

VISAKHAPATNAM PORT AUTHORITY
TRAFFIC DEPARTMENT

To
All Port Users

No.ITRA/SHP/
Dt. 26-11-2025

CIRCULAR No. 1882

Sub: Discontinuation of Sign-on/Sign-off and Shore Leave Pass (SLP)
Procedures for Crew/Supernumerary of Indian Flag Coastal Run
Vessels - Reg.

Ref: MHA OM No.25016/19/2024-Imm dated 18.11.2025.

It is to inform that the Ministry of Home Affairs, Government of India, has decided to discontinue the existing sign-on/sign-off and Shore Leave Pass (SLP) procedures for Crew/Supernumerary of Indian Flag coastal run vessels, dredgers, barges, research vessels and other similar categories of vessels operating within port limits. This decision has been taken in view of the difficulties faced by Indian seafarers due to the requirement of their physical presence at the Immigration Office for issuance and periodic extension of the SLP during coastal operations, which was impacting their ability to discharge duties onboard.

Accordingly, Visakhapatnam Port Authority shall maintain the required records/data of Crew/Supernumerary of all Indian Flag coastal run vessels calling at the Port, as directed by the Ministry of Ports, Shipping & Waterways. The Bureau of Immigration may conduct periodical surprise inspections and obtain crew lists from such vessels as necessary. Henceforth, the shore access of Crew/Supernumerary of Indian Flag coastal run vessels will be regulated directly by Visakhapatnam Port Authority in accordance with applicable security and operational procedures.

All Port Users, vessel agents, terminal operators and concerned stakeholders are requested to take note of the above and ensure compliance.


TRAFFIC MANAGER

- C/- P.S to Chairperson for favor of information of Chairperson.
- C/- P.S to Dy. Chairperson for favor of information of Dy. Chairperson
- C/- Dy. Conservator for favor of information
- C/- Jt. Director (R&P) for information and request to place the circular in Port Website
- C/- President, Visakhapatnam Steam Ship Agents Association for information please. (vsaa2001@gmail.com)
- C/- President, Visakhapatnam Stevedores Association, for information please. (vstevedoresassociation@gmail.com)
- C/- President, Visakhapatnam Customs Brokers Association, for information please. (info@vcba.in)
- C/- Immigration Authorities (pro-seaport-vsnp@ap.gov.in)
- C/- Shipping Asst. (Traffic Department), to circulate the above to Trade through e-mail.