

ANNEXURE

Name of the Public Service	Present Procedure (flow chart)	Documents required	Minimum time taken for delivery	Copy of the Order/Notification/ Section reference of the Act or Rules or Court order if any	Work load of particular Service per day	Whether the facility is available and in operation that Citizen can view status of application while using Inward No. As provided in the above Act.	Whether citizen can applied on line for such service
1	2	3	4	5	6	7	8
1. Registration of mechanized vessels.							
(a) Registration of mechanized vessels plying in the Inland Waters of Goa and collection of registration fees as per Rules	1. Intimation via letter is submitted by the owner regarding construction of new vessel with details of owners, builders, yard, barge dimension, tonnage, usage of vessel etc. which is acknowledged by COP/DCOP and than routed to Dealing Clerk (DH) via Head Clerk (HC). – 1 day. 2. After verification the concerned DH prepares the letter asking owner to submit all relevant documents such as registration forms,	List of documents and drawings. 1. Form No. I. 2. Form No. IV. 3. Form No. XVI. 4. Survey Form No.1 5. Survey Form No. 2. 6. Survey Form No.3 7. Survey Form No.6 8. Survey Form No.10/11 (Certificate of Survey)	15 days. Based on the documents submitted by owner	Notification No. B-11039/Rules/12-13/2821 dated 02/07/2014	Approximately 10 applications per day	N.A.	N.A.

	<p>drawings, payments of fees etc. Letter after approval & signature of COP is dispatched to the owner.- 2 days</p> <p>3. After submission of all relevant documents by the owner, DH verifies the registration forms, documents, and fees. The plans/drawings are submitted to COP for verification and approval of plans.- 2 days</p> <p>4. After approval of plans, DH prepares the letter asking owner to collect the approved plans and take appointment of COP for inspection of vessel at various stages of construction. Letter is routed for signature of COP through HC and then dispatched to owner.- 2 days</p> <p>5. One set of plan submitted by owner in Dy. COP Office and apply in Survey form no.1 for allocation of surveyor.- 2 days</p> <p>6. Appointment of Surveyor is done at Dy. COP, MRH in Survey Form No.3 and issue blank survey form no.6 & memo book.- 2 days</p> <p>7. DH process the Form-XVI (Notice to name proposed for a vessel) for approval of name and allotment of number.</p>	<p>List of Drawings for registration of Barge</p> <ol style="list-style-type: none"> 1. General Arrangement 2. Transverse Section 3. Fuel oil and exhaust system 4. Shell expansion 5. Steel and profile deck plan 6. Sanitary water supply system 7. Safety plan 8. Transverse water tight bulkheads 9. Engine seating 10. Stern gear arrangement, bracket and shifting 11. Wheel house and accommodation 12. Electrical cable layout 13. Propeller / Rudder /Deck / arms quadrant and other details 14. Remote control / Steering system and safety plans. 15. Hydrographic Curves 					
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	<p>(File is Routed to COP through head Clerk).-1 day.</p> <p>8. After approval done by COP on Freeboard Calculation and Form-XVI, DH prepares letters Freeboard and Maximum Mean Draft and approval of name and allotment of number. Letter is routed for signature of COP through HC.- 1 day</p> <p>9. Owner pay Surveyor fee and take appointment of COP for stage wise inspection which is entirely depends on the yard construction progress.- 1 day</p> <p>10. After the commissioning of the vessel and only after all the relevant genuine documents are submitted to this office and pre-plying survey completed by COP, "Pass" is issued in lieu of Certificate of Registration and NOC is issued in lieu of Certificate of Survey is issued.</p> <p>11. Owner need to submit Survey Form no.6 and memo book at Dy. COP Office, MRH for preparation of certificate of survey (Form 10/11).</p> <p>12. Final Certificate of Registration & Certificate of Survey is issued prior expiry of above Pass & NOC.- 3 days</p>	<p>16. Bilge and ballast lines.</p> <p>17. Trim and Stability booklet</p> <p>18. Inclining experiment</p> <p>19. Carrying capacity computation</p> <p>20. Dead weight displacement plan</p> <p>21. Sheer force and bending movement curves</p> <p>22. G.R.T. and N.R.T. as per I.V. Rules and I.M.S. Rules.</p> <p>23. Freeboard and loaded Draught</p> <p>24. Weighment certificate</p> <p>(Plans may vary as per requirements of vessel. For specialized vessel additional drawings may required)</p>				
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<p>(b) Registration of mechanized vessels under section 19K of I.V. Act, 1917 (Transfer of Port of Registry)</p>	<ol style="list-style-type: none"> 1. Intimation via letter is submitted by the owner regarding the vessel intended for transfer of port of registry with details such as vessel name, number alongwith documents such as original Registration Certificate & Valid Survey Certificate, Valid Insurance Policy etc. which is acknowledged by COP/DCOP and than routed to Dealing Clerk (DH) via Head Clerk (HC).- 1 day 2. After verification the concerned DH prepares the letter asking initial registering authority to issue a NOC in order to process for transfer of port of registry. Letter after approval & signature of COP is dispatched to the initial registering authority.- 2 days 3. Only on receipt of above NOC from initial registrar and after submission of all relevant documents by the owner, DH verifies the registration forms, drawings, documents and fees. The plans/drawings are submitted to COP for verification and approval of plans.- 2 days 4. After approval of plans, DH prepares the letter asking owner to collect the approved plans and take appointment of 	<p>List of documents and drawings.</p> <ol style="list-style-type: none"> 1. Original Registration Certificate. 2. Valid Survey Certificate. 3. Valid Insurance Policy 4. Certificate of Local Master and Driver. 5. Form No. 1. 6. Form No. XVI. 7. Survey Form No. 2. 8. Form No. IV. <p>List of Drawings for registration of Barge</p> <ol style="list-style-type: none"> 1. General Arrangement 2. Transverse Section 3. Fuel oil and exhaust system 4. Shell expansion 5. Steel and profile deck plan 6. Sanitary water supply system 7. Safety plan 8. Transverse water tight bulkheads 9. Engine seating 	<p>15 days. Based on the documents submitted by owner</p>	<p>Notification No. B-11039/Rules/12-13/2821 dated 02/07/2014</p>	<p>Approximately 10 applications per day</p>	<p>N.A.</p>	<p>N.A.</p>
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	<p>COP for inspection of the vessel. Letter is routed for signature of COP through HC and then dispatched to owner.- 2 days</p> <p>5. One set of plan submitted by owner in Dy. COP Office and apply in Survey form no.1 for allocation of surveyor. – 2 days</p> <p>6. Appointment of Surveyor & issue of Certificate of Survey the process is done by Dy. COP Office, MRH.- 2 days</p> <p>7. DH process the Form-15 (Notice to name proposed for a vessel) for approval of name and allotment of number. (File is Routed to COP through head Clerk).- 1 day</p> <p>8. After approval done by COP on Freeboard Calculation and Form-15, DH prepares letters Freeboard and Maximum Mean Draft and approval of name and allotment of number. Letter is routed for signature of COP through HC.- 1 day</p> <p>9. Only after all the relevant genuine documents are submitted to this office and survey of the vessel is completed by COP, “Pass” is issued in lieu of Certificate of Registration. Final Certificate of Registration is issued prior</p>	<p>10. Stern gear arrangement, bracket and shifting</p> <p>11. Wheel house and accommodation</p> <p>12. Electrical cable layout</p> <p>13. Propeller / Rudder /Deck / arms quadrant and other details</p> <p>14. Remote control / Stering system and safety plans.</p> <p>15. Hydrographic Curves</p> <p>16. Bilge and ballast lines.</p> <p>17. Trim and Stability booklet</p> <p>18. Inclining experiment</p> <p>19. Carrying capacity computation</p> <p>20. Dead weight displacement plan</p> <p>21. Sheer force and bending movement curves</p> <p>22. G.R.T. and N.R.T. as per I.V. Rules and I.M.S. Rules.</p> <p>23. Freeboard and loaded Draught</p>					
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	expiry of above Pass.- 3 days	24. Weighment certificate (Plans may vary as per requirements of vessel. For specialized vessel additional plans may required)					
2. Registration of non-mechanized vessels plying in the Inland Waters of Goa and collects registration fees as per Rules.	<ol style="list-style-type: none"> 1. Application with documents accepted at entry counter of the office of the Captain of Ports by entry clerk; 2. Application put up for perusal of the Captain of Ports at entry stage; 3. Captain of Ports after perusal send back to Head Clerk ; 4. Head Clerk send to Dispatch clerk for distribution to the concerned dealing hand; 5. Dispatch clerk distribute to the concerned dealing hand; 6. Receives application on Form No. 1 with all supported documents 7. Dealing hand examines the application and if all documents are found in order, puts up a Note for COP's approval 8. After approval, inspect the vessel for seaworthy conditions. Dimensions are measured to work out tonnage of the vessel 9. Inspection report put up in the file for COP's approval 10. After approval of inspection report, registration fees 	Affidavit, documents of vessel, viz; builder certificate, Purchase bill/Invoice	03 to 05 days for issue of licence to ply the vessel. It depends on applicants follow up.	Goa Port Rules, 1983	Depends on the correspondence for that particularly.	N.A.	N.A.

	accepted and issue licence on Form No. II						
3. (a) Issue of NOC's to small boats (Passengers, Parasailing & Jetskies) to operate on beaches of Goa for water sports activities.	<ol style="list-style-type: none"> 1. Application with prescribed documents is accepted at the entry counter in the Captain of Ports office. 2. The Entry Clerk (EC) routes the application to the Captain of Ports (COP) through the Head Clerk (HC). 3. The COP initials the application and routes back the application to the Dealing Hand (DH) through HC and EC. 4. The EC distributes the application to the DH. 5. The DH scrutinises the application and if in order puts up the application to the COP through HC, for approval of registration no. along with intimation letter to the application regarding the no. for COP's signature. 6. The HC counterchecks the application and on verification forwards the same to the COP for approval and signature. 7. The COP on approval and signature sends the same to the Dispatch Clerk (DC) for issuing or dispatching to the applicant. 8. The applicant then produces his vessel for 	<ol style="list-style-type: none"> 1. Application for issue of NOC in Form No.1 duly filled in all respect and duly signed by Notary. 2. Form No.15 duly filled in. 3. Builders Certificate/Certificate of origin from the manufacturer. 4. Engine Invoice/Boat Invoice. 5. Plans/specifications of the vessel. 6. Valid operator's certificate. 7. Custom clearance/transport details if vessel/engine imported from other country/state. 8. Memorandum and Articles of Association & Certificate of Incorporation if applying on company's name along with details of shareholders i.e. passport, visa etc. 9. Valid insurance policies of Hull, machinery, passengers & crew. 10. Inspection fees paid challan copy. 11. NOC fees paid copy. 	3 days on payment of required fees.	Directorate General of Shipping guidelines issued vide circular no. SS/Misc(37)/2003 dated 28-9-2004.	Registration depends upon government approval.	Yes	No. But the same is under process through proposed e-governance scheme.

	<p>inspection after paying the required challan fees, before the departmental surveyors.</p> <p>9. After the inspections, the marine Engineer and Ship Surveyor (MESS) puts up his report for approval of COP.</p> <p>10. The COP on approval of the report sends the same to the DH through HC.</p> <p>11. The DH hand instructs the applicant to pay the NOC fees and on payment confirmation prepares the NOC and forwards the same to COP through HC.</p> <p>12. HC counter checks the NOC and sends for approval and signature of COP.</p> <p>13. On signing the NOC, COP sends the same to the DC for issue or despatch.</p> <p>Note-The registration process requires the approval of the government which the applicants themselves get personally or is processed on official communication from the Secretariat.</p>						
(b) Renewal of NOC's.	<p>1. Application with prescribed documents is accepted at the entry counter in the Captain of Ports office, on payment of inspection fees through challan.</p> <p>2. The Entry Clerk (EC) routes</p>	<p>1. Application for renewal.</p> <p>2. Original NOC</p> <p>3. Valid insurance policies of Hull, machinery, passengers & crew.</p> <p>4. Valid operator's license.</p> <p>5. Undertaking for queue</p>	3 days on payment of required fees.	Directorate General of Shipping guidelines issued vide circular no. SS/Misc(37)/2003 dated 28-9-2004.	7 applications per day for renewal of NOC.	Yes	No. But the same is under process through proposed e-

	<p>the application to the Captain of Ports (COP) through the Head Clerk (HC).</p> <p>3. The COP initials the application and routes back the application to the Dealing Hand (DH) through HC and EC.</p> <p>4. The EC distributes the application to the DH.</p> <p>5. The DH scrutinises the application and if in order instructs the applicants to take appointment of the departmental surveyors for inspection of the vessel (COP & Dy.COP for North Goa and MESS for South Goa).</p> <p>6. On inspection the surveyors direct the DH to process for renewal of NOC.</p> <p>7. The DH hand instructs the applicant to pay the NOC renewal fees and on payment confirmation endorses the NOC and forwards the same to COP through HC.</p> <p>8. HC counter checks the documents and sends for approval and signature of COP.</p> <p>9. On signing the NOC, COP sends the same to the DC for issue or despatch.</p>	<p>system.</p> <p>6. Inspection fees paid challan copy.</p> <p>7. Renewal fees paid receipt copy.</p>					governance scheme.
4. Endorsement of Certificates of Competency issued by	1. Application with document accepted at entry counter of	1. Copy of Certificate of Competency.	5 days.	As per Govt. Notification	Depends on correspondence	N.A.	N.A.

the other States of India.	<p>Captain of Ports is sent for COP's acknowledgment. COP then marks to the concerned dealing hand via Head Clerk – 1 day</p> <p>2. Dispatch Clerk distributes to the concerned dealing hand and the dealing hand puts up to COP for the date to be given for oral exam through Head Clerk.- 2 days</p> <p>3. After oral exam the Captain of Ports puts remarks as granted / rejected. If the candidate have pass the oral exam then endorsement certificate is typed by the dealing hand and put up for COP signature and issue – 2 days.</p>	<p>2. Sea time Service.</p> <p>3. Copy of Advance Refresher Course from Maritime School, Britona.</p> <p>4. Medical fitness Certificate.</p> <p>5. Affidavit.</p>					
5. (a) Issue of Authority letter to Serang, 2 nd class Master, 1 st Class Master, 1 st & 2 nd Class Engine Driver and Inland Engineer	<p>1. Prescribed Application is issued to the candidate. The candidate fills up the application, pays the prescribed fee with challan and alongwith all the required documents submit the application to the entry counter.</p> <p>2. DCOP/MESS signs the document and marks it to all the concerned dealing hand via the Head Clerk. - 1 day.</p> <p>3. Dealing hand examines the application and once all</p>	<p>1 Application in prescribed form.</p> <p>2 Birth certificate, (Original/ Certified).</p> <p>3 School leaving Certificate</p> <p>4 Sea time Service from Register owner of the vessel.</p> <p>5 Maritime school certificate</p> <p>6 2 photos</p>	Two Weeks	Notification No. 1/87/80-IWT/COP dated 06/11/1997	A particular service per day 30 minutes	Nil	No.

	<p>documents are in order, then processes the application whereby the DCOP/MESS approves it and issues the letter to the applicant for medical examination (Fitness test) either in GMC or SMRC. – 3 days</p> <p>4. After the report is received from the GMC Bambolim /SMRC Vasco, if the candidate is declared fit, the date is given by DCOP/MESS/Examiner to appear for exam. – 2 days.</p> <p>5. Examination is conducted by the examiner on schedule date and results are declared on the same day.</p> <p>6. Once the candidate passes the examination, the file is returned to the dealing hand who prepared the authority letter and the same is handed over to the candidate only after the approval and signature of DCOP/MESS. – 2 days</p> <p>7. The file is then sent to COP Department for issue of Certificate of Competency (Hard Cover).</p>						
<p>(b) Issue of Certificate of Competency for Serang, 2nd Class Master, 1st and 2nd Class Engine Driver.</p>	<p>1. Dy. Captain of Ports office issues Authority letter to the candidates after passing the examination of Certificate of Competency.</p>	<p>1) Original Authority letter issued by the Dy. Captain of Ports office. 2) 3 copies of passport size photos.</p>	<p>Based on document submitted by the applicant</p>		<p>Approximately 2 to 3 applications per day.</p>	<p>No.</p>	<p>No.</p>

	<ol style="list-style-type: none"> 2. Based on the authority letter applicant approaches to Captain of Ports Department for issue of Certificate of Competency (Hard cover). 3. Candidate surrenders the Authority letter and hard cover is issued to the candidate. 						
5. Extension of Survey Certificates.	<ol style="list-style-type: none"> 1. Application with document accepted at entry counter of Captain of Ports Office by entry clerk; 2. Application put up for perusal of the Captain of Port at entry stage; 3. Captain of Port after perusal send back to Head clerk to mark to concerned dealing hand; 4. Head clerk send to Dispatch clerk; 5. Dispatch clerk distributes to the concerned dealing assistant. 6. Dealing hand examines the application and verifies the documents submitted. 7. Dealing hand forwards the request of the applicant to COP routed through head clerk. 8. Captain of Ports surveys the vessel. 9. Applicant pays the survey fees based on the GRT of the 	<ol style="list-style-type: none"> 1. Suvey certificate of the vessel in Triplicate.(Original) 2. Master and Engine Driver's valid license copies. 3. Valid insurance copy of the vessel. Copy of paid challan. 	Based on documents submitted by the applicant	<p>Notification No. B-11039/Rules/12-13/2822 dated 02/07/2014</p> <p>Original Authority letter issued by the Dy. Captain of Ports office.</p>	Approximately 2 to 3 applications per day.	No.	No.

	<p>vessel and also the Surveyors fees.</p> <p>10. Dealing hand forwards the survey certificates to COP for extending the validity of the survey certificate.</p>						
<p>6. Erection of new fishing stakes.</p>	<p>4. Application with the document accepted by the entry clerk, which was forwarded by directorate of fisheries.</p> <p>5. Application is put up for perusal of the Captain of Ports at the entry stage.</p> <p>6. Captain of Ports after perusal send back to Head Clerk for distribution to concerned dealing hand.</p> <p>7. Entry clerk distributes to the section Heads.</p> <p>8. Dealing hand examines the application and put up for joint site inspection approval to the Captain of Ports through section head.</p> <p>9. On approval for site inspection the representative of Fisheries Dept. along with the applicant called for joint site inspection.</p> <p>10. Site inspection report is submitted to the Captain of Ports, for approval.</p> <p>11. On approval NOC is issued for erection of new fishing stake as per the normal terms</p>	<p>Formal application along with Cadastral Survey Plan, Form I & XIV of the adjacent land and site/location plan with geographical co-ordinates.</p>	<p>Within 07 working days</p>	<p>Indian Port Act, 1908</p>	<p>Depending upon the number of application received.</p>	<p>No.</p>	<p>Yes</p>

	and conditions.						
7. Supply of Hydrographic Charts as per the requirement of the public.	<ol style="list-style-type: none"> 1. Application accepted at entry counter of Captain of Ports Department by Entry Clerk. 2. Application is put up for perusal of the Captain of Ports at entry stage; 3. Captain of Ports after perusal send back to Head Clerk for distribution to concerned Dealing Hand. 4. Entry clerk distributes to the Section Heads. 5. Section Heads mark to the Concerned Dealing Hands of the concerned section. 6. Dealing Hand examines the application and put up approval to the Captain of Ports through Section Head. 7. On approval of the Captain of Ports it comes back to the Section Head. 8. Section Head marks to concern Dealing Hand to print the charts. 9. After printing the chart, applicant is requested to pay the amount to cashier and obtain receipt. <p>After payments, the charts are handover to the applicant by obtaining the receipt with signature and date.</p>	Formal application addressed to the Captain of Ports with a request to supply Hydrographic Chart	Within 07 to 10 working days	--	Depending the number of application received	No	Yes
8. Matters connected with illegal occupation of Government Riverine Land.	<ol style="list-style-type: none"> 1. On receiving complaints office note is put up for COPs permission to inspect 	Complaint letter	10 days	Base on complaint letter	Depend on the correspondence for that particularly	N.A.	N.A.

	<p>the site of encroachment.</p> <ol style="list-style-type: none"> 2. On inspection a brief Inspection Report is put up to COP. 3. If encroachment found to be occurred a show cause notice is served on the encroacher to remove the encroachment /vacate the Govt. riverine land. 						
<p>9. Issue of permission to use Government Jetties for berthing of vessels.</p>	<ol style="list-style-type: none"> 1. On receiving application office note is put up for Captain of Ports permission to inspect the jetty. 2. After inspection the jetty, a brief inspection report is put up to COP along with office note stating NOC can be issued for use of jetty 3. Draft NOC is put up for Captain of Ports approval and after approval of the NOC fair copies are put-up for COP for signature for issue of NOC for use of jetty. 4. Port dues/ Rental charges are accepted in advance for 12 months. 5. NOC renewed every 12 months. 	Request letter.	10 days	Base on request letter	Depend on the correspondence for that particular day.	N.A.	N.A.
<p>10. Issue of Inward/Outward clearance to the ships calling/leaving at Panjim Port.</p>	<ol style="list-style-type: none"> 1. Application with document accepted at entry counter of Captain of Ports Office by entry clerk; 	<p>1. A) <u>Register Under Merchant Shipping Act(Coastal)</u></p>	Within one day	Notification No. D-12018/6/2287 dated 23/04/2010	Depending the number of application received	N.A.	N.A.,

	<ol style="list-style-type: none"> 2. Application put up for perusal of the Captain of Port at entry stage; 3. Captain of Port after perusal send back to Head clerk to mark to concerned dealing hand; 4. Head clerk send to Dispatch clerk; 5. Dispatch clerk distribute to the concerned dealing assistant; 6. Dealing hand examines the application and put up to the COP routed through Head Clerk (a) All documents are correct we may forward the application to the Head clerk, Accountant, A.A.O, R.O. and Captain of Ports (b)Some documents are not with application hence applicant shall be directed to provide the copy of asked clarification; 7. Captain of Ports approved the request. 8. The applicant asked to pay the Dues and GST by way of (Demand Draft) Dealing hand put up for Inward /Outward of Vessel; 9. Inward / Outward clearance is granted for the Vessel. 	<ol style="list-style-type: none"> 1) Registration certificate. 2)Crew List 3)survey certificate 4)Insurance 5)Class certificate 6)Form A(IRS SURVEY) 7)Master / Inland Master certificate 8)Driver /Chief Engineer certificate. <p><u>B. Register Under Merchant Shipping Act(Foreign Flag)</u></p> <ol style="list-style-type: none"> 1) Registration certificate. 2) Cargo Ship Safety Construction certificate. 3) Cargo Ship Safety Radio certificate and Form R. 4) Cargo Ship Safety Equipment Certificate & Form E. 5) International Oil Pollution Prevention Certificate & Form A. 6) International Load Line Certificate. 7) Document of Compliance. 8) Safety management Certificate. 9) Ballast Water Form. 10) International Tonnage Certificate. 11) International Ship Security certificate. 12) Last 10 Ports of Call list. 13) Minimum Safe Manning 					
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		Certificate. 14) Insurance 15) Port Clearance 16) Crew List 17) Custom Clearance 18) Health 19) Immigration 20) Ship Particulars.					
11. Miscellaneous and all other items pertaining to this department.							
(a) Registration of Non-mechanized Craft (Canoe).	1. Application with documents accepted at entry of Marine Secretary, Chapora office by entry clerk and thereafter sent for acknowledgment of Marine Secretary at entry stage.- 1 day 2. Marine Secretary examine the documents and direct the applicant to deposit inspection & measurement fees through receipt. After payment a date will be fixed for inspection – 1 day. 3. After conducting inspection by Marine Secretary, report will be filed. – 1 day 4. Marine Secretary issue Registration Number for Canoe to display – 1 day 5. Marine Secretary issues Registration Licence to the applicant – 1 day	1. Builder Certificate 2. Builder payment receipt. 3. Form No. I. 4. Drawing of the craft.	Within One Week	Official Gazette Sr. I, No. 6 dated 6 th May, 2010.	Depends upon correspondence.	N.A.	N.A.
(b) Cancellation of	- do -	Affidavit , Purchase receipt.	Within One Week	--	Depends upon	No.	No.

Registration of Craft & Transfer of Ownership of Craft					applications received		
(c) Issue of No Dues Certificates to inland vessels.	<ol style="list-style-type: none"> 1. Applicant submits application requesting for issue of no dues certificate and the same is put up for acknowledgement of the Captain of Ports at entry stage. 2. Captain of Ports marks the letter back to the Head Clerk for distribution to the concerned dealing hand and the Dispatch Clerk distributes the same to the concerned dealing hand. 3. Dealing hand examines the application and updates/checks the outstanding dues from the registers. If the dues are paid / cleared, than the dealing hand prepares NO Dues Certificate and forwards the request to the head clerk and AAO for issuance of no dues certificate. 	Copies of Paid challans	02 days subject to submission of essential documents by the applicant.	<ol style="list-style-type: none"> 1) Annual License Fees/Port dues/Tonnage Dues/Moorin g Charges:- Dues are collected as per the Official Gazette SERIES I NO. 6 dated 06/05/2010. 2) Wharfage Dues:- Dues are collected as per the Official Gazette SERIES I NO. 2 dated 08/04/2010. 	Approximately 05 to 07 applications to process a day	N.A.	No.
(d) Issue of license for Non Mech crafts under Port Rules.(Inland Fishing,Inland Cargo Inland Passenger)	<ol style="list-style-type: none"> 1.Applicant submits an application along with documents of the craft. The same is put up for acknowledgment of the Captain of Ports at entry stage. 2.Captain of Ports marks the 	<ol style="list-style-type: none"> 1) Duly filled in Form No. 1 2) Specimen's of the craft. 3) Builders Certificate original. 4) Affidavit /Self declaration. 5) Original invoice of craft. 6) 			Approximately 05 to 07 applications to process a day		No.

	<p>letter back to the Head Clerk for distribution to the concerned dealing hand and the Dispatch Clerk distributes the same to the concerned dealing hand.</p> <p>3. Dealing hand put up a Note for COP's, approved routed through Head Clerk..</p> <p>4. Once the Note is approved by the COP, the dealing hand inspect the craft for seaworthiness on payment of fees and put up inspection report for COP's approval.</p> <p>1. Upon approval of inspection Report by COP, the dealing hand allot registration no.the craft and issue license on payment of all fees.</p> <p>2. The craft is issued licence under Port Rules. After completion of registration formalities.</p>						
(e) Issue of NOC to vessels to sail out of Goa	<p>1. Applicant submits application along with necessary documents while requesting for permission to sail the vessel out of Goa and the same is put up for acknowledgment of the Captain of Ports at entry stage.</p> <p>2. Captain of Ports marks the letter back to the Head Clerk for distribution to the</p>	<p>1) Form A (Valid Voyage Permission).</p> <p>2) Copy of Certificate of Registration.</p> <p>3) Valid Copy of Survey Certificate.</p> <p>4) Valid copy of Certificate of Class.</p> <p>5) Valid Copy of Insurance.</p> <p>6) NOC from the Bank if the vessel in under lien.</p> <p>7) No dues certificate from</p>	10 days subject to submission of essential documents by the applicant.	Goa Port Rules,1983	Approximately 05 to 07 applications to process a day	N.A.	No.

	<p>concerned dealing hand and Dispatch clerk distributes the same to the concerned dealing hand.</p> <p>3. Dealing hand examines the application and verifies the documents submitted. Dealing hand forwards the request to the Captain of Ports routed through head clerk for approval.</p> <p>4. Once Captain of Ports approves the request of the applicant, sailing permission is granted for the vessel.</p>	<p>Deputy Captain of Ports Office.</p> <p>8) No dues certificate from Captain of Ports Department.</p> <p>9) NOC from Labour & Employment.</p> <p>10) Copy of Certificate of Competency (Inland Master).</p> <p>11) Copy of Certificate of Competency (Inland Engine Driver).</p> <p>12) Copy of Certificate of Competency Master Sea Going.</p> <p>13) Copy of Certificate of Competency as Engine Driver of a Sea Going.</p> <p>14) Copy of Certificate of Competency navigational Watchkeeping Officer.</p> <p>15) Crew List.</p>					
<p>(f) Registering/Vacating of Lien</p>	<p>1. Applicant submits application along with necessary documents for Registering / Vacating of Lien and the same is put up for acknowledgment of the Captain of Ports at entry stage.</p> <p>2. Captain of Ports marks the letter back to the Head Clerk for distribution to the concerned dealing hand and</p>	<p>1) Bank letter requesting to mark/vacate the lien.</p> <p>2) Owner's letter requesting to mark/vacate the lien.</p> <p>3) Registration Certificate</p>	<p>01 day subject to submission of essential documents by the applicant.</p>	<p>--</p>	<p>Approximately 05 to 07 applications to process a day</p>	<p>N.A.</p>	<p>No.</p>

	<p>Dispatch clerk distributes the same to the concerned dealing hand.</p> <p>3. Dealing hand examines the application and verifies the documents submitted.</p> <p>4. Dealing hand forwards the request of the applicant to the Captain of Ports routed through head clerk taking an approval for registering/vacating the lien of the vessels.</p>						
(g) Transfer of Ownership of vessel.	<p>1. Application with document accepted at entry counter of Captain of Ports office by entry clerk is sent for COP's acknowledgment. COP marks the concerned dealing hand via Head Clerk and sends back – 1 day</p> <p>2. Dealing hand examines the application and puts up to the Captain of Ports through Head Clerk – 1 day</p> <p>3. If the person is residing in another State / outside Country then Govt. approval is obtained</p> <p>4. If the person is residing within the State the Captain of Ports gives approval – 1 day</p> <p>5. After approval endorsement is recorded on RC book & Reg. Certificate and is put up for</p>	<p>1. Form VI & IX (duly filled & Notarized).</p> <p>2. Original Registration Certificate.</p> <p>3. Valid Survey Certificate.</p> <p>4. Valid Insurance Policy.</p> <p>5. Deed of Partnership/Memorandum and Article of Association (buyer & seller)</p> <p>6. Power of Attorney given by the owner to sign Form VI & IX.</p> <p>7. Board Resolution.</p> <p>8. No dues certificate from Dy. COP, Mormugao Harbour.</p>	<p>One Week.</p> <p>Depends upon the time taken for receiving Govt. approval if the person is residing outside State of Goa.</p>	<p>Notification vide Official Gazette</p>	<p>Depends on correspondence</p>	<p>N.A.</p>	<p>N.A.</p>

	the Captain of Ports Signature through Head Clerk – 1 day.						
(h) Application for Annual Survey of Vessel	<ol style="list-style-type: none"> 1. Application with documents accepted at entry counter of Dy. COP office by entry clerk with Form No. 1 on payment of fees. 2. Application put up for perusal of the Dy COP/ MESS at entry stage. 3. Dy. COP/MESS after perusal send back to entry clerk for distribution to concerned dealing hand. 4. Entry clerk distribute to the concerned dealing. 5. Dealing hand examine the application and ask to pay Survey fees through challan. 6. Dy. COP/MESS take a decision and direct to put up the allocation 7. Dealing hand put up draft letter for approval. 8. Dy. COP/MESS approves the draft letter. 9. Dealing hand put up Allocation for signature. 10. File goes to the dispatch section for outwards the letter/s. 11. Dealing hand provides memo book and form no. 6 for survey to applicant. 12. Surveyor issue date for inspection 	<ol style="list-style-type: none"> 1. Survey Form No. 1 2. Survey Certificate. 3. Valid Insurance Policy. 4. Certificate of Mater/Driver & Crew list. 5. List of LSA & FFA. 6. Fees to Paid. 7. Certificate of Class (for class vessels). 					

	<p>13. Surveyor inspects the vessel on given date and writes on memo book about the survey.</p> <p>14. Applicant pays fees Surveyor fees.</p> <p>15. Applicant submits Application to issue a NOC to ply vessel with documents including memo book, Form No. 6 Mater, Driver, valid insurance, No dues certificate from COP, after entry counter of Dy COP</p> <p>16. Dy COP/MESS after perusal sends back to entry clerk for distribution to concerned dealing hand.</p> <p>17. Entry clerk distributes application to concerned dealing hand.</p> <p>18. Dealing hand Examines the paper and issues plying NOC to the vessel.</p> <p>19. Dealing hand prepares the survey certificate based on data available on Form No.6.</p> <p>20. Survey certificate forwards to COP office for signature of COP.</p> <p>21. After COP's signature Survey Certificate in Form no. 10 comes back to Dy COP office.(repeat 1-4)</p> <p>22. Dealing hand then hand over the Survey Certificate to the applicant.</p>						
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<p>(i) Extension of certificate of Competency of certificate of Masters, Engine Drivers after 70 yrs. of age.</p>	<ol style="list-style-type: none"> 1. Application with document accepted at entry counter of Captain of Ports office by entry clerk. 2. Application put up for perusal of the Captain of Ports at entry stage. 3. Captain of Ports after perusal send back to Head Clerk. 4. Head Clerk mark to concerned dealing hand and send to dispatch clerk. 5. Dispatch Clerk distribute to the concerned dealing assistant. 6. Dealing assistant examines the application and issues letter for the candidate for Medical examination. 7. The candidate submits the medical report and if declared fit for duty by the medical examiner, the candidate is called for the oral exam. 8. Captain of Ports takes the oral exam of the candidates. If the candidate passes the oral exam COP grants further extends Certificate of Competency. 	<ol style="list-style-type: none"> 1. Original Certificate of Competency (Hard Cover). 2. Sea Time Service certificate. 	<p>Based on the documents submitted by the applicant.</p>	<p>Notification No. B-11039/Rules/12-13/2822 dated 02/07/2014</p>	<p>Approximately 2 to 3 applications per day</p>	<p>N.A.</p>	<p>No.</p>
<p>(j) Issue of Official Log Book</p>	<ol style="list-style-type: none"> 1. Application with document accepted at entry counter of 	<p>Copy of paid challan of the Official Log Book</p>	<p>Based on the documents</p>	<p>--</p>	<p>Approximately 2 to 3 applications per</p>	<p>N.A.</p>	<p>No.</p>

	<p>Captain of Ports Office by entry clerk;</p> <ol style="list-style-type: none"> 2. Application put up for perusal of the Captain of Port at entry stage; 3. Captain of Port after perusal send back to Head clerk to mark to concerned dealing hand; 4. Head clerk send to Dispatch clerk; 5. Dispatch clerk distribute to the concerned dealing assistant; 6. Dealing hand examines the application and forward the request along with the log book for signature of head clerk. 7. Official Log issued to the applicant. 		submitted by the applicant.		day		
1. (a) Registration / NOC for construction of new Jetties/ Workshops/ Dry-Docks & Shipyards.	<ol style="list-style-type: none"> 1. Application for issue of NOC for construction of new Jetties/ Workshops/ Dry-Docks & Shipyards in the prescribed application are accepted at Captain of Ports by entry clerk. 2. Application put up for perusal of the Captain of Ports. 3. Captain of Ports after signing the application send to Head Clerk for marking the application to concerned dealing hand. 	NOC from V.P., CRZ, GSPCB, Form I & XIV, Technical Drawing, Cadastral Plan, Ownership of Land.	One week or depend upon type of correspondence	1. Notification No. D-12018/6/2287 dated 02/11/2010	Minimum one hour or depend on the correspondence for that particularly.	Nil	Yes

	<ol style="list-style-type: none"> 4. Head Clerk after marking the application to the concerned dealing clerk send it to entry clerk for distribution. 5. Entry clerk distribute the application to the concerned dealing hand and take acknowledgement of the application on the mail register. 6. Dealing hand examine the application and call letter is put up for fixing a suitable date for site inspection. 7. After inspecting the site, an inspection report is put up for the Captain of Ports whether the jetties can be put in the riverine land or in position along with the office note. 8. An office note is put up for Captain of Ports, stating the details of the jetty to be built and the documents enclosed and if COP agrees, NOC for construction of the jetty is drafted. 9. Draft letter for NOC is put up for COP's perusal and approval. 10. After draft is approved fair copies of the draft are put up for COP for issue of NOC. 11. Advance payment of Ports dues for one year are taken 						
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	<p>by the office for the riverine land to be used for the construction of the jetty.</p> <p>12. Document to be taken obtained as applicable such as:-</p> <ol style="list-style-type: none"> Adjacent property document, Sale Deed/Agreements/Form I & XIV. Cadastral Survey Plan of the property. Village Panchayat NOC required only for wokshops/Yards & Drydocks and not for jetties. NOC from Goa Coastal Zone Management Authority, Goa Pollution Control Board, as applicable. <p>13. NOC for construction of jetty is issued within 30 days if the documents are in order.</p>						
(b) Annual renewals of jetties/ Workshops/ Dry-Docks/ Shipyards	<ol style="list-style-type: none"> Application for renewal of jetties/workshop/dock, Ship yard are accepted at Captain of Ports by entry clerk. Application put up for perusal of the Captain of Ports. Captain of Ports after signing the application send to Head Clerk for marking the application to concerned dealing hand. Head Clerk after marking the application to the concerned 	Request letter for renewal along with payment of fees in advance.	One week or depend upon type of correspondence	1. Notification No. D-12018/6/2287 dated 02/11/2010	Minimum one hour or depend on the correspondence for that particularly.	Nil	Yes

	<p>dealing clerk & send it to entry clerk for distribution.</p> <ol style="list-style-type: none">5. Entry clerk distribute the application to the concerned dealing hand and take acknowledgement of the application on the mail register.6. Dealing hand put up the note for renewal .7. Call letter is put up for fixing a suitable date for site inspection.8. Then carry out the site inspection.9. Site inspection note put up for COPs perusal .10. NOC extended for further period if payment made in advance.						
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