

Circular no: APSEZ/Marine/06/2025  
Date: 3rd December 2025

To,  
Shipping Agents,  
APSEZ, Mundra.

**Subject: Doing away with Immigration clearance for Sign-on/Sign-off and Shore Leave Pass for Indian Seafarers from Indian Flag Coastal Run Vessels.**

As per appended Office Memorandum No. 25016/19/2024-Imm issued by Ministry of Home Affairs, henceforth permission from the immigration office shall not be required for Sign-on/Sign-off and Shore Leave Pass for Indian Seafarers from Indian Flag Coastal Run Vessels.

However, Port will allow crew change and shore leave without immigration process as mentioned in below circular "It has been decided to do away with the coastal sign on / sign off and the SLP procedures for the Indian flag coastal vessels" However Port Security procedures to be followed as hitherto for the Sign-on/Sign-off and Shore Leave Pass.

Above trade notice is applicable with immediate effect.

For Adani Ports and SEZ Ltd.



**Capt. Ashish Singhal**  
**Head – Marine Services**  
CC: CEO desk

**No. 25016/19/2024-Imm  
Government of India  
Ministry of Home Affairs  
(Foreigners-I Division/Immigration Section)**

Room No. 18, 2<sup>nd</sup> Floor,  
MDCNS, New Delhi-110001  
Dated the 20<sup>th</sup> November, 2025

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to the above-mentioned subject and to say that it has been brought to the notice of this Ministry that Indian Seafarers are facing difficulties with the existing immigration procedures of sign-on/sign-off & SLP during coastal run as the physical presence of the crew members is required at the immigration office for the issuance of the SLP and its further extension every 10 days, which is creating difficulties for the seafarers in discharging their duties onboard the ship.

2. The matter has been considered in this Ministry, and it has been decided to do away with the coastal sign-on/sign-off and the SLP procedures for the Crew/Supernumerary of Indian Flag coastal run vessels, dredgers/barges and research vessels operating within port limits.

3. The Ministry of Ports, Shipping & Waterways (MoPS&W) is requested to direct the concerned Port Authorities to keep a record/data of the Crew/Supernumerary of the Indian Flag coastal run vessels. The Bureau of Immigration shall conduct periodical surprise inspections and seek crew lists from the Indian Flag coastal run vessels, dredgers/barges, research vessels and similar types/categories of vessels operating within port limits. The shore access of Crew/ Supernumerary of Indian Flag Coastal Run Vessels shall henceforth be regulated by the Port Authority.

4. This issues with the approval of the Competent Authority.

  
(Balbir Singh)  
Deputy Officer (Immigration)  
Tel: 011-2307 0168

To,

Joint Secretary (Ports)  
Ministry of Ports, Shipping & Waterways,  
Parivahan Bhawan-1, New Delhi.

Copy to: Commissioner, Bureau of Immigration, New Delhi, with the request to circulate this to all concerned FRROs for necessary action.

  
(Balbir Singh)  
Deputy Officer (Immigration)