St. Kitts and Nevis International Ship Registry

Flying the Flag of the Federation Worldwide

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1-5 Oldchurch Road
Romford
RM7 0BQ
UK

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www.skanregistry.com

Circular Letter to Maritime Registrars, Ship Owners, Ship Operators & Recognised Organisation

Maritime Circular No. MC/94/20 DATE: 08 JUNE 2020

PROCEDURES & PROTOCOLS FOR REPATRIATION OF SEAFARERS AT ALANG, INDIA

This Maritime Circular serves to inform that Maritime Registrars, Ship Owners and Ship Operators about procedures and protocols announced by the Directorate General of Shipping, DGS Order 14 of 2020 dated 07th June 2020.

Ship Owners, Ship Managers and Ship Operators are invited to consider the enclosed document produced by the Directorate General of Shipping with regards to Crew Repatriation when calling at Alang Port, India.

Yours truly,

St Kitts & Nevis International Ship Registry

Digitally signed by St Kitts & Nevis International Ship Registry
Date: 2020.06.08 20:05:46 +01'00'

Liam Ryan
International Registrar of Shipping and Seamen

भारत सरकार/ GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No. 7-NT(72)/2014 **Date: 07.06.2020**

DGS Order No. 14 of 2020

Subject: Standard Operating Procedure (SOP)/ Protocol for repatriation of foreign seafarers from Alang port, Gujarat - reg.

1. The coronavirus (COVID-19) pandemic has created a global crisis which has impacted all aspects of life and badly affected the work environment. In the maritime sector, it has severely impacted the ship to shore interactions, including crew changes.

2. The Directorate had issued DGS Order No. 12 of 2020 dated 22.04.2020 prescribing the Standard Operating Procedures / Protocols (SOP) for controlled crew change of Indian seafarers at Indian ports to facilitate and regulate crew change for seafarers so that the safe environment on the ship is not compromised or no contamination is brought from ship to shore.

3. Now representation has been received from Ship Recycling Industries Association (SRIA) informing that due to COVID-19 pandemic there has been a steep decline in vessel prices and many vessels are available for breaking and recycling. However, vessels are unable to come to Indian Ship recycling yards for breaking up as the foreign crew in these vessels are not allowed to disembark in view of the current travel restrictions imposed by the Government.

4. The Ministry of Home Affairs (MHA), Govt. of India, vide their Order No.40-3/2020-DM-I(A) dated 21.04.2020 have included Sub-Clause (iii) under Clause 17 on Movement of persons to allow sign-on and sign-off of Indian seafarers at Indian ports and their movement for the aforesaid purpose as per the attached Standard Operating Protocol (SoP).

5. The Ministry of Home Affairs (Foreigners Division / Immigration Section), Govt. of India, has vide Office Memorandum No. 25022/12/2020-Imm dated 06.06.2020 permitted repatriation of foreign seafarers from Alang port as per the SoP proposed by the Ministry of Shipping. (Copy of the OM enclosed). Accordingly, the Directorate hereby prescribes the following Standard Operating Procedure (SOP) for sign-off and repatriation of foreign seafarers from ship breaking yards for compliance by all stakeholders;

6. **Standard Operating Procedures (SOP) for controlled crew change for seafarer sign-off at Indian Ship Breaking Yards**

A. For Sign-off

1. Ensure DGS Order 12 of 2020 dated 22.04.2020 is complied with as applicable.

2. Ship owner / Recruitment & Placement Services (RPS) / Ship breaking yards to ensure that the validity of passport and sticker visas (EV, BV and X-entry) issued to foreign seafarer is having a minimum validity of three months and is adequate for their stay in India till they board International flights for travel outside India.
3. The foreign seafarers arriving with valid passport but with an expired Indian visa would be allowed to sign-off after granting chargeable Temporary Landing Permit (TLP) [i] for one month.
4. The foreign seafarers arriving with expired passport, would be isolated and kept in preventive custody in identified centres till the revalidation of their passport through local embassies. The onus of revalidation of passport will be on the shipping company or RPS.
5. The master of a vessel, before arrival at its port of call in Indian Ship yard shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port, like temperature chart, individual health declaration, etc. shall also be provided by the master as per the directives of the health authorities of the port. Port health authorities shall grant pratique to the vessel prior to beaching as per necessary health protocols.
6. Foreign seafarer to wear necessary PPE (masks, hand gloves) on arrival.
7. All the luggage and personal effects of the foreign seafarers has to disinfected at time of disembarkation.
8. Foreign seafarer will be cleared by Immigration authority at the nearest immigration center (e.g. Bhavnagar in case of Alang) and custom authorities for luggage clearances etc. after arrival at the port / breaking yard.
9. Foreign seafarer arriving from a vessel would need to undergo the COVID-19 test to confirm that he / she is negative of COVID-19. After disembarking and till the time the seafarer reaches the testing facility, it will be ensured by the shipowner / RPS that all safety precautions as per standard health protocols are observed.
10. Till the time test reports are received, the seafarer shall be kept under quarantine facility by the Port / State Health Authorities.
11. Foreign seafarer tested as "positive" for COVID-19, will be required to comply as per the procedures laid down by MoHFW, Govt. of India.
12. Till such time international flights are available for the desired location / country, ship owner / RPS agency to arrange for boarding and lodging of the foreign seafarer at a safe location [ii].
13. Upon a foreign seafarer tested as "negative", the Ship owner / RPS agency / Ship breaking yard to ensure completion of the following processes:
    a. Seafarer's travel route post sign-off is to be identified;
    b. Details of the Seafarer, vehicle and driver [iii] or the mode (flight, etc.) of proposed travel to be uploaded by Ship Recycler on DGS website "e-pass for foreign seafarers link" for generation of e-pass, if needed;
14. Ship Recycler to download the e-pass and share it with local agents, seafarers and driver for the travel, if needed.

15. The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly.
16. Ship owner / RPS / Ship breaking yard to ensure the following for taking seafarer to airport:
    a. Vehicle being used for travel is properly sanitized and PPE (masks, hand gloves) and sanitizers made available for driver and seafarer [iv];
    b. Driver and seafarer to maintain the social distancing requirements as per MoHFW guidelines [iv];
17. On reaching the airport, seafarer to abide by the quarantine / isolation and health protocols as desired by airport authorities.
18. In addition to above, seafarer shall abide and full comply by all the concerned flag state orders pertaining to COVID-19 at all times.

Notes:

1. All necessary arrangements and facilities at ports in accordance with the guidelines of MoHFW will be made by the port authorities concerned.
2. The cost of transportation of seafarers will be borne by the ship owner / RPS agency.
3. The cost of daily subsistence allowance (including accommodation), transport, visa application/ extension assistance and cost, passport application / extension assistance and cost, access to medical treatment for existing morbidities or for any COVID 19 infected cases and its cost need to be borne by ship owner / RPSL agency.
4. Authenticity of the E-pass is verifiable online in www.dgshipping.gov.in
5. In case of any difficulty is faced en-route for signing-off, the seafarer may contact any of the following:
    a) Contact details of e-pass issuing authority as mentioned under section in "pass details" /
    b) DG Comm. center (022-22614646) /
    c) Subash Barguzer, Dy. DG [Crew] (barguzer-dgs@nic.in) and /
    d) Capt. (Dr.) A. Daniel J Joseph, Dy. DG [Tech.] (danieljohn-dgs@gov.in)
6. Daily record keeping form for seafarer - Annexure I
7. The detailed process for generation of e-pass for seafarers by SRIA is detailed in - Annexure II

(Amitabh Kumar) 04/06/2020
Director General of Shipping &
Additional Secretary to the Govt. of India

Enclosure(s): As above

Footnotes:

[i] Temporary Landing Permit (TLP) would be issued by the local Immigration officer but subject to valid passport and valid Seaman's Identity document. Also, the validity extensions of TLP may be decided by the concerned immigration officer as per MHA applicable rules / guidelines.

[ii] Safe location is a location / place / guest house / hotel etc. where no COVID-19 case is reported till now and has the required amenities for the upkeep of seafarers for the required number of days of isolation / boarding and lodging.

[iii] In case of change in driver, vehicle or both, the e-pass generated needs to be cancelled by the ship owner / RPS agency/ship breaking yard & fresh e-pass to be generated.

[iv] While applying for e-pass, Ship breaking yard to give declaration that vehicle is properly sanitized & PPE (masks, sanitizers etc.) in place and driver & seafarer would maintain the social distancing requirements as per MoHFW guidelines.

MOST IMMEDIATE

No.25022/12/2020-Imm
Government of India
Ministry of Home Affairs
(Foreigners Division/Immigration Section)
*****

Hall No.18, 2nd Floor, Open Gallery, MDCNS,
India Gate, New Delhi, dated: 06.06.2020.

OFFICE MEMORANDUM

Sub: Standard Operating Procedure (SOP)/Protocol for repatriation of Foreign seafarers from Alang Port –reg.

The undersigned is directed to refer to DO letter No.SY-19014/30/2019-SBR-337119 dated 21.05.2020 and to say that the signing-off/signing-on of the foreign crew of vessels brought to India for ship breaking to Alang will be permitted at Alang port or at Bhavnagar port with the condition that the provisions of the said SOP, attached with the said letter dated 21.05.2020, are adhered to in letter and spirit and also subject to the adherence of the following procedure:-

a. Crew with passports and sticker visas (EV, BV and X-entry) having a minimum validity of three months should be considered for sign-off.
b. Crew having valid passport and arriving without visas would be signed-off after granting chargeable TLP for a month.
c. Crew arriving with expired passports, would be isolated and kept in preventive custody in identified centers and their passports got revalidated by coordinating with the Missions concerned expeditiously.

2. This issues with the approval of the Competent Authority.

(Shamim Ahmad) 06/06/2020
Under Secretary to the Government of India
Tel No.011-23077502

To:
Shri Satinder Pal Singh, Jt. Secretary, Ministry of Shipping.

Copy to:
1. The Additional Chief Secretary/Principal Secretary (Home), Govt. of Gujarat.
2. Director General of Police, Gujarat.
3. Shri Rajeev Ranjan Verma, Additional Director (BoI).
4. Shri Sanjeev Kumar Jindal, Jt. Secretary (DM), MHA.
5. SP/FRO, Alang port.

Scanned with CamScanner

Annexure 1

DAILY CREW RECORDS FOR COVID-19

Name of Seafarer: _____

CDC / Passport no: _____

Nationality: _____

I confirm that the information below are accurate records of my body vital parameters:

SN	Temp.	Pulse	Blood pressure	Respiratory rate
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

* Temperature may be recorded in degrees Celsius or Fahrenheit.

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

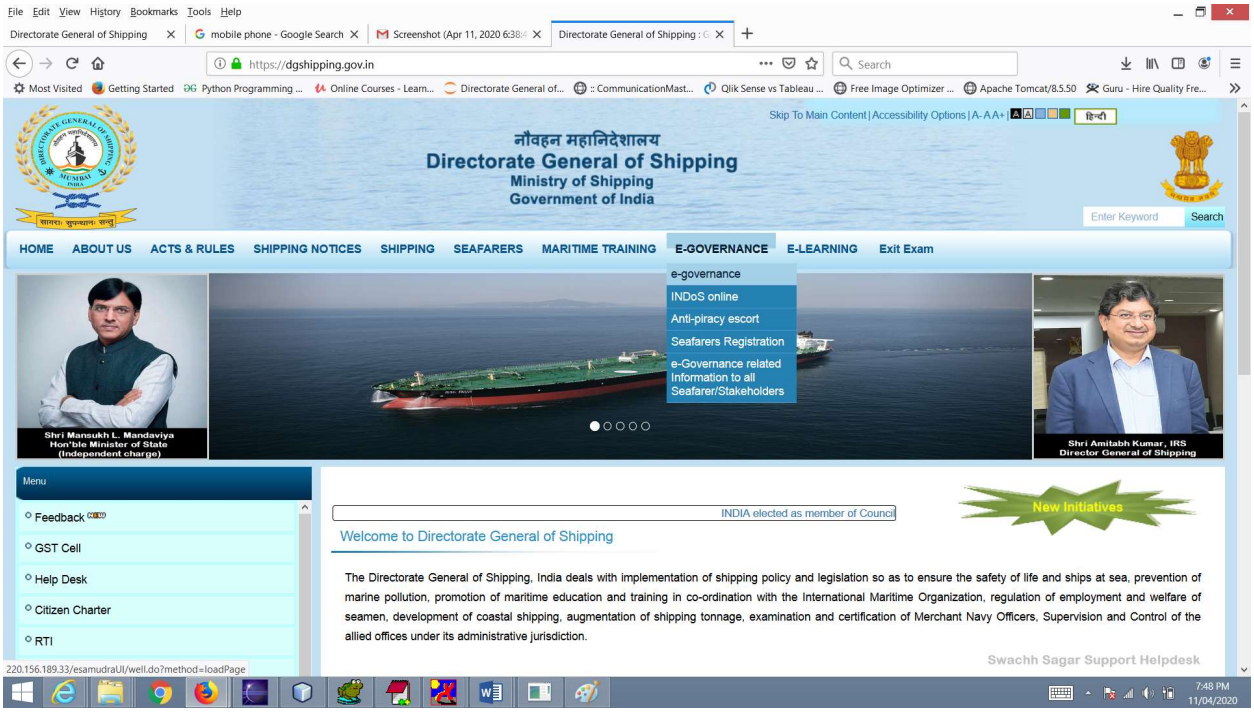
Date: _____ Name of seafarer & Signature

Annexure - II

Process of Generation of e-pass by Ship Recycling Industries Association (SRIA) for foreign seafarers only:

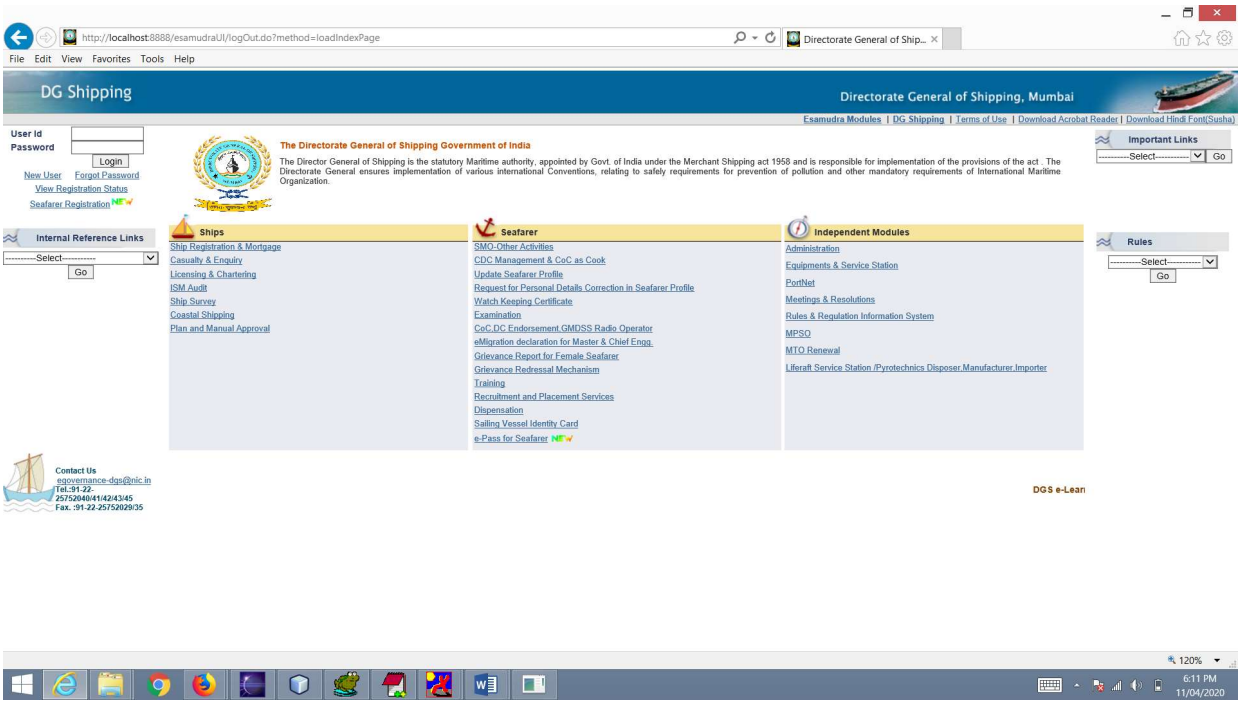
1. Login to E-Governance system by using User Id and Password provided by DG Shipping for e-pass generation of foreign seafarers. (www.dgshipping.gov.in →E-Governance)
2. Go to the link -> e-pass for non-Seafarer->e-pass ->Generate / Cancel e-pass
3. Click submit application and select "Disembarkation" from dropdown and click "Continue" button.
4. Select Rank as "foreign seafarers" and continue filling all mandatory fields with required data and upload photo, passport copies, declaration and travel history and submit.
5. Upon submission of data, system would display "Reference No." and the application would be sent to the Issuing Authority at DG Shipping for approval.
6. The designated e-pass issuing authority may approve / reject the e-pass on the system using his / her administrators ID provided by DGS.
7. On approval of the application by authority, e-pass would be generated and available in SRIA profile for download. System would send an auto intimation email with the details of e-pass generated to SRIA designated registered email id.
8. SRIA may print the e-pass which is available at their profile at the link "View Application Status"
9. e-pass can be verified in the e-pass checker link available on DG Shipping website www.dgshipping.gov.in
10. SRIA may utilize the option of "Cancel e-pass" for cancellation of e-pass

Step 1: visit www.dgshipping.gov.in

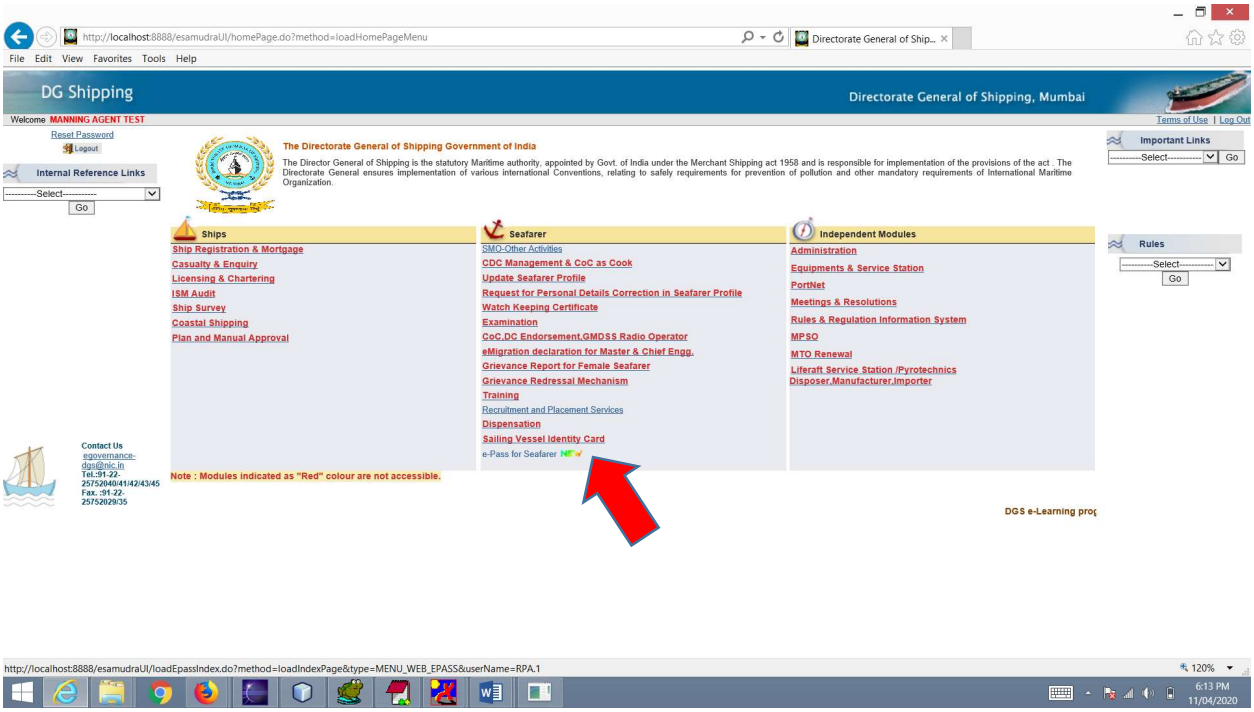


Step 2: Log in using user id / password (after clicking 'e-governance' tab)

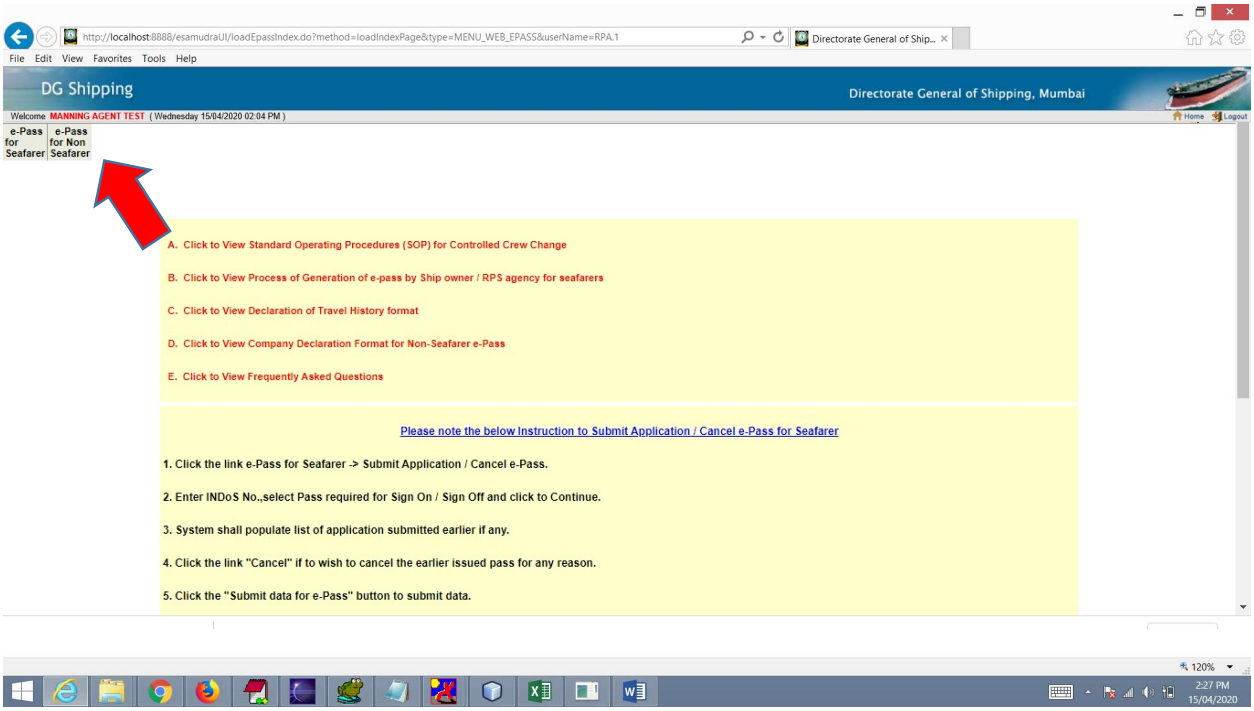
http://220.156.189.33/esamudraUI/well.do?method=loadPage



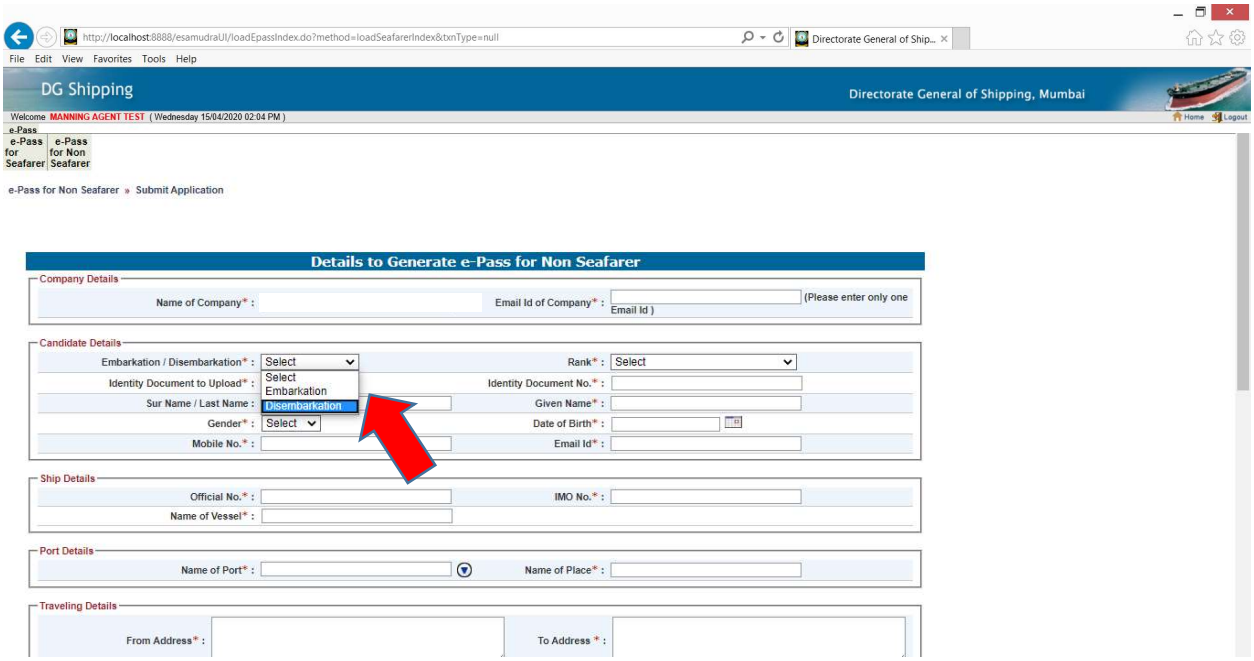
Step 3: Logged in



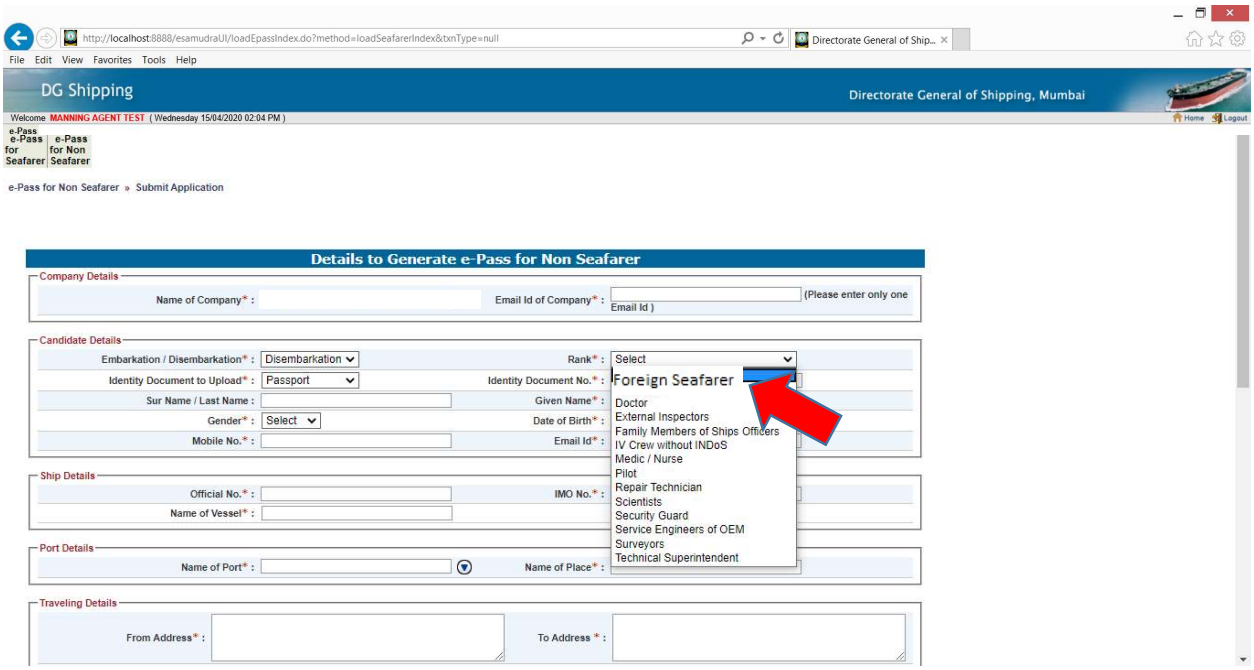
Step 4: Click “e-pass for non-seafarer” and click “submit” option



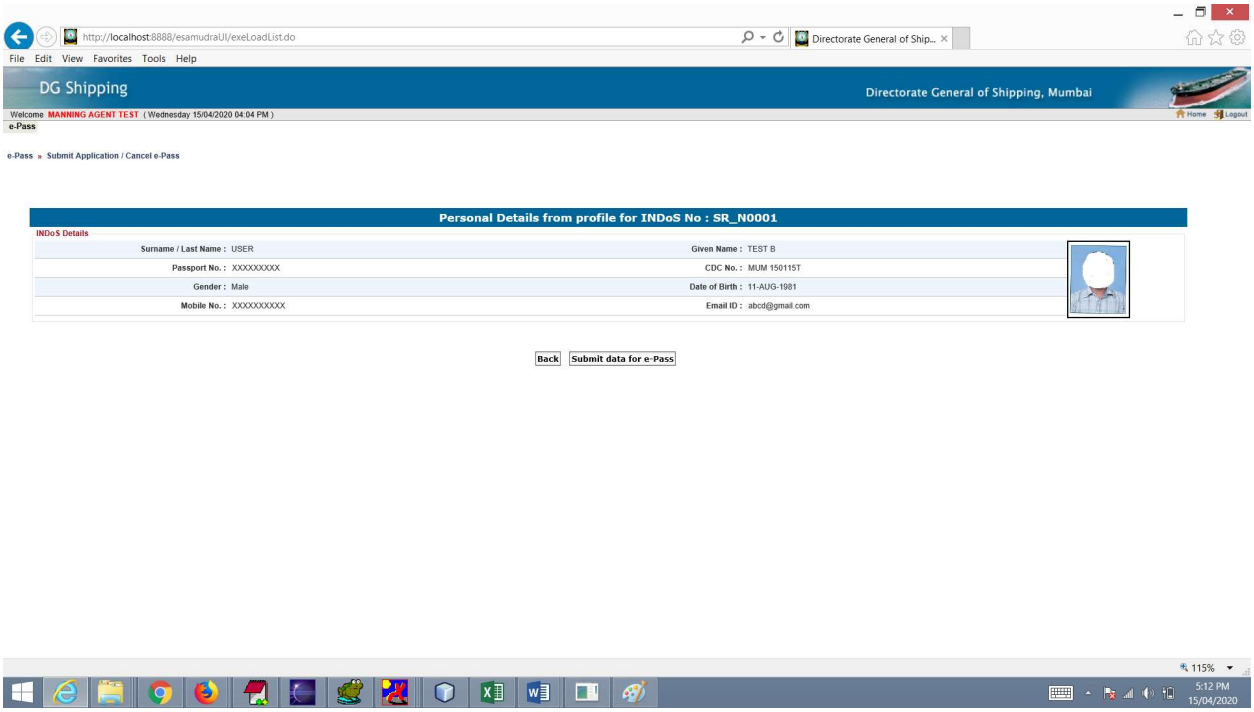
Step 5: Chose option (Disembarkation)



Step 6: Fill up all mandatory details and also choose Rank as “foreign seafarer”



Step 7: Fill up all required data mandatory details and upload photo, passport copy, annexure II with contract & travel history doc & submit



Step 8: Once data is submitted (Note down the Ref. no.)

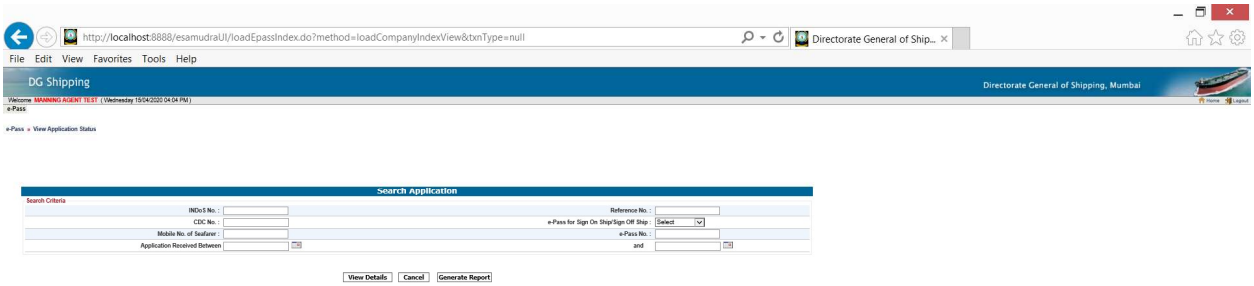
Step 9: Track status of application

View submitted application, e-Pass and generate reports:

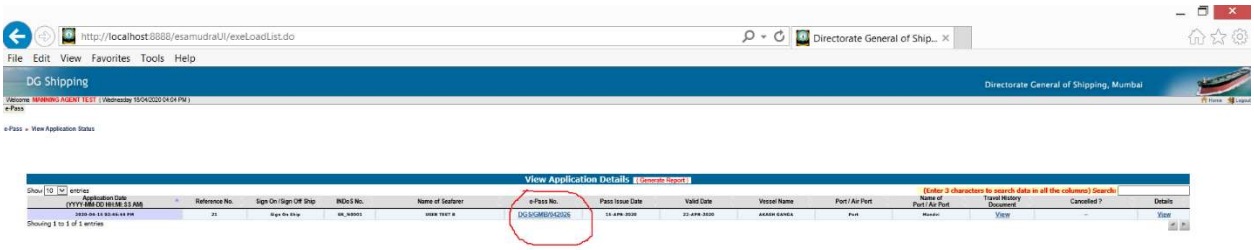
1. Go to the link **->** e-Pass for Non-Seafarer->e-Pass -> Submit Application / Cancel e-Pass

or

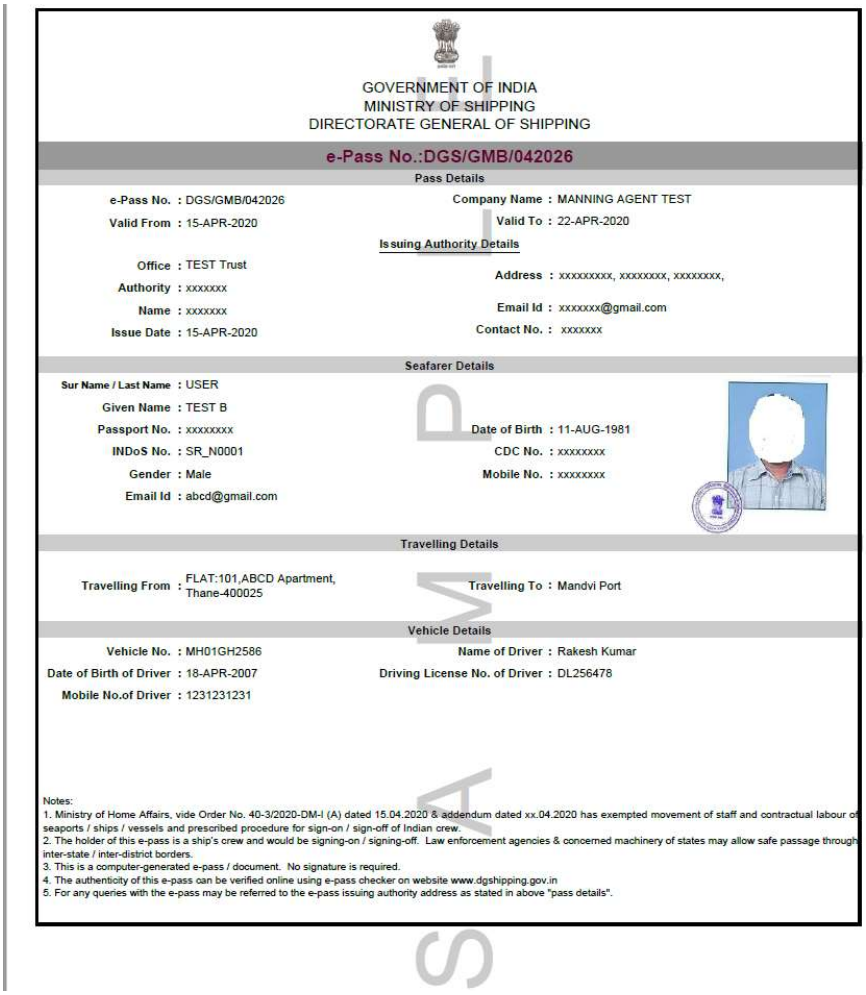
Go to the link -> e-Pass for non-Seafarer->e-Pass ->View Application Status



Step 10: Status of application can be tracked with ref. no.



Step 11: SRIA may download e-pass from system, once e-pass application status shows approved (auto email notification would be also received to registered email id)



GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
DIRECTORATE GENERAL OF SHIPPING

e-Pass No.:DGS/GMB/042026

Pass Details

e-Pass No.	: DGS/GMB/042026	Company Name	: MANNING AGENT TEST
Valid From	: 15-APR-2020	Valid To	: 22-APR-2020

Issuing Authority Details

Office	: TEST Trust	Address	: xxxxxxxxx, xxxxxxxx, xxxxxxxx,
Authority	: xxxxxxx		
Name	: xxxxxxx	Email Id	: xxxxxxx@gmail.com
Issue Date	: 15-APR-2020	Contact No.	: xxxxxxx

Seafarer Details

Sur Name / Last Name	: USER		
Given Name	: TEST B		
Passport No.	: xxxxxxxx	Date of Birth	: 11-AUG-1981
INDoS No.	: SR_N0001	CDC No.	: xxxxxxxx
Gender	: Male	Mobile No.	: xxxxxxxx
Email Id	: abcd@gmail.com		

Travelling Details

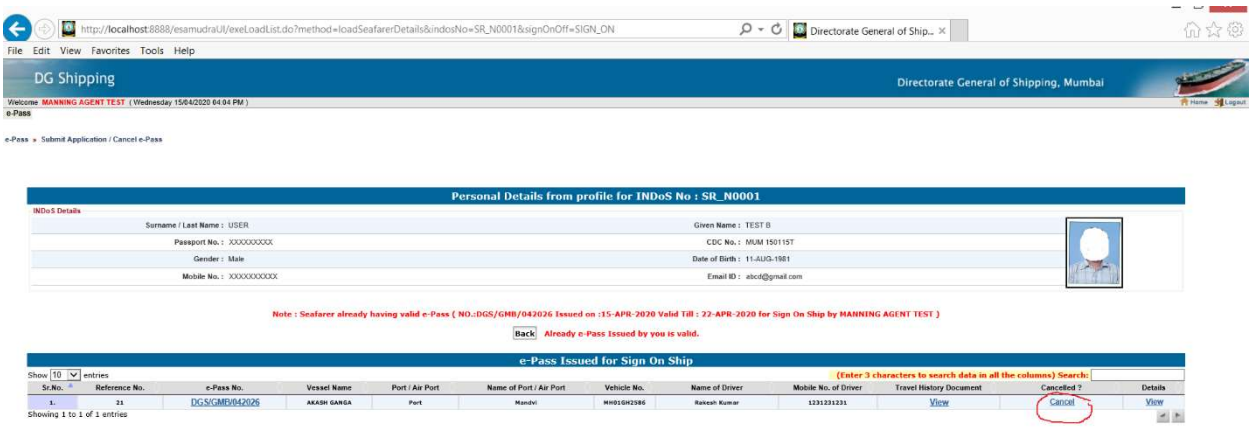
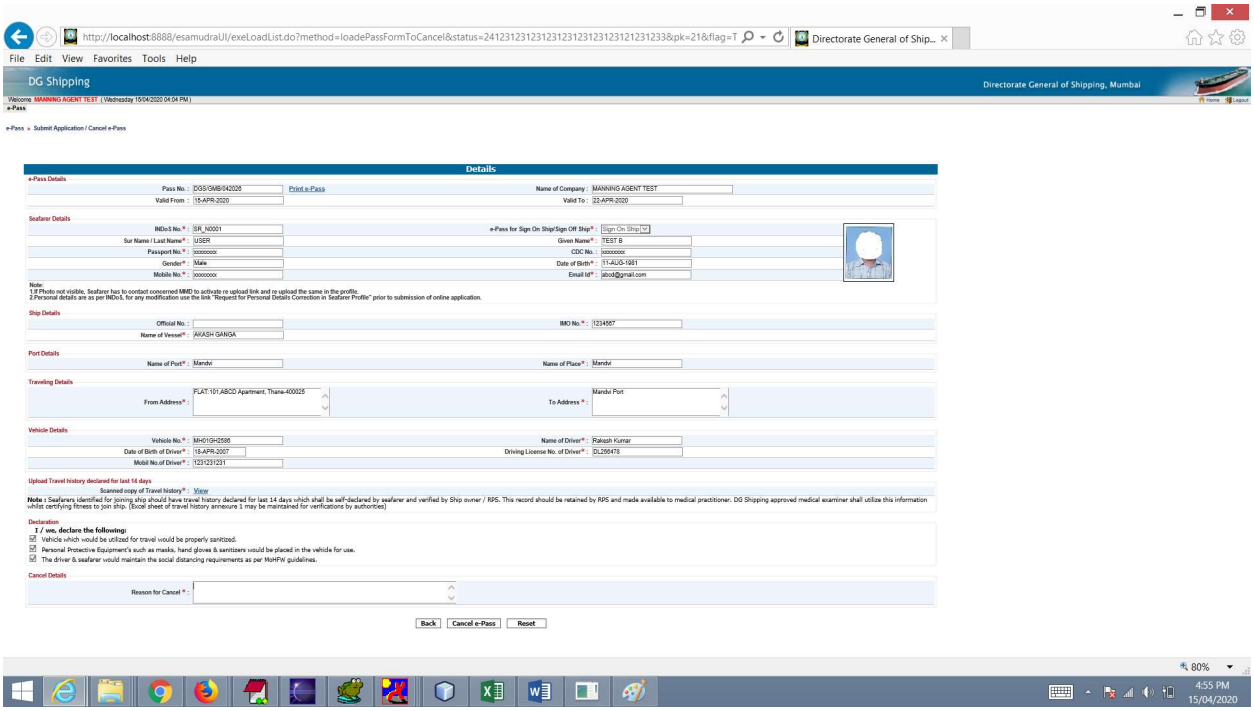
Travelling From	: FLAT:101,ABCD Apartment, Thane-400025	Travelling To	: Mandvi Port

Vehicle Details

Vehicle No.	: MH01GH2586	Name of Driver	: Rakesh Kumar
Date of Birth of Driver	: 18-APR-2007	Driving License No. of Driver	: DL256478
Mobile No.of Driver	: 1231231231		

Notes:
1. Ministry of Home Affairs, vide Order No. 40-3/2020-DM-I (A) dated 15.04.2020 & addendum dated xx.04.2020 has exempted movement of staff and contractual labour of seaports / ships / vessels and prescribed procedure for sign-on / sign-off of Indian crew.
2. The holder of this e-pass is a ship's crew and would be signing-on / signing-off. Law enforcement agencies & concerned machinery of states may allow safe passage through inter-state / inter-district borders.
3. This is a computer-generated e-pass / document. No signature is required.
4. The authenticity of this e-pass can be verified online using e-pass checker on website www.dgshipping.gov.in
5. For any queries with the e-pass may be referred to the e-pass issuing authority address as stated in above "pass details".

Sample e-pass copy

Step 12: Cancellation of e-Pass

1. After log in, go to e-Pass for non-Seafarer->e-Pass -> Submit Application / Cancel e-Pass
2. Enter Reference no. or seafarers name and select disembarkation from dropdown and Continue.
3. System will populate the list of application submitted.
4. Click the cancel link and enter the remarks for cancel and submit.
5. Upon cancellation system shall send auto intimation of email about the same.