

Receipt No : 199834/2017/MG

No. SW-17011/2/2016-CF
 Government of Indian
 Ministry of Shipping
 MG Section

232

R. NO. 546, Transport Bhawan,
 New Delhi Dated: 30th June, 2016

To,

The Chairman,
 Mumbai Port Trust,
 Port House, Soorji Vallabhdas Marg,
 Mumbai - 400 001. (Fax: 022-22611011)

The Chairman
 Chennai Port Trust, 1 Rajaji Salai,
 Chennai - 600 001 (Fax No. 25361228)

The Chairman
 Mormugao Port Trust, Administrative Office
 Headland, sada, Marmugao, Goa - 403804

The Chairman
 Manglore Port Trust,
 Panambur, Mangalore - 575010

The Chairman
 Visakhapatnam Port Trust,
 Visakhapatnam - 530035

The Chairman, Cochin Port Trust,
 Willingdon Island

Cochin- 682009 (Fax No. 0484-2668163)

Subject: Task force on cruise tourism.

The undersigned is directed to forward the copy of standard operating procedure (SOP) for Cruise Vessels at Indian Ports.

2. The SOP may be implemented and issues, if any, in its implementation may be brought to the knowledge of the Ministry of Shipping.

Enclosure: As Above.

(K. Pouthang)
 Director (MG)

Email id: touthang@nic.in

etc
 Shree K. Pouthang
 4/7/16

239

**STANDARD OPERATING PROCEDURE (SOP) FOR CRUISE VESSELS AT
INDIAN PORTS**

1. Procedure by Steamer Agent

- 1.1. The Steamer Agent shall inform the details of the vessel arrival 6 months in advance to the Port Authority.
- 1.2. The Steamer Agent shall submit the Pre Arrival Notice for Cruise Vessel 15 days in advance to the Port Authority, Customs and BoI, and upload the details through PCS at least seven working days prior to the arrival.
- 1.3. On receipt of Pre Arrival Notice the Port Authority shall call a coordination meeting with all agencies involved, including BoI, Customs, CISF, State Police, Tourism Department, Steamer Agent, and Tour Operators.

2. BoI Clearance Procedure

- 2.1. At the first port of call of the vessel in India, the Steamer agent shall upload the following details on the online system of BoI, at least 15 days prior to the arrival of the cruise:-
 - (a) Particulars of the tourists in the format prescribed
 - (b) Photograph
 - (c) Details/ scanned copy of passport
 - (d) Details/ scanned copy of visa
 - (e) Biometric fingerprints
 - (f) Previous travel history
- 2.2. Cruise passengers visiting India may alight at the port on the basis of a valid visa taken before the voyage or GLP which shall be issued at the first port of call.
- 2.3. BoI shall scrutinize the online applications received in advance, and grant an 'e-Landing Card' online within 7 days of the receipt of applications, well before the arrival of the cruise ship.
 - 2.3.1. This shall be downloaded by the vessel and print outs handed over to each passenger intending to alight at the port of call.
 - 2.3.2. The 'e-Landing Card' shall be bar code enabled.
 - 2.3.3. The passengers shall carry a print-out of the 'e-Landing Card' while leaving the ship. The passports shall however be retained on the vessel.

230

- 2.3.4. Biometric/face to face check shall be done by the Immigration Officers at the first port of entry and the last port of exit only, and the Passport and e-Landing Card would be stamped by the Immigration Officers.
- 2.3.5. The passengers shall be permitted to alight at the Port after swiping these cards at the bar code readers positioned at the vessel's exit.
- 2.3.6. The e-Landing Cards shall be swiped at the time of returning to the vessel after completion of the tour.
- 2.3.7. At other Indian ports en route, no stamping of passport would be done and only 2D barcode on the e-Landing card would be read by the BoI.
- 2.3.8. The e-Landing Card shall be valid through all ports in India.
- 2.3.9. BoI officials will not board the vessels at intermediate ports of call en route.

3. Customs Clearance Procedure

- 3.1. On arrival of the vessel at the berth shall clear the vessel after sealing the bonded ship stores and receiving the documents below.
- 3.2. The Steamer Agent of cruise vessels shall present to Customs at each port of call, an Arrival Manifest signed by the master of the vessel in duplicate, which should contain the following information.
- (i) Arrival details of the vessel [An application for Entry Inwards (Form 56)]
 - (ii) A general declaration (Form 57) giving details of
 - a. Name of Ship, Nationality, Name of Master, tonnage etc]
 - b. List of crew members (transit and disembarking to be shown separately)
 - c. List of passengers (transit and disembarking to be shown separately)
 - (iii) A Cargo Declaration (Form 58) [In case the vessel carries any cargo under Bill of Lading]
 - (iv) Declaration of goods (Form 59)
 - (a) This needs be given only in respect of bonded stores comprising only tobacco products and liquor, bunkers, engine stores, list of fuels and lubricants.
 - (b) Arms and ammunitions, Drugs and dangerous cargo/ animal list
 - (v) Last port clearance
 - (vi) Ship's currency declaration

237

- 3.3. The ship stores for consumption on board during the stay of the vessel are permitted to be issued from the vessels bond before the bonded stores are sealed by Customs. The overall quantities of the stores would be issued at one time for such period which should normally cover the period of the vessel's stay in India.
4. **PHO Clearance Procedure**
- 4.1. PHO clearance shall be required only where the vessel is arriving from a yellow fever area.
5. **Port Clearance Procedure**
- 5.1. Customs shall give Port Clearance based on clearance from Port Authorities, PHO and proof of payment of lighthouse dues, and after receiving clearance from BoI, as a single point port clearance for the vessel.
- 5.2. Since Cabotage has been waived for foreign cruise vessels on Indian shores, Indian passengers will also be permitted to board the vessel at Indian ports for voyages along the Indian shores also.
6. **Alighting to be Different from Disembarkation:** Disembarkation shall be treated differently from alighting of passengers and crew at a port of call. Disembarking crew and passengers have anything to declare or carrying dutiable or prohibited goods shall be required to submit Baggage Declaration form.
7. **Port Facilities**
- 7.1. Priority berthing of cruise vessels should be provided on arrival.
- 7.2. Berthing should be at dedicated berths, with a cruise terminal, and away from dirty cargo handling areas.
- 7.3. Berthing and sailing of cruise vessels should be available on 24x7 basis.
- 7.4. Port shall make available good quality fresh water with test certificates, supply of good quality ship stores, bunkers and proper STP for reception of grey water, etc.
- 7.5. Port shall make available good quality bunkers at competitive rates and with a minimum of paperwork.
- 7.6. The Port should give one single, long-term permit to Cruise operators, agents, etc. for berth entry.
- 7.7. The Port should permit souvenir shops, coffee shops, bank exchange counters, duty-free outlets, etc. on a daily rental basis at the Cruise Terminal.

238

7.8. All clearances for Tour Operators shall be made available by the Port Authority and Customs at one point in the Cruise Terminal.

8. Role of Port Security (CISF)

- 8.1. The Port Security (CISF) shall check the passengers at the time of alighting from the vessel or boarding the vessel only at the gangway. The verification shall be on the basis of the e-Landing Permit.
- 8.2. The Port Security (CISF) shall permit the vehicles arranged by the tour operators to park as close as feasible to the vessel, at least one hour before the berthing of the vessel.
- 8.3. The Port Security should permit cruise/tour operators and ship staff to use their walkie-talkies on the berth and Cruise Terminal, to facilitate coordination with the ship staff on various decks and ground staff of the local tour operators, since this involves passengers who will be coming from various ship decks.

9. Port Charges

- 9.1. Vessel Related Charges that are competitive with other international ports may be offered to cruise vessels.
- 9.2. Additional incentive should be provided to cruise operators planning long haul operations on the Indian coast and to those who initiate or culminate their voyage from/ to Indian Ports.

10. Cruise Terminals

- 10.1. Cruise Terminals shall be of global standards, with improved cleanliness and safety.
- 10.2. Up-gradation of existing Cruise Terminal buildings at Major Ports will be promoted by Ministry of Tourism.
- 10.3. Ports shall arrange temporary, makeshift terminal facilities for handling cruise vessels in case there is no Cruise Terminal.

239

11. State Govt Role

- 11.1. City Corporation and the State Tourism Department shall endeavour to create an entertainment zone near Cruise Terminal with Parks, Restaurants, Bars, Gymnasium, Shopping Arcade, etc., with long working hours for promoting spending by Cruise passengers to help the local economy.
- 11.2. State Tourism Department shall facilitate visit of cruise passengers to places of interest by providing trained guides and tourist-friendly transport, and provide free shuttle service buses to the city.
- 11.3. State Govt shall empanel taxis & autos for use by cruise tourists.
 - 11.3.1. The antecedents of their drivers should be verified, and their empanelment should be dependent on the feedback of the users.
- 11.4. State Govt shall operate a counter for pre-paid taxis & autos at the Cruise Terminal.
- 11.5. State Tourism Department may arrange reception and quality cultural shows for cruise calls at the Cruise Terminal.

Receipt No : 199834/2017/MG

File No.SW-17011/11/2017-MG
File No.SW-17011/2/2016-CT(Part-II)

33

Receipt No : 167543/2017/MG

दूरभाषी : ९५२२२२६९४३९९
: ९९२२६६५६४०५९
फॅक्स नं. : ९९२२२२६९९०९६
ई-मेल : tm@mbptmail.com
Telephone : ९१ २२ २२६१४३९१
: ९१ २२ ६६६६४०५१
Fax No. : ९१ २२ २२६१९०१६
E-mail : tm@mbptmail.com

मुंबई पोर्ट ट्रस्ट
Mumbai Port Trust



कु.सं. }
Code No. } 800800430004

D - 1417 - F

यातायात प्रबंधक का कार्यालय
पत्तन भवन
शूरजी वल्लभदास मार्ग, मुंबई - ४०० ००९.
Traffic Manager's Office
Port House
Shoorji Vallabhdas Marg,
Mumbai - 400 001.

No.TM/B/11-2/12652

०१ २००१-०२

०९ FEB 2016

To,

As per List

Sir,

Dy. No. 120547 R
Dated: 10/21/2016

Sub : Port level Cruise Facilitation Committee.

Secretary, Ministry of Tourism, Government of India by D.O. letter No.10-1(1)/2015 NT dated 21.12.2015 (copy enclosed), has desired to constitute a Port level Facilitation Committee comprising of Cruise Operators, Port officials and representatives of the Departments of Immigration, Customs, CISF, Port Health, Plant Quarantine, Local Police, State and Central Tourism Departments to address manpower, co-ordination and logistics issues, i.e. issues involved in servicing and promoting Cruise Tourism at the Port level. Secretary, Ministry of Tourism has advised to constitute a Committee under the Chairmanship of Port Trust Chairman with Secretary (Tourism) of the State concerned as Vice Chairman. The Regional Director of India Tourism Office will act as a Convener.

2. Accordingly, as per the orders of the Chairman, MbPT, a Port level Facilitation Committee is constituted as below :

1.	Chairman, MbPT	Chairman of the Committee
2.	Secretary (Tourism), Government of Maharashtra	Vice Chairman
3.	Regional Director of India Tourism Office	Convener
4.	Joint Director (Immigration)	Member
5.	Commissioner of Customs	Member
6.	D.I.G. CISF	Member
7.	Port Health Officer	Member
8.	Dy. Commissioner of Police, Port Zone	Member

...2/-

: 2 :

9.	Scientific Officer, I/C. Mumbai Port, Plant Quarantine	Member
10.	Traffic Manager, MbPT	Member
11.	Shri Keki Master Vice President M/s.J.M. Baxi & Co.	Member
12.	Shri Surendra Nath Lotus Tourism	Member
13.	Shri N.S. Rathod Garna Tours & Travels	Member
14.	Shri Sarabjit Singh Vice Chairman, FAITH	Member
15.	Shri Michel Hayder Ali MICATO Travels	Member

2. The list of Cruise Vessels due in Mumbai Port upto June 2016 is enclosed. The first meeting of the Committee is proposed to be held on **12.02.2016 at 1030 hours**, in the Board Room of Mumbai Port Trust, 2nd Floor, Port Bhavan, S.V. Marg, Ballard Estate, Mumbai-400 001.

3. All the members of the Committee are requested to make it convenient to attend the meeting.

Yours faithfully,



(P.P. PHANSEKAR)
TRAFFIC MANAGER (I/C.)

DA : As above.

c.c. : Secretary, Ministry of Tourism, Government of India, Transport Bhawan, Parliament Street, New Delhi-110 001, for kind information.

c.c. : Secretary, Ministry of Shipping, Government of India, Ports Wing, Parivahan Bhavan, 1, Sansad Marg, New Delhi-110 001, for kind information.

C3.acer/Doc/GSD/cruiseFedIncommittee