

Citizen charter of the Department

DAMAN PORT

Sr. No	Particulars	Papers required for obtaining the documents	Time limit
1.	Landing & Shipping of Goods	1. Port Clearance 2. Custom Clearance 3. Proof for weight & type of Goods.(invoice). 4. Registration & Survey Certificate. 5. Other documents of the vessels & Crew, as directed by Port Officer	On the same day
2	Port Employment license	1. Medical report 2. Ration card copy 3. Two passport size photographs. 4. Work experience Certificate if any. 5. Birth certificate/ 6. Application in prescribed form. 7. Academic/ Technical Qualification, if any.	02 days
3.	Port Clearance of vessel (Outward)	1. Licence issued by Port department. 2. List of Crew 3. Vessels on hard certificate, if so. 4. VRC copy of concerned vessels. 5. Copy of Movement book/ Custom, if any . 6. Application in prescribed form.	On the same day
4.	Port Clearance of vessel (Inward)	1. General P.C. issued by the customs from different port or copy of movement book of the fisheries. 2. VRC copy of the concerned vessel. 3. Application in prescribed form. 4. License issued by Port department. 5. Life Saving Appliances on board. 6. List of Crew with address	On the same day
5	Issue of license for tourists/ passengers crafts	1. Registration Certificate of craft 2. Inward clearance certificate 3. Required safety appliances on board 4. Work Performance Certificate in respect of Master/ Engine driver from Competent authority. 5. Survey Certificate. 6. Life Saving Appliances with communication Equipments, etc. 7. Permission/ License of Tourism Department on the basis of Port License.	05 to 07 days

6.	Issue of license for Water Sports	<ol style="list-style-type: none"> 1. VRC copy or bill of craft 2. Inward clearance certificate, if any 3. Required safety appliances with communication Equipments. 4. Work Performance Certificate from Competent authority for operator (NIW – Goa). 6. Survey Certificate or IRS Certificate. 7. Declaration of ownership and Indian citizen proof, with residence of proof 	07 days
7.	Issue/ renew of Licence for fishing crafts	<ol style="list-style-type: none"> 1. Copy of VRC 2. Application in prescribed form. 3. Life Saving Appliances with communication Equipments, etc. on board 4. List of Crew with address. 5. Original Port License for renewal 	02 days
8.	Port land (Fish Merchant/ Fishermen) lorry and Galla etc. within port	<ol style="list-style-type: none"> 1. Application 2. NOC certificate from Panchayat and other Department if required. 3. Proof of residence. 	08 days
9..	Permission for film shooting/ photographs within Port limit and sea Coast	<ol style="list-style-type: none"> 1. An application showing the locations and period. 2. NOC from the Collector, DMC, Village Panchayats, Police department 	02 days.

Dated : 05-02-2014

**(Kaushik Vaghela)
Port Officer, Daman**