



# जवाहरलाल नेहरु पत्तन प्राधिकरण

ISO 9001 : 2015  
ISO 14001 : 2015  
ISO 27001 : 2013  
ISO 45001 : 2018

## JAWAHARLAL NEHRU PORT AUTHORITY

पत्तन कार्यालय : प्रशासन भवन, शेवा, नवी मुंबई - 400707. Port Office : Administration Bldg., Sheva Navi Mumbai - 400 707.  
मुख्य सतर्कता अधिकारी Chief Vigilance Officer - (022) 2724 4151 : मुख्य प्रबंधक (प्रशासन) एवं सचिव Chief Manager (Admn.) & Secy - (022) 2724 4021 :  
मुख्य प्रबंधक (यातायात) Chief Manager (Traffic) - (022) 2724 4191 : मुख्य प्रबंधक (यां.एव.वि.अ.) Chief Manager (M&EE) - (022) 2724 4181 :  
मुख्य प्रबंधक (वित्त) Chief Manager (Fin) - (022) 2724 4081 : मुख्य प्रबंधक (प.यो.वि.) Chief Manager (PP&D) - (022) 2724 4156  
उप-संरक्षक Dy. Conservator (022) 2724 4171 : हार्बर मास्टर (022) 2724 4173.  
Website : www.jnport.gov.in • Email : info@jnport.gov.in

JNPA/GM(T)/Trade Circular/2024/264

20<sup>th</sup> June ,2024

### CIRCULAR

To,

- 1.All Shipping Agencies/ Lines operating at JN Port
- 2.All Vessel operators operating at JN Port
3. MANSА /INSA /CSLA

#### **SUB :-Submission of documents to CISF for SIGN ON /SIGN OFF of ship crew**

This has the reference to the documents collected by CISF during Sign on and sign off of ship crew members from shipping lines at JN Port. JNPA has carried out various initiatives for streamlining and digitalizing the process in the port. All these Ease of doing Business initiatives has brought tremendous improvement in the business process of the port. As part of this initiative, port has now decided to streamline the documentation process for Sign on/off of ship crew at JNPA.

Currently the port user has to submit a set of documents at JNPA south gate CISF office for crew sign on and sign off. It has been decided to reduce the documents as follows-

1. **Indian Crew member, Sign on**
  - a) Request form from shipping agent duly approved by Immigration
  - b) The crew will show the Passport/other original document at the entry for verification alone.
2. **Foreign crew member, Sign on**
  - a) Request form from shipping agent duly approved by Immigration
  - b) Copy of Passport & Visa
3. **Indian Crew member, Sign off**
  - a) Request form from shipping agent duly approved by Immigration
  - b) Baggage declaration (Gate Pass) as per form V duly certified by Custom / Master
  - c) In case, the crew is carrying any article which is duty payable, then proof of customs clearance to be attached.
4. **Foreign crew member, Sign off**
  - a) Request form from shipping agent duly approved by Immigration
  - b) Copy of Passport & Visa
  - c) Baggage declaration (Gate Pass) as per form V duly certified by Custom / Master
  - d) In case, the crew is carrying any article which is duty payable, then proof of customs clearance to be attached.

This is issued with the approval of Competent Authority.

Yours faithfully,

  
General Manager (Traffic)

- Copy to: 1.PS to Chairman / Dy. Chairman  
2. All HOD's  
3. Commandant, CISF  
4. DGM (MS)- for publishing on JNPA website

# SHIPPING AGENT'S SIGN-ON REQUEST FORM

To,  
The Immigration Office,  
JNPA Seaport  
Nhava Sheva, Navi Mumbai.

Respected Sir,

We, The Shipping Agent for the below mentioned vessel, hereby request the JNPA Seaport Immigration Office (BOI) for according permission for bringing the below mentioned crew for the purpose of SIGN-ON. If permitted, the crew shall be escorted by us to the seaport Immigration office for further checks. The details of the vessel, crew members and our agency are as under

PARTICULARS OF VESSEL	
VESSEL NAME	
VESSEL FLAG	
BERTHING LOCATION	
DATE OF ARRIVAL	
TIME OF ARRIVAL	

PARTICULARS OF CREW (SIGN-ON)					
SR	NAME	NAT.	PPT NO + DOI + DOE	SBK NO + DOI + DOE	
1					
2					
3					

PARTICULARS OF SHIPPING AGENT				
NAME		MOB NO.		SIGN & STAMP
SHIPPING AGENCY		EMAIL ID		

IMMIGRATION AUTHORIZATION				
Mumbai Seaport Immigration hereby authorizes the seamen enlisted above to be escorted by the above-mentioned Shipping Agent for Immigration Checks for the purpose of Sign-On. The final decision taken by Immigration w.r.t. Sign-On of the above-mentioned seamen shall be duly communicated to the CISF & Customs posts by the Shipping Agent whose details are mentioned above. This Letter is by no means permission for Sign-On for any seaman.				
I.O. NAME		DATE		STAMP
SIGN		TIME		

# SHIPPING AGENT'S SIGN-OFF REQUEST FORM

To,  
The Immigration Office,  
JNPA Seaport  
Nhava Sheva, Navi Mumbai.

Respected Sir,

We, The Shipping Agent for the below mentioned vessel, hereby request the JNPA Seaport Immigration Office (BOI) for according permission for bringing the below mentioned crew for the purpose of SIGN-OFF. If permitted, the crew shall be escorted by us to the seaport Immigration office for further checks. The details of the vessel, crew members and our agency are as under:

PARTICULARS OF VESSEL	
VESSEL NAME	
VESSEL FLAG	
BERTHING LOCATION	
DATE OF ARRIVAL	
TIME OF ARRIVAL	

PARTICULARS OF CREW (SIGN-OFF)					
SR	NAME	NAT.	PPT NO + DOI + DOE		SBK NO + DOI + DOE
1					
2					
3					
4					
5					
6					
7					

PARTICULARS OF SHIPPING AGENT				
NAME		MOB NO.:		SIGN & STAMP
SHIPPING AGENCY		EMAIL ID		

IMMIGRATION AUTHORIZATION			
JNPA Seaport Immigration hereby authorizes the seamen listed above to be escorted by the above-mentioned Shipping Agent for Immigration Checks for the purpose of Sign-Off. The final decision taken by Immigration w.r.t. Sign-Off of the above-mentioned seamen shall be duly communicated to the CISF & Customs posts by the Shipping Agent whose details are mentioned above.			
This Letter is by no means permission for Sign-Off for any seaman.			

I.O. NAME		DATE		STAMP
SIGN		TIME		