SOP FOR QR CODE BASED ONLINE HEP APPLICATION

Introduction: Considering the COVID-19 Pandemic, Paradip Port Trust has introduced the QR Code based Harbour Entry Permit (HEP) system, in line with the existing Online HEP System with the same Direct/Indirect user concept, keeping the social distancing factor in mind. This is an addition to the online HEP application, to get the Port Entry Permits exclusively for once entry vehicles with the help of QR Code. After successful submission of the application, the QR Code based HEP will be sent to the registered Mobile Numbers of the Vehicle Driver to avoid physical form submission in the counters as per the Government guidelines. The Standard Operating Procedure is described below:

1. The QR Code application will be accessed through the existing Online HEP Application from the Paradip Port Website **www.paradipport.gov.in** with your computer/mobile.
2. From the Port web portal choose the "**Apply for Harbour Entry Permit**" option.
3. When the login screen appeared, login with your already registered (In the Online HEP Application) **"user ID and Password"** as shown in the picture.
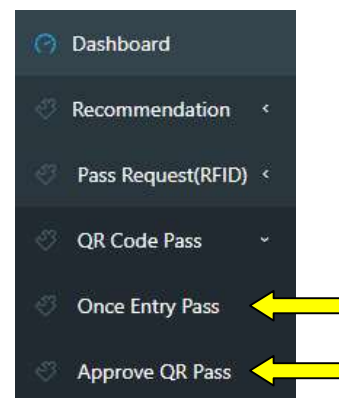
4. After successful login the HPACS dash board with different statistics will appear in the screen
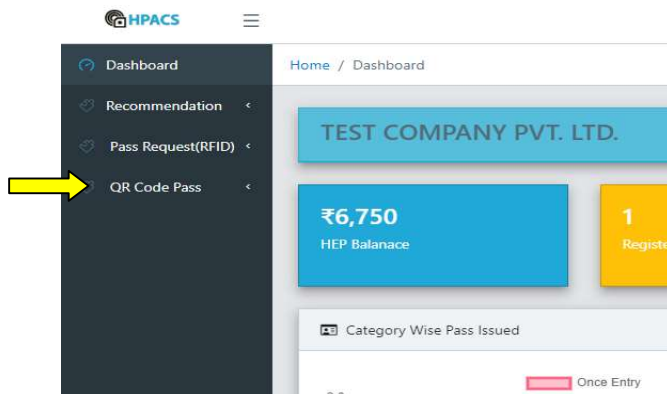
Picture-1

Picture-2

5. In the Left hand pane there is an option added as **"QR Code Pass"** in the menu (Picture-1).
6. By selecting the **"QR Code Pass"** option, system will prompt for "**Once Entry Pass**" for the Direct user to apply for the HEP or prompt for **"Approve QR Pass"** in case of Indirect user as per normal practices (Picture-2).
7. By selecting the **"Once Entry Pass"** option the application will prompt for **"new Request"** (Picture-3).
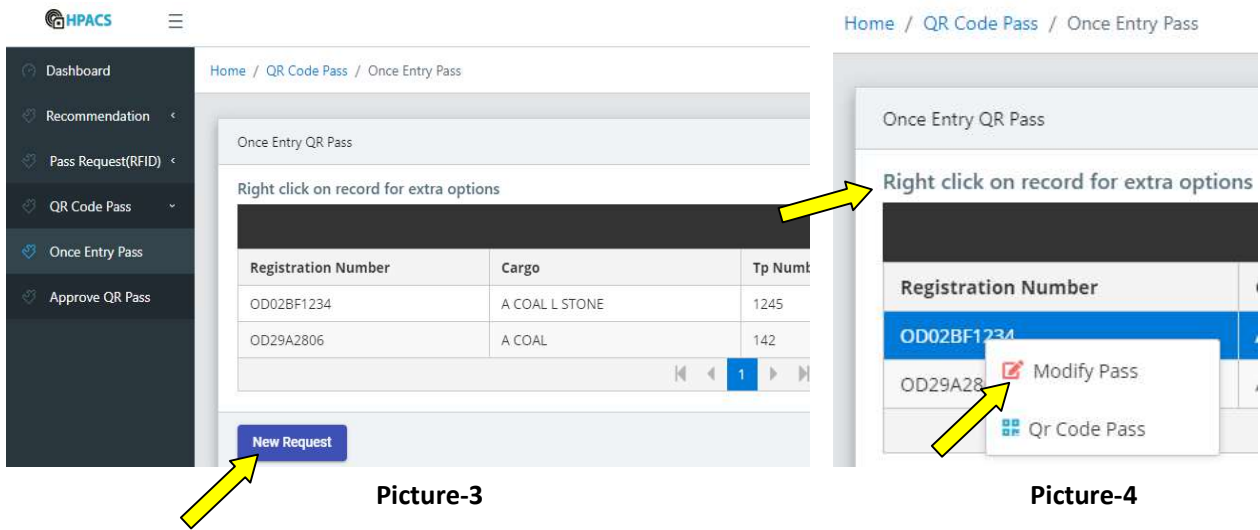
Picture-3

Picture-4

8. User can modify an existing pass till the vehicle not entered to the Port as displayed in the list by Right Clicking on the record or press upon the record (in mobile) as shown in (Picture-4).

9. Once New request is selected, the HEP form opens and user will fill the details of the vehicle and driver (Picture-5).

Picture-5

10. The Driver mobile number is mandatory to send the QR Code Pass in SMS with QR Code URL, which will be opened in a browser (click on the URL) with mobile data network on during scanning at the gates (Picture-6).

Once Entry QR Code Pass For Vehicle Number OD02P9388 Modified. Click here http://tinyurl.com/y9wsohf3
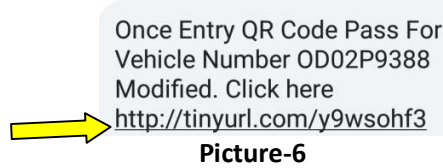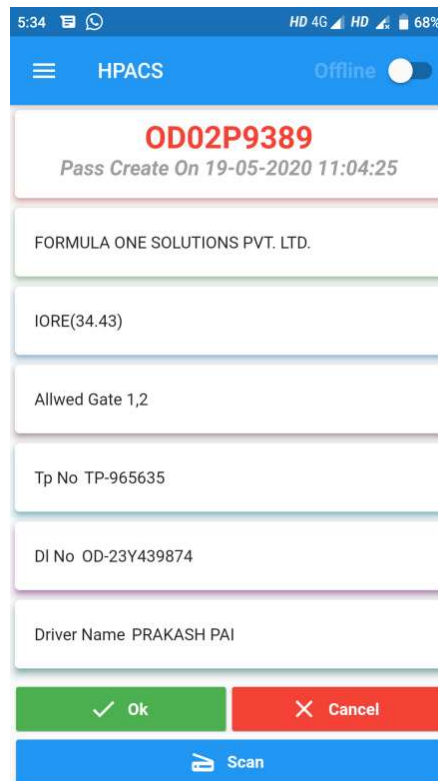
Picture-6

11. The QR Pass generated (Picture-7) after successful submission of the form (Save) and payment will be deducted with a validity time of 48 Hrs. to enter inside the Port.

Picture-7

Picture-8

12. The QR Code based HEP will be scanned with the QR Pass Scan mobile application by CISF staff on duty during entry at the Port Gates with the designated Mobile (Picture-8).
13. Once the QR Code is scanned in the Mobile, CISF will verify the Vehicle Registration Number physically and allow the vehicle to enter to the Port restricted area and during that the Entry Time will be recorded and updated in the RFID System Database.
14. Similarly during exit the Vehicle driver will again show the QR pass to the CISF staff to scan the pass for out that will be updated in the RFID database.