementation of ISPS Code, IRS had recommended guidelines to be followed for issue of Port Entry Passes. The main features of these guidelines are as follows:

- (i) Photo identity should be established for all persons entering the port.
- (ii) Police verification of characters and antecedents.
- (iii) The visitors should display the passes issued by JNPT/CISF.
- (iv) Passes issued by JNPT should be returned to JNPT/CISF.

3. After further examination of the existing procedures for issue of passes, it has been decided to modify the procedures. It has now been decided to amend the procedures in consolidated form, as herein below, in supersession of all the circulars mentioned at para (1) above.

### A) ISSUE OF LONG TERM PORT ENTRY PASS

1. Presently all regular personnel have long term photo passes issued by JNPT
2. In future such passes shall be issued only for 3 months initially and then extendable thrice only.
3. Later, the pass can be extended with a validity of one year to five years.
4. The police verification of character and antecedents certificate is mandatory for those passes, which must be submitted alongwith the request for pass. No copy of any document shall be considered for verification of character and antecedents.
5. Until long term photo passes are issued, temporary photo passes will be issued by CISF on adequate supporting recommendations.

*Ac to go through  
S. R. Jale  
1/11*

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6. Expired passes must be returned to JNPT CISF, failing which a minor penalty of Rs.5/- per month shall be levied to the initial proposer for the pass.

7. Drivers pass shall be as per circular dated 13.9.2007. ✓

B) PASSES FOR GOVERNMENT EMPLOYEES, SEMI GOVT. EMPLOYEES, PSUs, PORT USERS, CHAs, SHIP CHANDLERS, REPAIRERS, CONTRACTORS, RAILWAY STAFF, DRIVERS ETC.

- 1) Employees of Govt. and Semi Govt., PSUs, Port Users, CHAs, Ship Chandlers, Repairers, Contractors, Port Users, Railway staff, light vehicle drivers, heavy vehicle drivers and others who need to enter the port frequently should have long term photo passes (above 7 days and upto one year).
- 2) These employees should submit an application to JNPT CISF in the Form at Annex-I in triplicate, through their employer, one having a photo pasted on it and two photos attached. The applicants will fill Part A of the application. The employers will fill Part B and attest the pasted photo of the applicant.
- 3) Self employers also will fill Part B. They are required to enclose a copy of the license issued by the Jawahar Customs House. The declaration in Part 'B' may however be signed by an authorised representative of Bombay Customs House Agents' Association.
- 4) The authorised officer of JNPT will fill Part C.
- 5) The applicant/employer will submit the application to concerned police authorities for verification of character and antecedents in Part D of the form or in a separate memo signed by the competent police authorities.
- 6) On receipt of the application complete in all respects, JNPT CISF will issue a photo pass valid upto 3 to 12 months. ✓
- 7) In case a person is already in possession of a valid photo pass issued after police verification, the photo pass can be extended by JNPT CISF on the same police verification for next year also. ✓
- 8) Persons in the service of a Government, Semi Govt. or Autonomous Body or PSUs are exempted from police verification provided they produce original valid identity cards issued by their employing organisations after police verification. They should submit a photo copy of the identity card for records. ✓
- 10) In respect of other categories, Police verification is mandatory even if they hold valid passport.
- 11) Similarly, persons possessing valid long term dock entry permits issued by Mumbai Port Trust will be issued photo passes temporarily for a period of six months. The passes can be extended only on production of police verification certificate afresh or that received for obtaining the dock entry permits at Mumbai Port..
- 12) Expired passes must be returned to JNPT CISF in time. Non submission of these passes would attract a minor penalty of Rs.5/- per month leviable to the company requesting for the pass.



13) Procedure for passes for drivers shall be as per the circular dated 13.9.2007. ✓ (2) (5)

14) The driver of a heavy duty commercial vehicle should in addition to long term photo pass issued by JNPT and driving license, submit Form No.13 (Annexe.IV) in triplicate recording the serial number of the long term photo pass and the number of the heavy duty commercial vehicle to JNPT CISF Gate-in-Charge at the time of entry to the port.

**C) ISSUE OF SHORT TERM PORT ENTRY PASSES**

1) All persons including drivers of light duty vehicles desiring entry to the port for short duration (upto 7 days) shall be issued photo passes. These passes can be extended for maximum three times only and if further extension is required then the application for long term issue of pass should be made in time.

2) The application for photo passes should be made to the JNPT CISF in the form at Annexe II (for one day) or Annexe III (for 2 to 7 days) through the present employer and JNPT. The applicant will fill part A. The employer will fill part B and attest the photos. An authorised officer of JNPT will fill part C.

3) The self employed may apply directly to JNPT CISF through JNPT after filling Part A and B. If the application is made in advance in triplicate, each having a photo pasted on it, CISF will return two copies of the application with authorization to the applicant who can use it as a photo pass after getting endorsement from CISF Shift i/c at gate.

4) Submission of a photo with the application will not be necessary for those who are in possession of a photo identity cards issued by a Govt., Semi Govt., Autonomous Body or PSU or driving licence, passport etc. to get computerised job pass for short period.

5) Photo passes and procedures for drivers shall be as per the circular dated 13.9.2007.

6) Expired passes must be returned to JNPT CISF in time. Non submission of these passes would attract a minor penalty of Rs.5/- per month leviable to the company requesting for the pass.

**D) VISITOR'S PASS**

1) The application for a visitor's pass should be made to the JNPT CISF by the visitors through their employers and JNPT in the form at Annexe-V. These passes shall be valid from 7 AM to 7 PM.

2) The application should be in triplicate having a photo pasted on each. CISF will return two copies of the application with authorisation to the applicant who can use it as a photo pass after getting endorsement from CISF Shift i/c at gate.

3) One copy of the application with a photo attested by the employer and recommended by an authorised officer of JNPT will suffice for issue of a computerised photo pass.

4) Submission of a photo with the application will not be necessary for those who are in possession of photo identity card issued by a Govt., Semi Govt., Autonomous Body or PSU or driving license or pass port etc.

5) CISF will issue following location specific colour coded short term passes

(a)	Green (V) - JNPT	Administration building, POC, Workshop, Auto Garage, Stores and Administrative offices of BT.
(b)	Red (V)-JNPT/NSICT/BPCL/GTIPL	JNPT port area other than those mentioned in(a) above.

6) Expired passes must be returned to JNPT CISF in time. Non submission of these passes would attract a minor penalty of Rs.5/- per month leviable to the company requesting for the pass.

**E) PASSES FOR FOREIGNERS**

The passes for foreigners shall be issued only when recommended by JNPT HOD and the request shall be accompanied with a copy of valid passport and VISA. Expired passes must be returned to JNPT CISF in time. Non submission of these passes would attract a minor penalty of Rs.5/- per month leviable to the company requesting for the pass.

**F) PASSES FOR VISITING SHIPS**

The passes for visiting the ships shall only be issued if the application has been recommended by agents, terminal, ship's Master and authorised JNPT officer. The same shall also apply for the ladies/families visiting the ships in port. Expired passes must be returned to JNPT CISF in time. Non submission of these passes would attract a minor penalty of Rs.5/- per month leviable to the company requesting for the pass.

**G) GENERAL INSTRUCTIONS**

1) Every pass issued by the CISF will be numbered serially for identification and records of passes issued with the identification numbers will be maintained for reference in future when required.

2) Requirement of photo identity and part B can be dispensed with by CM(A)&S in consultation with Sr.Commandant, CISF, in respect of VVIPs, VIPs and other guests of the port.

3) If a pass is not required by the authorised person before expiry of its validity, then the pass should be returned to JNPT CISF.

4) The pass holder is responsible for safety and proper use of the pass.

5) The pass holder is required to lodge a complaint in the police station for loss of the pass and also pay a penalty of Rs.100/- to JNPT for renewal of the pass.

6) Penal action will be initiated against any misuse of the pass. ✓

7) All persons holding passes issued by CISF will display their passes on their person throughout the time while they are in the port premises or administration building.

- 8) CISF is authorised to check passes, driving licenses, belongings and vehicles at any time inside the port area and administration building.
- 9) Railway gates will normally be closed. CISF will open the gates at the time of arrival/departure of the trains after satisfying that the railway crew (Driver/Asst. Driver/Guard) have valid passes issued by CISF or on basis of booklet of blank booking slip issued by railway authority and the trains do not carry any person other than railway crew.
- 10) Officers of JNPT holding ranks of Deputy Manager and above are authorised to recommend issue of passes to persons other than JNPT employees, if the purpose of visit to the port is related to the business of the port and shipping.
- 11) Each JNPT department will notify the names and signatures of the officers who are authorised to give the recommendations to CISF. In other cases, issue of passes can be recommended only by the officers holding the rank of Manager and above.
- 12) Passes to foreign nationals shall be recommended by HOD in the form at Annexe VI and issued after verification of their passports and visas and the approval of the competent authority to their visits.
- 13) Passes to relatives/guests of crew members of Indian/Foreign vessels may be recommended by authorised Deputy Managers of Operations Department.
- 14) Passes for student groups and person of various institutions/organisations coming on port visit/trade promotion related visits shall be recommended by Dy.Manager (Projects)/Asst.Manager (Mktg.).
- 15) PS to Chairman and PS to Dy.Chairman are authorized to recommend issue of passes for visitors coming to meet Chairman/Dy.Chairman.
- 16) NSICT, GTIL, BPCL, IOC, CUSTOMS, PHO and other organizations including shipping lines/regular port users working in the port on long term basis will authorise not more than three officers to recommend issue of passes and inform CISF and JNPT their names and specimen signatures.
- 17)) Computer generated short term port entry photo passes will be issued by CISF on production of receipt of payment to JNPT of Rs.5/- per person.
- 18) Long term port entry passes will be issued by CISF on production of receipt of payment of Rs.30/- per person to JNPT.
- 19) All official guests of JNPT will be exempted from the payment for passes.
- 20) All vehicles including vehicles of JNPT employees will be issued long term vehicle entry passes by CISF on production of receipt of payment to JNPT of Rs.30/- per vehicle on submission of an application in Form (Annexe-VII) with a copy of driving license, RC book and insurance certificate.
- 21) Passes will be issued for entry to JNP, NSICT and GTIL separately. The person or vehicle holding a pass for entry only to JNP cannot enter through NSICT/GTIL Gate. A person or vehicle holding a pass for entry only to NSICT or GTIL cannot enter Bulk/container gate. The same

procedure applies to the materials also. Special permission can be granted to use other gates in case of an emergency by CM(O) or CM(A)&S for a limited time only.

22) The residents of JNP township holding multipurpose identity cards will be allowed port entry only to avail launch facility, if applicable.

23) CISF will keep specimen signatures of officers authorised to recommend issue of passes. It is the responsibility of these officers to satisfy themselves with the bonafides of the persons requesting for issue of passes.

24) A copy of the work order for works awarded inside the port area and administration building may be given to CISF to enable them to keep a track on validity of passes and movements of materials. A condition should be incorporated in the work order that the contractor should surrender all the passes issued to their employees on expiry of contract and final bill will be settled on receiving confirmation of CISF in this regard.


25) Permission to issue short term passes will not be entertained if the applicant has taken short term passes continuously for more than 30 days. They have to obtain long term photo pass after following the prescribed procedure.

26) The passes for the persons intending to visit any Pakistani vessel will be issued by CISF on the recommendation of Manager (Vigilance)/Dy. Manager (Vigilance) for a period not exceeding 12 hrs at a time and only during day time (0700 to 1900 hrs) after verifying the purpose of visit and the relevant documents.

27) No place of worship in the operational area shall be permitted to avoid unsuitable actions.

28) Annexures circulated earlier vide circular dated 5<sup>th</sup> June, 2004 shall continue.

29) This pass system shall come into force from 15<sup>th</sup> January, 2008.

  
(Capt. Jitendra Misra)  
Deputy Conservator

To

HODs

Sr. Managers/Managers

Medical Supdt.

Sr. Commandant, CISF.

PRO, Raheja Centre/AM(OL)

PS to Chairman

PS to Dy. Chairperson

MANSA/CSLA/INSA/NSICT/BPCL/GTIPL

CONCOR/DGS/PORT USERS/OIL ASSOCIATION.

AM(OL) : With a request to kindly translate the circular.