

**PARADIP PORT TRUST  
MARINE DEPARTMENT  
CITIZEN/CLIENTS' CHARTER**

Sl. No.	Section /Wing	Basic Function	Service Standard	Responsible Person/Tel. No.	Process	Document Required	Fees Category	Fees Amount	Any Other
1	2	3	4	5	6	7	8	9	10
1	Signal Station	Allotment of Pilots for shipping operation	Priority	Harbour Master 9937599998 06722-222137		Copy of Ship Certificates/ Declaration in DTR Meeting		As per Scale of Rates	
2	Signal Station	Seaward Fire Fighting from Tugs	Emergency	Harbour Master 9937599998 06722-222137		Call PORT CONTROL on VHF/Ch-16		As per Scale of Rates	
3	Marine Site Office	Allotment of port Crafts	Additional	Chief Officer(F) 06722-222048		Requisition to HM/DC 24 hrs in advance		As per Scale of Rates	
4	Marine Site Office	Supply of Fresh Water	Additional	Chief Officer(F) 06722-222048		Declaration in DTR Meeting		As per Scale of Rates	
5	Pollution Control Cell	Dealing Marine Pollution	Emergency	OIC, PCC 06722-222025		Call PORT CONTROL on VHF/Ch-16		As per Scale of Rates	
6	ISPS Cell	Issue Daily/ Monthly/ Annual Port-Entry Passes		Dy. PFSO 06722-222025		Requisition form recommended from authority given work order			