



ISO 9001:2008
कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
15, स्ट्रैण्ड रोड, कोलकाता - 700 001
15, Strand Road, Kolkata - 700001

TRADE CIRCULAR

No.Mrn/97/97

समुद्री विभाग/Marine Department

तारीख / April 23 , 2020

To facilitate and regulate crew change for Indian Seafarers in view of Corona Virus Pandemic, Director General Of Shipping has issued Order No.12 of 2020, wherein Standard Operating Procedures/Protocols (SOP) has been prescribed for Sign On/Sign Off. All concerned are requested to abide by the same which is uploaded in KoPT website.

As regards co-ordination with Kolkata Port for the above, Nodal Officers have been appointed, details appended below:

- a) Capt N. Rajaram, Harbour Master (River), Mobile No.9674155637, Email id: hmr@kolkataporttrust.gov.in at Kolkata Dock System.
- b) Shri Udayan Roy, GM(Marine) (I/C) , Mobile No. 9434023745, Email id: uroy.hdc@kolkataporttrust.gov.in at Haldia Dock Complex.

Guidelines on which the Port is directly involved is to be implemented in the following manner:

For SIGN ON:

1. The Ship Owner/Master/Vessel Agent should send an e-mail to nodal officer wherein a detailed programme of Sign On crew with the name and ID document along with downloaded e-pass , transit pass and Medical Fitness Certificate from DGS approved Doctor to be forwarded.
2. Agent to arrange for stay of the seafarer at a quarantine location at Kolkata, approved by H&FW, Govt. of West Bengal under intimation to the Nodal Officer. List available at H&FW website: www.wbhealth.gov.in. Covid-19 test will be carried out by authorized lab arranged by port at Kolkata on payment, at the quarantine location itself. No test can be carried out at Haldia. The seafarer to continue at Quarantine location till outcome of the result.

For SIGN OFF:

1. As regards Sign Off, the Maritime Declaration of Health along with other required documents to be submitted to Nodal Officer as well as PHO and obtain immigration clearance. In case of Seafarers coming from foreign port, Quarantine of 14 days to be observed at a safe location approved by H&FW, Govt. of West Bengal under intimation to Nodal Officer.
2. The concerned Seafarer to be transported to Quarantine location as specified in Para-2 under heading of "Sign On" by Ship Owner/Master/Vessel Agent for conducting COVID-19 test in an Ambulance both for Kolkata and Haldia vessels, observing other relevant guidelines. Till the outcome of the Covid-19 test, the seafarer to continue at the quarantine location.

BOTH FOR SIGN ON & SIGN OFF

- a).The report of the Covid-19 test to be shared with the Nodal officer of KDS/HDC.
- b).If a Seafarer is COVID-19 positive, relevant guidelines of MoH&FW, Govt. of India to be followed and Nodal Officer of KoPT to be informed.
- c).The cost of the COVID-19 test, transportation of the Seafarer and their arrangement for stay at approved Quarantined safe location to be borne by the Ship Owner/Master/Agent.
- d).It is the responsibility of the Ship Owner/ Master/Vessel Agent to keep PHO informed about such Sign On/Sign Off of Indian seafarer at Kolkata Port.



Capt. Rajesh Srivastava
Director Marine Department(I/C)