

PROFORMA FOR WEBSITE

Sr. No.	Type of Information required
1.	<u>Name of the Department :- PORT DEPARTMENT</u>
2.	<u>Head of the Department / Contact Person :-</u> Collector , Daman
3.	<u>Contact Address :-</u> Collectorate, Moti-Daman
4.	<u>Telephone Numbers :-</u> 0260 – 2230698
5.	<u>Fax Numbers:-</u> 0260 – 2230689
6.	<u>E mail Address :-</u> damanport@yahoo.com
7.	<u>Any Other contact Details :-</u> Port Officer, Moti- Daman. 0260 – 2230615
8.	<p><u>The brief description about the functionality of the department</u></p> <p><u>Acts & Rules Applicable :-</u> *. Indian Port Act. * Merchant Shipping Act * Goa , Daman & Diu Port Rule.</p> <p><u>Daman is a minor Port having Landing/Shipping & Fishing activities</u></p> <p style="padding-left: 40px;">* Landing & Shipping of Cargo and other port related activities * Licencing & Rennual of crafts Licence & Registration of fishing vessels * In ward / Out ward of vessels. * Port Employment licence.</p>
9.	<p><u>List and description of the services / Schemes to the public.:-</u></p> <p style="text-align: right;">* Operation of Lighthouse. * Hoisting of Port warning signals. * Jetty facility</p>
10.	<u>Major Achievements so far.</u> >- -----

11.

If Functionality of the department touches to the public directly then :-
Mentioned in citizen darter below.

- The List of task/ activities
 1. Landing & Shipping of goods and other Port related activities.
 2. Licensing / Renewal of licence of crafts.
 3. Issuance of Port Employment licence.
 4. Registration of Fishing vessels.

- The required procedures for different tasks :-

For all above task or activates
Apply in writing to the Port Authority.

- The list of pre-requisites for certain procedures:-

Mentioned in citizen charter .

- The required forms (in MS-WORD / PDF format) with instructions like how to fill and whom to submit etc.
- -----

FORM No.1

From:- _____

To,
The Port Officer,
DAMAN.

SUB:- Request for Entry of Vessels.

Sir,

I the undersigned Shri/ Smt. _____
Resident of _____ Owners of M.F.V. _____
O.No. _____ of Tons. Request you to kindly make an entry
of my above vessel in your good office. The Port Clearance may kindly be

returned to the undersigned in order to make necessary entry in Custom Department.

Thanking you,

Yours Faithfully,

FORM No.2

From :- _____

To,
The Port Officer,
Daman.

SUB:- REQUEST FOR PORT CLEARANCE.

Sir,

I the undersigned Owner/ Tindal of M.F.V. _____
O.No. _____ of _____ Tons. Request you to kindly issue
me Port Clearance to my above vessel to Sail to the Port of
_____.

The Crew are as follows:-

Sr.N o.	Name	Address
1		
2		
3		
4		
5		
6		
7		
8		
9		

Thanking you,

Yours Faithfully,

FORM NO. 3.

FORM No. 1

See rule 15(2)

(Application for issue of Licence)

The Port Authority,
Daman.

Dear Sir,

I / We _____,
of _____ being the owner (s) of the Craft
described below, hereby request that a licence may be issued for the said
craft at the Port of Daman.

Particulars of the Craft

1.	Owners full name and correct Address	
2	Full name of Tandel , his correct Address	
3	Offical No. and Port of Registry	
4	Name of Vessels	
5	Gross Tones	
6	When Built	
7	Nature and area of employment of the Craft	
8	(a) Length :- _____ (b) Breadth :- _____ (c) Depth :- _____	
9	No. of Crew	
10	Equipment of board	
11	Passengers capacity	Fair season :-

		Foul season:-
12	Cargo capacity	Fair season :- Foul season :-
13	No.DMN/CL/0	

Yours Faithfully,

FORM No. 4

ISSUED BY THE GOVERNMENT OF INDIA , FB FORM-I
APPLICATION FOR REGISTRY OF A FISHING BOAT

(See rule 3 (1))

To,
The Registrar of Fishing Boats,
Port of Daman.

Sir,

1. I / We _____
being the owner's of Fishing Boat called the _____
hereby request that the said fishing boat be registrar in My/ Our
name's and certificate of Registry issued to me / us.
2. The Particulars is respect of the said Fishing Boat are as under :-
 - (i) Owner's Name &
Address in Full :-
 - (ii) Occupation :-
 - (iii) Where, when &
how the fishing
boat was secured:-
 - (iv) Place & year of Build:-
(With the builder's name
address, if any)
 - (v) Type of fishing boat :-
whether open / semi decked/
decked fitted with auxiliary engine
 - (vi) Description Type of :-
engine with the name of
manufactures, horse power
speed fully loaded condition.
 - (vii) Nature of Employment :-
 - (viii) Port of Registry & Official No.
if registered previously.
 - (ix) Whether the fishing boat has
any previous mortgages if so
the particulars thereof .

3. The following documents are enclosed herewith :-
(a) Declaration of Ownership
(b) Builders Certificate (in respect of registration of new boat)
OR
Bill of sale is purchase .
4. I / We request that a name of the fishing vessel be approval from the following:-
I.
II.

III.

PLACE :- DAMAN.

Dated :- / /200

SIGNATURE OF L.T.I. OF OWNER.

FORM No.5

Ashok Seal

भारत सरकार द्वारा जारी
Issued by the
Government of India

स्वामित्व की घोषणा
DECLARATION OF OWNERSHIP
(अलग-अलग व्यक्तियों/सयुक्त स्वामियों/साथेदार फर्म द्वारा)
(By INDIVIDUALS/JOINT OWNERS/PARTNERSHIP FIRM)
[नियम 3 (2) देखिये]
[See rule 3(2)]

मैं / हम यह घोषणा करता हूं / करते हैं कि मैं / हम भारत का / के नागरिक हूं / है और मेरे / हमारे स्थायी निवास का स्थान कारोबार का मुख्य स्थान _____ है और यह कि _____ नामक जिस मच्छीमार पोत का ब्योरा नीचे दिया जा रहा है वद सन _____ में _____ में बनाया गया था और मैंने / हमने उसे _____ रु में खरीदा था उसमें तात्विक परिवर्तन कराये थे और उसका पुननिर्माण कराया था यह मुझे हमें _____ से उत्तराधिकार में मिला था जिनका नाम रजिस्टर में उक्त पोत के स्वामी के रूप में दर्ज है और जिनकी मृत्यु _____ में तारीख _____ के हुई । और यह कि मैं / हम उक्त पोत का / के एक मात्र स्वामी हूं / है और यह कि किसी दो व्यक्ति / किन्ही भी व्यक्तियों का उसमें या उसके साथ कोई भी वैध या लाभकारी हित, अधिकार, हक, सम्मती के रूप में उसका हिस्सा नहीं है।

I / We, the undersigned hereby declare that I / We am/are/citizen(s) of India, residing permanently/ having the principal place of business at _____ and that the Fishing Boat called _____ the particulars of which are given below, was built at _____ in the year _____ and / was purchased by me/us for the sum of Rs. _____ / was materially altered and rebuilt by me / us/ was Inherited by me/us from _____ whose name appears in the Register as the owner of the said vessel and who died at _____ on the _____ and that I / We am/are the sole owner(s) of the said vessel and that no person or persons has or have any interest, either legal or beneficial, right, title, share of property therein or thereto.

और मैं / हम शुद्ध अन्तकरण से सही मानकर सच्चाई और निष्ठा से यह घोषणा कर रहा हूँ / रहे हैं। And I / We make this solemn declaration conscientiously believing the same to be true.

पेलत का ब्योरा
Particulars of the Vessel

अधिकारिक संख्या, रजिस्ट्री की तारीख, और पत्तन _____
रजिस्ट्रीकृत माप लम्बाई _____ चौड़ाई _____ गहराई _____
Official Number, date and port of Registry _____

Registered Dimensions:-

Length _____ Breadth _____ Depth _____

कुल टन भार _____
Gross Tonnage

रजिस्टर टन भार _____
Register Tonnage

घन मीटर _____
Cubic Meters

घन मीटर _____
Cubic Meters

हस्ताक्षर
Signature(s)

मेरे सामने आज तारीख _____ महिना _____ सद् _____ के घोषित किया ।

Declared before me at _____ this _____ day of _____ 2000

कार्यालय की मुहर
Seal of Office

हस्ताक्षर और पदनाम
Signature and Designation

- The visiting hours for public -- 12 NOON to 01.00 PM

Any other details of public interest not covered in above -- NIL

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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)	On the same day
2	Port Employment licence	1. Medical report 2. Ration card copy 3. Two passport size photographs. 4. Work experience Certificate if any. 5. Birth certificate	02 days
3.	Port Clearance of vessel (Outward)	1. Licence issued by Port department. 2. Craft licence issued by the Port department. 3. Vessels on hard certificate. 4. VRC copy of concerned vessels	On the same day
4.	In Ward of Vessels	1. General P.C. issued by the customs from port vessel left. 2. VRC copy of the concerned vessel.	On the same day
5	Issue of licence for tourists/ passengers crafts	1. VRC copy or bill of craft 2. Inward clearance certificate 3. Required safety appliances 4. Ropes and anchors of prescribe	07 days

			-ed specification 5. Declaration of ownership Indian citizen proof, with proof of Residence	
	6.	Issue of Licence for fishing crafts	1. Copy of VRC	02 days
	7.	Port land (Fish Merchant/ Fishermen) lorry and Galla etc. within port	1. Application 2. Clearance certificate from Panchayat and other Depart- -ment if required. 3. Copy of license if any	08 days
	8.	Issue of vessel registration certificate (VRC) under Merchant shipping Act, 1958.		
		A) For New Vessel	1. Application 2. Declaration of ownership/ Deed of sale 3. Proof of Indian citizenship 4. Residence proof 5. Builders certificate of the vessel 6. Bill for wood purchase	03 days
		B) For transfer of Port Registration	1. Application 2. NOC from Registrar of Fishing Boat 3. Necessary fees under M.S Act	03 days
		C) For change of Ownership	1. Application 2. Deed of sale 3. Declaration of ownership 4. Necessary fees under M.S. Act	03 days
		D) For Re-Registration	1. Application 2. Registration / Cancellation order of old number issued 3. Necessary fees under M.S. Act 4. Declaration of ownership.	03 days
14	<u>Pictures/ Photographs of the Department Office/ Building</u>			



DAMAN GANGA LIGHTHOUSE



MOTI - DAMAN JETTY



NANI-DAMAN OLD JETTY



NANI-DAMAN NEW JETTY



DAMAN GANGA CREEK

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All The Information Sought under RTI ACT, Categorically. -- NIL