RFID
Harbor Entry Permit Issuing Procedures

Prepared by Voc Port Trust - Tuticorin
RFID - Procedure

CLASSIFICATION OF PORT USERS

Direct Port Users

- Exporters/Importers
- Steamer Agents
- Customs House Agents
- Stevedores & Shore handling Agents
- Main Line Operators
- Shopkeepers/Port Canteen Operators inside the Port
- Land License Holders
- Captive Berth / BOT Terminal Operators
- Officials of Govt. Organization / Departments
- HMC Operator
- Port Contractors
- Container Freight Station operators
- Others as may be decided by the HEP issuing authority.

Indirect Port Users

- Ship Chandlers
- Transport Operators
- Private Security Agencies
- Ship Repairers
- Surveyors and
- Other Miscellaneous License Holders
- Contractors of other organizations
- Others as may be required to be considered for the issue of HEP by the HEP issuing authority.

Direct Port users are those performing the core activities of Cargo Handling Viz.

Indirect Port users are those supporting the direct port users for performing the main activities.
RFID - Procedure

PROCEDURE FOR INITIAL REGISTRATION OF DIRECT PORT USERS

a) The Direct Port users having Port code can register with RFID system and obtain User ID & password which is used for login through the web based application (www.vocport.gov.in), sublink – (https://gateentrypass.vocport.gov.in/).

B) In addition to the above for offline issue of HEP, two authorized signatures of the Direct Users to be provided to the Pass Section along with valid application, Aadhaar card copy for capturing their signature digitally.

c) Direct users can also procure the pre owned card at the prescribed cost.
RFID- Procedure

GENERAL PROCEDURE FOR ISSUE OF ONLINE HEP

3.1 Using their User ID & Password, Direct Port Users to apply online through the Port web-based application, by uploading necessary documents.

❖ 3.2 Only Direct Port Users to recommend HEP for Indirect Port Users through the said web-based application.

❖ 3.3 For issue of HEP for duration of one to six days for authorized persons, approval of Traffic staff is not mandatory. Users themselves can make permit after payments are made.

❖ 3.4 For issue of long term HEP, online approval shall be granted by the Officer nominated for the purpose and based on which payment shall be made.

❖ 3.5 The Port User has the option to make Payment through online Portal / through POS machine in the Pass section / Wallet.
RFID- Procedure

GENERAL PROCEDURE FOR ISSUE OF ONLINE HEP

❖ 3.6 User shall visit either Photo pass section (Individuals) or Truck parking terminal (for Vehicles, Driver, Cleaner) for taking the live photo. After taking the photo, HEP shall be issued.

❖ 3.7 There are options to upload the photo through online also. If the photos are already available in the Portal for the applicant, then no need to take / upload photo again and HEP can be obtained at the Pass Section.

❖ 3.8 Direct Port Users can also procure Pre-owned HEP directly from the Pass Section on payment and can be issued to users (following the above said procedures) including payment of entry fees by validating online. In which case, users need not visit Pass Section for obtaining HEP.

❖ 3.9 No HEP shall be issued directly to any Indirect Port Users. HEP can be obtained through Direct Port Users only.
GENERAL PROCEDURE FOR ISSUE OF OFF-LINE HEP

4.1 Application for HEP to be submitted in the Pass Section in the prescribed form (Annexure - II) duly recommended by any of the Direct Port Users through their authorized signatories.

4.2 Payment to be made using POS at the pass section.

4.3 Live photos to be taken wherever necessary.
5.1 The Port User / Contractor will be liable to compensate the Port for any misuse of the HEP damage/loss of ID card.

5.2 The recommender / User shall ensure that HEP is returned to the issuing authority within 5 days of expiry of validity of the HEP, failing which a sum of Rs.375/- (including GST) for UHF card and Rs 155/- (Including GST) for Mifare card shall be recovered from the Direct User.

5.3 Whenever the Port User / Contractor lost their HEP, a duplicate HEP will be issued on submission of duly filled in application along with Police report and on payment of prescribed fee, besides the cost of the card that has been lost.
Cargo & Container
Integrated In
RFID
Access Control system
Cargo Application
Cargo - Procedure

Provision is made to capture the Cargo Import and Export details in RFID Application. User can feed chit details through the RFID system.

While showing the Tag at the RFID reader at Gate, the details of Cargo and vehicle shall be displayed on screen. This would increase the speedy movement of Cargo at Gate.

All vehicles should show the RFID tag at RFID readers; otherwise, vehicles will not be allowed to carry the goods in the system.

Stevedore can share the file details to sub-agencies based on that sub-agencies enter the Chit details in the RFID system.
Cargo Menu >> New Cargo (Select)
Chit Creation screen >> Select IA or EA >> next Enter the Vehicle number fill the mandatory filed Enter to submit button

<table>
<thead>
<tr>
<th>IA/EA No:*</th>
<th>18-19/0734/I/38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle No:*</td>
<td>TN28AX8374</td>
</tr>
<tr>
<td>Vessel No:</td>
<td>18-19/0734</td>
</tr>
<tr>
<td>From Location:*</td>
<td>VOC BERTH NO III</td>
</tr>
<tr>
<td>Filled Qty (In Tons):</td>
<td>753.493</td>
</tr>
<tr>
<td>Balance Qty (In Tons):</td>
<td>753.493</td>
</tr>
<tr>
<td>Filled Qty (In Pkgs):</td>
<td>1608</td>
</tr>
<tr>
<td>Delivered Qty (In Pkgs):</td>
<td>0</td>
</tr>
<tr>
<td>Shipping BillNo:</td>
<td>LOGS</td>
</tr>
<tr>
<td>Cargo:</td>
<td>LOGS</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
</tbody>
</table>

| Vehicle Status: | IMPORT |
| CHA Name: | HARI & CO |
| Vessel Name: | ZHE HAI 1 |
| To Location: | Out Side Security Wall |
| Delivered Qty (In Tons): | 0 |
| Total Qty (In Tons): | 73 |
| No Of Packages: | 84 |
| Balance Qty (In Pkgs): | 1608 |
| Shipping Bill Date: | 
| Consignee Name: | LAXMI TIMBER TRADERS |
| Port of Origin/Destination: | NAPIER - HASTINGS |

Submit  | Reset
Enter to “Yes” to save the chit details
View chit creation >> if vehicle break down user can cancel trip in this screen

<table>
<thead>
<tr>
<th>Chit No</th>
<th>Application No</th>
<th>Vehicle No</th>
<th>Cargo Code</th>
<th>Cargo</th>
<th>Cargo Type</th>
<th>AppliedBy</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-19/0070/E/13/0001</td>
<td>18-19/0070/E/13</td>
<td>TN28AX8374</td>
<td>CRG/00075</td>
<td>GENERAL CARGO</td>
<td>EXPORT</td>
<td>100055</td>
<td>❌</td>
</tr>
</tbody>
</table>
Select Assign Cargo Menu >> file share to sub agencies or Importers / Exporters
File Assign to screen >> Select sub agencies details or port user code

Assign Cargo Application No

IA/EA No
18-19/0070/E/2

Select Transporter
Click here to search

- 100001 - A.P.C. VEERABAHU SONS
- 100003 - A.V.THOMAS & CO.
- 100004 - AASIAN SHIPPING AGENCIES
- 100005 - ADMEC LOGISTICS LTD.
  - A SHIP CHANLE
- 100008 - AMIT.K.DEDHIA
- 100009 - AMJ SHIPPING AGENCY
- 100010 - ANAND TRANSPORT
Cargo file assign screen >> Cargo assigned successfully

Assign Cargo Application No

IA/EA No
18-19/0070/E/2

Select Transporter
Click here to search
× 100001 - A.P.C. VEERABAHU SONS

Submit  Back
THANK YOU