

Circular no: DPCL/TRADE/04/2020

Date: 10th May 2020

To,

All Shipping Agents, Dhamra Port

**Trade Notice No: 04/2020 – S.O.P. ON CREW CHANGES OF INDIAN SEAMEN AT DHAMRA PORT**

Reference :

1. MHA order No. 40-3/2020-DM-1(A) dated 21.04.2020,
2. DGS Order 12 of 2020 dated 22<sup>nd</sup> Apr 2020 on SOP for Crew Change and addendum 1 to DGS Order 12 of 2020.
3. Govt of Odisha order 2214/ R&DM(DM) dated 17<sup>th</sup> Apr 2020 as amended by Govt of Odisha order 2286/ R&DM(DM) dated 23<sup>rd</sup> Apr 2020.
4. Office of the DM & Collector cum Chairman District Disaster Management Authority, Bhadrak Order No 6176/Emg\_ dated 06<sup>th</sup> May 2020.

Dear Sir,

RPS/Agency Bodies to follow the above orders for crew changes of Indian Seafarers which will be facilitated at Dhamra Port in line with above mentioned Orders.

The planning for COVID-19 Test, Quarantine compliance, logistics and mobilization for all associated services to be arranged by Shipping agents. Shipping Agencies to liaise directly with mentioned facilities with prior notice. All expenses incurred in COVID-19 Test & associated travel, Quarantine Facility etc. to be settled by the Shipping Agency.

DGS Order No. 12 of 2020 dated 22.04.2020 and Addendum No.1 to DGS order No. 12 of 2020 dated 06-05-2020 to be strictly followed.

**Sign-On Process Flow:**

1. The Shipping agent will liaise with the designated hotel (JJ Group of Hotels & Resorts in Dosinga GP), Port Medical Officer (PMO) - Dhamra Port, Port Control - Dhamra Port, Bhadrak FRO and Customs with the requisite details of the crew planned for sign on.
2. The Shipping agent will arrange the stay of the seafarer at the designated hotel as notified by DM, Bhadrak on arrival and arrange for collection of sample for COVID-19 test as per the protocol of State Govt. The crew will be staying in the

designated hotel as notified by DM, Bhadrak till the result of COVID-19 test is received.

3. If the COVID-19 test comes negative, vessel agent has to obtain immigration (Bhadrak FRO) and customs clearance and follow the procedure for signing on to place the crew onboard the vessel.
4. In case the COVID-19 test comes positive, vessel agent has to inform all concerned authorities i.e. PMO, Port Control, Health Dept.,GoO and make arrangement for the patient to be treated as per guidelines/ rules of MOHFW in force and directives of local administration.

### Sign-Off Process Flow:

1. The Shipping agent will liaise with the designated hotel (JJ Group of Hotels & Resorts in Dosinga GP), Port Medical Officer PMO - Dhamra Port, Port Control - Dhamra Port, Bhadrak FRO and Customs with the requisite details of the crew planned for sign off.
2. The Shipping agent will arrange the stay of the seafarer at the designated hotel as notified by DM, Bhadrak on arrival and arrange for collection of sample for COVID-19 test as per the protocol of State Govt. If the ship's last foreign port call is within 14 days then collection of sample for COVID-19 test as per protocol of State Govt. will be carried out post completion of quarantine period. The crew will be staying in the designated hotels as notified by DM, Bhadrak till the result of COVID-19 test is received.
3. If the COVID-19 test comes negative, vessel agent has to follow the protocol as stipulated in the reference orders for onward journey of the crew.
4. In case the COVID-19 test comes positive, vessel agent has to inform all concerned authorities i.e. PMO, Port Control, Health Dept.,GoO and make arrangement for the patient to be treated as per guidelines/ rules of MOHFW in force and directives of local administration.

### CO-ORDINATION AUTHORITIES:

S. No.	Coordination Authority	Role	Contact No	Email
1	Port Medical Officer	For sign on/off Permission	9631476373	pho.dhamrasite@adani.com
2	Port Control	Port Entry/ Exit Pass & Swab Test Liaison	7894400376	marineops@adani.com
3	JJ Group of Hotels & Resorts	Quarantine Facility	8599039996	sales.jjresort@gmail.com



Ports and  
Logistics

Owing to remoteness of location and limited availability of testing facility, it is advisable to bring in on-signing seafarer to Dhamra well in advance (5 to 7 Days).

Please inform all stakeholders and ships calling Dhamra Port under your agency for information and necessary compliance.

For Dhamra Port Company Ltd.

Capt Pradyut S. Patra  
Head-Marine Services

Enclosure : Office of the DM & Collector cum Chairman District Disaster Management Authority, Bhadrak Order No 6176/Emg\_ dated 06<sup>th</sup> May 2020.

CC:

1. Addl. Chief Secretary, Home Department, GoO.
2. The Collector & District Magistrate, Bhadrak
3. Sub-Collector & SDM, Bhadrak
4. Tahsildar/ BDO Chandbali, Bhadrak
5. The Superintendent of Police, Bhadrak
6. The Director General of Shipping.
7. The Principle Officer, MMD, Kolkata.
8. The SIC, MMD, Paradip.
9. The Assistant Commissioner of Customs, Dhamra.
10. The Directorate of Ports & IWT.
11. The CDMO, Bhadrak.
12. The CEO, INSA.
13. The Secretary, ICSSA.
14. CEO, Dhamra Port
15. COO, Dhamra Port
16. VP, Corporate Affairs, Dhamra Port
17. PMO, Dhamra Port
18. Head – Security, Dhamra Port

The Dhamra Port Company Ltd.  
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