Subject: Amended S.O.P. ON CREW CHANGES OF INDIAN SEAMEN AT MUNDRA PORT

Dear Sirs,

In addition to MHA order No. 40-3/2020-DM-1(A) dated 21.04.2020 and DGS orders F. No. 7-NT (72)/2014, Dated: 22.04.2020 DGS Order 12 of 2020 ON SOP for Crew Changes RPS/Agency Bodies to follow below mentioned instructions as per District Health Authority directives for Indian Crew Sign-On / Sign-Off arrangements at Mundra Port.

Sign-On Process Flow:

a) On signing Crew before making arrangements to arrive at Mundra should have E-Pass issued by Director General of Shipping.

b) Agency to seek CDHO Kachchh & CDHO- Ahmedabad approval for taking Covid-19 Test of the seafarer / driver by the ICMR certified laboratory. After CDHO approval only, certified labs will carry out the test so this needs to be planned & executed in advance.

c) Covid-19 negative test report issued by ICMR certified laboratory for the seafarer and the driver to be obtained.

d) Submit above docs to, PHO, CDHO, THO and Immigration for permission. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.

e) Upon securing above permissions, seafarer to directly arrive at the Immigration counter in port for necessary process to board the vessel. The agent can also use the hotel facilities as mentioned in foot note but only after permissions mentioned in (d).

f) Crew boards the vessel and the vehicle leaves the port immediately.

Sign-Off Process Flow:

Case: 1 Ships calling from last foreign port within 14 days

- Inform PHO, CDHO, THO and Immigration of the sign off plan. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Seafarer will be cleared by immigration for shifting to quarantine facility. Crew documents including passport will be kept in custody of Immigration.
- Seafarer will be shifted to Quarantine facility for quarantine till 14 days completion from departure of the last foreign port.
- Sample will be taken by authorized labs for testing after completion of the quarantine period. Agent is responsible to coordinate the same.

Adani Ports and Special Economic Zone Ltd
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Registered Office: Adani House, Nr. Mithakhali Circle, Navrangpura, Ahmedabad 380 009, Gujarat, India
- Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- Submit above docs to, PHO, CDHO, THO and Immigration for permission. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Generate E Pass for the crew member; seek other local permissions for onward travel accordingly.
- After all permissions complete sign off process with immigration at port.
- Sign off crew leaves for destination.

**Case: 2 Ships calling from last foreign port post 14 days**

- Inform PHO, CDHO, THO and Immigration of the sign off plan. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Seafarer will be cleared by immigration for shifting to quarantine facility. Crew documents including passport will be kept in custody of Immigration.
- Sample will be taken by authorized labs for testing. Agent is responsible to coordinate the same.
- Covid-19 negative test report issued by ICMR certified laboratory for the seafarer to be obtained.
- Submit above docs to, PHO, CDHO, THO and Immigration for permission. POC (Mundra Port), HOD Marine, HOS Marine Mundra port to be informed accordingly.
- Generate E Pass for the crew member; seek other local permissions for onward travel accordingly.
- After all permissions complete sign off process with immigration at port.
- Sign off crew leaves for destination.

**CO-ORDINATION AUTHORITIES:**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Coordination Authority</th>
<th>Role</th>
<th>Contact No.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PHO, Kandla</td>
<td>For Sign On Sign Off Permissions</td>
<td>+91 9687943032</td>
<td><a href="mailto:phokandla@gmail.com">phokandla@gmail.com</a></td>
</tr>
<tr>
<td>2.</td>
<td>CDHO, Kutch</td>
<td>Permissions .Dr Kannar</td>
<td>+919909949304</td>
<td><a href="mailto:Cdho.health.kutch@gmail.com">Cdho.health.kutch@gmail.com</a></td>
</tr>
<tr>
<td>3.</td>
<td>CDHO, Ahmedabad</td>
<td>Permissions .Dr Satish Makwana</td>
<td>+919687679006</td>
<td><a href="mailto:Cdho.health.ahmedabad@gmail.com">Cdho.health.ahmedabad@gmail.com</a></td>
</tr>
<tr>
<td>4.</td>
<td>Unipath Speciality Laboratory, Ahmedabad</td>
<td>Covid-19 Testing Facility / PIC : Dr. Nitin Goswami</td>
<td>+91 9904827070</td>
<td><a href="mailto:info@unipath.in">info@unipath.in</a></td>
</tr>
<tr>
<td></td>
<td>Company/Location</td>
<td>Description</td>
<td>Contact Details</td>
<td>Email Address</td>
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<tr>
<td>5.</td>
<td>Supratech Micropath Laboratory / Research / Ahmedabad</td>
<td>Covid-19 Testing Facility / PIC: Mr. Rajdeep Huda</td>
<td>+0271 235881-82 / +91 7096408181</td>
<td><a href="mailto:Supratech18@gmail.com">Supratech18@gmail.com</a> / <a href="mailto:Rajdeep.Huda@supratechlabs.com">Rajdeep.Huda@supratechlabs.com</a></td>
</tr>
<tr>
<td>6.</td>
<td>POC, Mundra Port</td>
<td>Port Entry Pass Liaison Office</td>
<td>+91 9825000949</td>
<td><a href="mailto:portopscenter@adani.com">portopscenter@adani.com</a></td>
</tr>
<tr>
<td>7.</td>
<td>Hotel Fern, Mundra</td>
<td>Quarantine Facility / PIC: Mr. Akshay Puri</td>
<td>+91 9099995050</td>
<td><a href="mailto:Gm.fr.mundra@fernhotels.com">Gm.fr.mundra@fernhotels.com</a></td>
</tr>
<tr>
<td>8.</td>
<td>Hotel Beetle, Opp. Adani Sterling Hospital, Mundra (Presently under containment till 15th May’20)</td>
<td>Quarantine Facility / PIC: Mr. Ganesh / Mr. Kamal</td>
<td>+91 7575009091 / +91 7575009086</td>
<td><a href="mailto:hm@beetlesmartotels.com">hm@beetlesmartotels.com</a> / <a href="mailto:finance@beetlesmartotels.com">finance@beetlesmartotels.com</a></td>
</tr>
</tbody>
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Hotel Fern at Mundra can be used as alternate facility. All are requested to be extra vigilant in compliance.

Please inform all stakeholders and ships calling Mundra Port under your agency for necessary compliance.

For Adani Ports and SEZ Ltd.

Capt. Anubhav Jain  
HOD - Marine Services  
Cc: CEO desk