

पत्तन कार्यालय : प्रशासन भवन, शेवा, नवी मुंबई - 4000707. Port Office : Administration Bldg., Sheva, Navi Mumbai - 400 707.
मुख्य सरकारी अधिकारी Chief Vigilance Officer - (022) 2724 4151; मुख्य महा प्रबंधक (प्रशासन) एवं सचिव Chief General Manager (Admn.) & Secy - (022) 2724 4021;
मुख्य महा प्रबंधक (यातायात) Chief General Manager (Traffic) - (022) 2724 4191; मुख्य महा प्रबंधक (यां.एवं.वि.ज.) Chief General Manager (M&EE) - (022) 2724 4181 ;
मुख्य महा प्रबंधक (वित्त) Chief General Manager (Fin) - (022) 2724 4081; मुख्य महा प्रबंधक (प.यो.वि.) Chief General Manager (PP&D) - (022) 2724 4156
उप-संरक्षक Dy. Conservator (022) 2724 4171; हार्बर मास्टर (022) 2724 4173.
Website : www.jnport.gov.in • E-mail : info@jnport.gov.in

CIRCULAR

No: JNPA/Marine/ISPS/2025/ 1571

Dated, 31st December 2025

**Sub: Sign on/Sign off and Shore leave pass (SLP)
for Indian Flag Coastal Run Vessel- reg**

As per MHA Office Memorandum No.25016/19/2024-Imm, dated.20.11.2025, procedure for sign-on/Sign-off and Shore Leave Pass (SLP) of crew / supernumerary of Indian flag coastal run vessels, Dredger/barges, support vessel, tugboats, Research vessels etc. are as follows:

A) Shore Leave Pass (SLP):

(i) Crew and Supernumerary on Dredger/Barges, Support vessel, Tugboats operating purely within JNPA Port limit will gain access to/from Harbour Area /Custom bonded Area on the strength of valid Dock Entry Permit issued CISF by Jawaharlal Nehru Port Authority:

(ii) SLP for crew on Indian flag coastal run vessels will be issued at the Pass Section at South Gate by CISF (JNPA) with approval from Dy. Conservator & PFSO/ Harbour Master/ Dock Master. Shipping agent is required to submit a request letter along with crew list with details. The Agent" will undertake that the vessel is an Indian flag vessel on coastal run and undertake to bear the responsibility of any misuse of issued passes. The shipping agent must fill in all SLP with data viz. name, designation of the crew, Passport No. SLP will be valid for 03 days. In case of longer stay of the vessel, the same pass will be endorsed with new date of validity by the Port. SLP will be valid only on production of original of the passport or other Photo ID.

B) Sign-on/Sign-off:

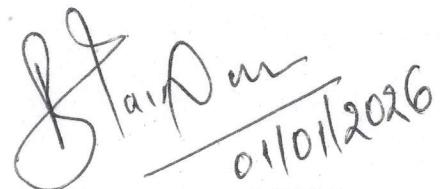
For Sign-on/Sign-off, the Agent will send the following documents through e-mail to dockmaster@jnport.gov.in, harbourmaster@jnport.gov.in, dyconservator@jnport.gov.in and copy to crewchange@jnport.gov.in

- (i) The arrival crew list
- (ii) Conversion letter of the vessel
- (iii) Request letter with details of all sign on/sign off crew (name, designation, Passport No, CDC No.

Office of the Dy. Conservator & PFSO, JNPA-will accord permission for sign-on /sign-off over e-mail, the hard copy of which will be shown by the agent at the CISF Pass Section. Crew/ Supernumerary must produce the original passport for entry/exit. Shipping agent will continue submitting documents to Immigration as per present practice for information.

All luggage of Sign-on /Sign-off crew will continue to be handled as is being done by Customs at present. The entry /exit will continue to be done through South gate.

This circular comes into force with immediate effect.



01/01/2026

Dy. Conservator & PFSO
JNPA

To:

1. Ship Owners/Masters/Agents
2. MANSA/CSLA/INSA
3. M/s. NSICT / NSIGT / M/s. NSFT/M/s. NSDT / M/s. GTIPL / M/s. BMCTPL
4. M/s. BPCL / M/s. JSW
5. M/s. ONGC Nhava Base
6. M/s. Cement Ambuja, Ulva
7. Dock Masters
7. All HoD's
8. PS to Chairman / PS to Dy. Chairman.

SHIP AGENT CREW CHANGE REQUEST FOR COASTAL VESSEL

To,
 Dy. Conservator & PFSO
 JNPA, Nhava Sheva Navi Mumbai

Respected Sir,

We, the shipping agent for the below mentioned vessel here by request the JNPA for according to permission for sign off and sign on of ships crew listed as below:

PARTICULARS OF VESSEL				
VESSEL NAME				
VESSEL FLAG				
BERTHING LOCATION				
DATE OF ARRIVAL				
TIME OF ARRIVAL				

PARTICULARS OF CREW (SIGN-ON)				
SR NO	NAME	NAT.	PPT NO+ DOI + DOE	SBK NO + DOI +DOE
1				
2				
3				
4				
5				
6				
7				

PARTICULARS OF CREW (SIGN-OFF)				
SR NO	NAME	NAT.	PPT NO+ DOI + DOE	SBK NO + DOI +DOE
1				
2				
3				
4				
5				
6				
7				

PARTICULARS OF SHIPPING AGENT				
NAME		MOB NO:		SIGN & STAMP
SHIPPING AGENCY		EMAIL ID		

Permitted/ Not permitted

Dy. Conservator & PFSO