

*MAHARASTRA MARITIME BOARD*

***CITIZENS CHARTER***

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## **Preface**

While presenting the Citizens Charter of Maharashtra Maritime Board the necessary that the Citizens should know the information of the different Departments, the Composition of different Department & their Work and the Facilities provided by these Departments, the Acts which are being implemented by these Departments are included.

Maharashtra has the coastal line of 720 kms. Brihanmumbai 114 kms., Thane 127 kms., Raigad 122kms., Ratnagiri 237kms., & Sindhudurg 120 kms., such is extension of the coastline. There are 48 Minor Port attached to the Costal line, in that Ratnagiri & Reddy, these two Ports are Medium size Ports. The rivers & creeks flowing near to the shore merge into the Sea Shore. This region is also extremely remote and difficult for transportation to reach the land, for which requirement to reach these places are fulfilled by the Costal line. Till the year 1960, there was no separate Port organization and the management of the Ports was handed over by the State Government to the Department of the Central Government on agency basis. Thereafter in view of the public demand the State Government took the decision to make a separate Department under the control of Port Development Officer for development of Ports in the State and from 1<sup>st</sup> April 1963 for this purpose a separate Office was established under the then Building & communication Department of the State Government. The establishment of this Port Organization by the Government of Maharashtra has been made in view of the development and further development of Ports & to

solve the issue of Communication, & after improved recovering of levies and to implement the different provision of rules of operation of boats etc.

In order to bring orderliness in the management of Port Organization, the Government vide orders dated 31/08/1990 from 30<sup>th</sup> June 1990, created the post of head of the Ports Department by designation Transport Commissioner under the Officer of the All Indian Administrative service cadre and the offices of (1) Chief Ports Officer, (2) Hydrographer (3) Marine Engineer & Chief Surveyor were brought under his control.

For accelerating the Industrial and Economic Development the State Government has declared the Maharashtra Maritime Board under Ordinance 1996 as the Apex Institution of Maharashtra Maritime Board dated 4<sup>th</sup> October 1996 and Vide G.R. No. EPT- 1096/CR 133/Tr. Dated 22<sup>nd</sup> November 1996, the Maharashtra Maritime Board has started functioning. In all there are 13 member of Maharashtra Maritime Board, in that the Hon. Minister (Ports) is the Ex-officio Chairman. Amongst the other members are 5 secretaries, 1 the representatives of Indian Navy and the Member Secretary are included. In addition to this in order to get professionally qualified expert persons to the Board, related to the water Navigation/ Port work/ Management and for Financial Issues etc., such experts are in the Board as Non- Official Members. After establishment of Maharashtra Maritime Board the other offices of water Transport Commissioner, Chief Ports officer, Marine Engineer and Hydeographer are merged in the office of the Board.

## **1. Place of Maharashtra Maritime Board in the**

### **Government Administration:**

The Maharashtra Maritime Board is under the Control of Home Department of the Government of Maharashtra.

## **2. Port Group wise jurisdiction of Maharashtra Maritime**

### **Board**

48 minor ports on the coastal line are divided into five Port Groups. The Incharge of each group is the Port Officer (Port Protector):

#### **Port Group**

<b>Bandra Port Group</b>	<b>Mora Ports Group</b>	<b>Rajpuri Port Group</b>	<b>Ratnagiri Port Group</b>	<b>Vengurla Port Group</b>
Dahanu	Vasai	Thal (Revas)	Ratnagiri	Purnagad
Tarapur	Kalyan	Alibuag	Varoda (Tivari)	Jaitapur
Navapur	Bhivandi	Revdanda	Jaygad	Vijaydurgha
Satpati	Thane	Borli-Mandala	Borya	Devgad
Kelva (Mahim)	Mora	Nandgaon	Palshet	Achara
Arnala (Dativare)	Karnja	Murud-Janjira	Dabhol	Malvan
Uttan	Mandva	Rajpuri (Digi)	Harne	Nivati
Manori	Trombe	Mandad	Kelashi	Vengurla
Varsova	Panvel (Ulva Belapur)	Kumbaru	Bankot	Redi

### **3. Characteristics of Maharashtra Maritime Board**

- Public Oriented Administration
- Action to be taken on the applications within the Prescribed Time Limit.
- Observation of transparent procedure & maintenance of applicable relation with the public.

#### **4. Citizens of Maharashtra Maritime Board**

- Companies Working in the Port Area/ related to Port Areas.
- Passenger boat holders/ dredger holders
- Passenger utilizing Water transport
- Fisherman
- Contractors engaged for excavation of issue from the Creek Port.
- Industrialists utilizing the land in Port area.
- Professionals engaged in the Port area.
- Institution/ Sportsmen requesting for issue of Swimming License.



## **5. Expectations of the Citizens from Maharashtra Maritime**

### **Board**

- In view of the State policy of Port Development to give assistance in enhancement of Port Revenue under the rules.
- Observation of the existing rules of navigation
- Prevention of navigation without registration of the boat.
- Renewal of Registration of the passenger boat Licenses within the prescribed time limit after expiry of period and to conduct survey.
- Extend assistance towards Port Development Plan.
- In view of the Policy of the development of Maharashtra Maritime Board and by avaiement of maximum Concessions granted by Government extend helping hand in the Industrial progress of the State.

### **6. Objectives of Maharashtra Maritime Board**

- Development Control and management of minor Ports under the authority of Maharashtra Maritime Board.
- Carryout graph survey and make graph & other survey/ investigations of the Creeks within the area of Maharashtra Maritime Board in the adjoining of minor port areas and rivers in the Konkan Division.
- Provision of facilities for easy navigation.
- Undertake preventive measures of the giving protection to the lives & properties of the people living near seashore caused due to Erosion of seashore due to the waves of sea.
- Emphasize upon increasing the Revenue of the Division.
- Prevention of illegal navigation & excersize proper Control on it.
- Utilize fully the advantage of natural Ports of Maharashtra State.
- Maintain the service efficiency to encourage the water passenger transportation system and reduce the pressure on roads & railway transportation
- Provision of efficient service.
- Take the cognizance of the public complaints & take redressal measures to settle the complaints & maintain courteous relations with the public.
- Observation of the time limit prescribed for issue of certificates/ licenses/ No objection certificates related to the Department and assure the public that these will be issued within time limit.

- The officers of Department will be polite, courteous & resolute and will remain present in uniform in time and with identity cards.

### **7. Services provided by Maharashtra Maritime Board**

- Development of Twelve monthly green belt ports
- Grant permission for Jetty construction work use with advance Sanction of the Government.
- Excavation of the silt in the way of water navigation to make navigation smooth.
- Carryout water survey as per graph of the Creek/Ports and make it available to the Company/persons who desire to have the survey report.
- Provision of various easy & safety facilities for navigation and arrange for repairs/ maintenance.
- Registration of Fishing and Passenger Boats .
- Issue of licenses to passenger Boats for public transportation.
- Permission to be granted for shooting of the films within Port area.
- Permission to be granted to hold swimming competition.
- Preventive measure for sea erosion to be under taken .
- Framing the Navigation Regulations.
- Render Pilotage required by certain ports.
- Carryout survey under Inland vessels Act 1917 and issue survey certificates.
- Permission to be granted for installation of fishing Stacks and fishing Nets.

**8. Registration of the boats under Inland Vessels, Act 1917.**

The Government under Inland Vessels Act 1917 has issued notification No: 08/2000/CR- 134/ Part- 2/PRT- 1 dated 15/06/2001 for registration of boats in the state and declared the place of registration at Mumbai, Thane, Murud-Janjira, Ratnagiri & Vengurla Maharashtra Maritime Board Port office of Bandra, Mora, Rajpuri (Murud-Janjira), Ratnagiri & Vengurla Port Office as Registration officers.

**The papers to be submitted for registration of boats under Inland Vessels  
Act 1917:-**

Sr. No.	Subject	Papers showing proof
1.	Name & full address	For proof Xerox copy of ration card/ recent Electric Bill/ Driving License/ Passport etc. out of these documents only one document and 3 passport size photo graphs.
2.	Profession	1) Income Tax certificate/ Affidavit 2) Financial Statement audited by the Auditor 3) No objection certificate from the local Police Station.
3.	Name of the Sailor & Certificate of fitness	Attested copy the original certificate to be attached with application & certificate verified in person.
4.	Name of the Port where Registration is to be made.	Original certificate to be submitted in person before the office.
5.	Documents pertaining to the ownership of the boat.	Sale deed/ construction certificate
6.	Make of the Engine & its number.	Receipt of purchase in which the number of the engine is mentioned
7	If the boat is of joint ownership.	Partnership Deed/ Names of the partners.

**9. Registration of fishing Boats under Merchant Shipping Act, 1958.**

The Central Government under Merchant Shipping Act, 1958 for registration, the ports mentioned at Sr. No. 1 of the table mentioned below have been declared as the Place for registration of Indian Fishing boat and the Officers mention in the opposite columns are appointed as Registration Officer.

Port	Officers
Bandra	Port Officer Bandra
Mora	Port Officer Mora
Rajpuri	Port Officer Rajpuri
Ratnagiri	Port Officer Ratnagiri
Vengurla	Port Officer Vengurla

**10.Necessary documents required for Registration of Fishing  
boats under Merchant Shipping Act - 1958**

**Necessary documents**

- 1) Application for registration of boat.
- 2) Three Photos (Proprietor's).
- 3) Affidavit of ownership.
- 4) Invoice/ Delivery chalan.
- 5) Receipt of Engine/ Details.
- 6) Recommendation letter (from Fishermen Society).
- 7) Xerox Copy of Ration Card.
- 8) Recommendation of Assistant Port Supervisor (Port Tax etc).
- 9) If availed of loan (Bank mortgaged deed or letter from Fisheries Department).

**11. The Acts implemented by Maharashtra Maritime Board.**

- Indian Ports Act- 1908,
- Maharashtra Maritime Board Act- 1996.
- Merchant Shipping Act- 1958.
- Maharashtra Minor Ports (Passenger Vessels) Rules- 1963.
- Inland Vessels Act- 1917.
- Maharashtra Sea Fishing Regulation Act- 1981.
- Bombay Ferries & Inland Vessels Act 1868.



## **12. Infrastructure facilities for Ports**

It includes 1) Greenbelt twelve monthly Ports 2)

Self controlled Jetties 3) Multipurpose Jetties 4)

Jetties of four kinds are under jurisdiction of Maharashtra Maritime Board. Also includes development of internal water way transport system.

### **(1) Policy for Twelve monthly Green Belt development:-**

In view of the Industrial Development undertaken in Konkan Coastal line maximum facilities is required to be provided by the Government; therefore the Government has fixed the policy for development of 48 ports on Konkan coastal line by involving private sector. (Government Resolutions dated 15/3/1996, 28/11/2000 & 24/4/2002)

- Build, own, use, participate & Transfer, on this principle the concession has been granted for the period of 50 years.
- In the development of Ports the Government owns equity share up to 11%.
- Appointment of Two Directors from Maharashtra Maritime Board on the Board of Directors of the Company.
- Exemption from the payment of the registration fees & stamps duties on concession agreement.

- Recovering of Jetty rent at concessional rate.
- The part of the funds to be provided by Maharashtra Maritime Board/ State Government for connecting Road to the nearest National Highway.
- Full liberty to fix fees/ rates for provision of the services at the port.

**The Ports which are being developed in the existing Condition.**

- (1) Revas Aavre      (2) Dighi      (3) Jaigad  
(4) Vijaydurg      (5) Redy

**Ports available for development**

- (1) Alevadi  
(2) Ganeshgule

## **(2) Policy for development of the self controlled Ports**

For the construction work of minor ports based on Industries and facilities available the policy of Maharashtra Maritime Board/ Government is as below: (G.R. Dated 26/6/1995, 19/8/2005, 23/11/2005)

- Construction work under the principles of Build, Operate and Transfer.
- The period of the agreement with Maharashtra Maritime Board will be of 30 years.
- The Jetty fees will not be recovered from the Ships called by the State Government at the place of port. However the loading and unloading fees will be recovered from the concerned ships at the rate notified the Government/ Maharashtra Maritime Board.
- This ports permitted under the principles of Build, Operate and Transfer in these case after expiry of the period, this Jetty & additional construction work will be returned to Government.

**In the Maharashtra State the following self controlled Jetties are functioning within the jurisdiction of ports.**

Sr. No.	Port	Managing Company	Nature of goods
1.	Panvel (Ulva-Belapur )	Gujarat Ambuja Cement Limited.	Bulk Cement
2.	Karnja (Dharmtar)	Ispat Industries Limited	Iron ore, Baked bricks, clinker coke, Sponge Iron.
3.	Revdnda	Vikram Ispat Limited	Iron ore/ Pallets/ Fine hot Fabricated Iron and direct reduced Iron.
4.	Dabhol	Ratnagiri Gas & Power Private Limited.	Napta, High Speed Diesel.
5.	Ratnagiri (Pavas-Ranpar)	Finolex Industries Limited.	Etholin- dye- Chloride LPG.

### **(3) Policy regarding construction work of the Multipurpose**

#### **Terminal**

In comparison to any one greenbelt port or self controlled Jetty where the investment is less and having the necessary gestation period, then policy in case of such multipurpose terminal has been issued vide Government Resolution dated 19/8/2005. The main policy Characteristics of this policy are as below:

- Development under the principles of Build, Operate, Own & Transfer.
- Agreement for 30 years.
  - The loading & unloading Charges to be recovered will be at one & half times of the charges rates that will be fixed by Government/ Maharashtra Maritime Board from time to time for the specific self controlled Jetties.
  - It will be full responsibility of the developer to provide infra structure including scooping of the silt from water way & provisions of resources for navigation.

#### **(4) Policy of Jetties of Maharashtra Maritime Board**

In the Jetties owned by Maharashtra Maritime Board if the Industrial Company expresses interest in handling of the goods. Then the proposal of the company after consideration and mutual understanding between Industrial Company executes agreement which includes the terms & conditions. The fees for handling goods is charged as notified by Government /Maharashtra Maritime Board.

**(5) Development of water transportation under centrally Sponsored Scheme.**

Throughout Maharashtra there are Creeks, Rivers, Tanks and Canal available for internal water transportation. In the country for motivation of internal water transportation of the coastal States 90% (percent) financial Assistance is provided from the Central Government under Centrally Sponsored Scheme. For Maharashtra State during the year 2003-04 & 2004-05 the following Eight projects are sanctioned under the Centrally sponsored Scheme.

1. In Godavari river Vishnupuri, District Nanded.
2. From South Mumbai in Amba river/ Dharmatar Creek, Mandava.
3. From South Mumbai in Amba river/ Dharmatar Creek, Kharanja.
4. In Mhasla/ Mandad river (Rajpuri Creek) Rajpuri.
5. In Mhasla/ Mandad river (Rajpuri Creek) Dhighi.
6. In Mhasla/ Mandad river (Rajpuri Creek) Janjira Fort.
7. In Mhasla/ Mandad river (Rajpuri Creek) Agardhanda
8. Issapur District Nanded.

## (6) The Water Transport Project under development around

**Mumbai. :-**

<b>Way</b>	<b>From</b>	<b>To</b>
Western Coastal line Water Way	Nariman Point	Borivali
Eastern Coastal line Water Way	South Mumbai/ Gateway of India	Thane/ Navi Mumbai
Cross Harbor way	Gateway of India/ Ferry Wharf (Tari Jetty) South Mumbai	Mandva – Revas, J.N.P.T. Elephanta

Under Water Transport network, Bandra, Juhu & Varsova are included in Western coastal water way in the proposed water way from Nariman Point to Borivali.

- Nariman Point (Near NCPA), other places of Bandra Juhu Chawpatty, Varsova, Arangal, Marve and Borivali will be considered.
- For this purpose Maharashtra State Road Development corporation has been appointed as an Implementing Agency.
- Eastern Coastal Water Way and Cross Harbor way, these other two Water ways have been established as Commuter Ferry organization. However for modernization as Global organization improvement in the infrastructure etc the details are being worked are.

- For development of Eastern Coastal line Water way even the S.P.V. has been registered.

**Other Facilities:-**

Incentive for Systematic utilization of the seashore for various other programmes a residual Policy has been framed for providing Facilities to different Categories of programmes.

- Water Sports, Sea Museum, Aquarium, Sea Parks etc recreation programmes.
- Water Transport for tourists & Sportsmen.
- Access into Private residential abode.
- Marine Education and Research.



## **Main Policy Characteristics**

- Categorization is to be made in the interest of private and public sectors and fixation of separate. Distribution/ Development under guideline principles for categorized Development.
- For all categories the lease should be for maximum period of 10 years.
- Non-refundable nominal license fee to be paid only once & the fixation of rate of lease land rent to be paid.
- After payment of the admissible license fees then transfer of lease hold right will be proper.
- Acceptance of flexible structure preferred.
- For certification of the actual Composition of planned structure and Development by entry into panel of Maharashtra Maritime Board.
- For Government / Semi Government Organization Concession of 50% in the fees. After expiry of lease of 10 years the interest of Immovable property will be invested in Maharashtra Maritime Board.
- First right of priority redistribution and refusal to discharge necessary obligation.

## **Survey for Water Graphing**

Under the Hydrographer in Maharashtra Maritime Board a Hydrographer Department is functioning. This department provides the planning of different departments and development of the sea projects and information of implementations. Further under the regulation of Sea Shore area, the measures for safely navigation and development of the ports and survey work of drawing line of highest/lowest tide is undertaken. This department has got collection of more than 938 information maps in the department. Those, with an interest to utilize water way for them these maps are made available by payment of prescribed fees.

Further from the Hydrographer Department the tables of low tide of minor ports are published. In this table the timings of high tide/low tide and the approximated height of the waves are given.

### **Marine Engineer & Chief Surveyor : Silt Excavation Navigation Inland Vessels Act, 1917:**

Excavation of the Silt: - In the water way due to natural process the silt is collected which does not make required depth available for navigation. Therefore for excavation of the silt in these places and make available required depth for water transport of passenger & goods a dredging unit with employees are functioning in the office of the Marine Engineer. The work of silt excavation is carried out in the required area as per sanctioned programme during open season from 15<sup>th</sup> September to 25<sup>th</sup> May every year and from the year 1999 a separate capital dredging fund has been made available, after completion of Tender process the silt excavation at a

large scale through the private Contractors is undertaken and the target of silt excavation is achieved by office of the Marine Engineer.

**Navigation Facilities** : Internally from Dahanu to Kiranpani, on this Coastal line Fishermen for Navigation and for Boat Navigation guidance 45 Navigation light are installed. The Navigation lights were being operated on Gas & electricity earlier but now the work to fix the Solar Lamps, working on Solar Energy are completed.

**Inland Vessels Act 1917**: from May 2000 under the Inland Vessels Act 1917 the work of annual inspection of the boats registered in Maharashtra has been allotted to the Marine Engineer & the work of inspection of about 750 boats is being carried out & the work of issue of certificate is undertaken by the Marine Engineer.

**Necessary papers for the Survey of Vessels under the Inland  
Vessels Act 1917.**

- (1) Drawing Plan, Stability, Inquiling Report.
- (2) Declaration of the owner of the boat.
- (3) Survey report from the Survey Officer (for issue of certificate)
- (4) Copy of last survey certificate.
- (5) Copy of Registration of certificate.
- (6) Copy of Bouyant apparatus report (validity period).
- (7) Xerox copy of fire fighting equipments (validity period).
- (8) A copy of the certificate of Sailor / Master which is valid in Maharashtra.
- (9) Certificate of Engine Driver.

(10) The work completion certificate issued the Surveyor.

**Civil Engineering Works undertaken by Maharashtra Maritime Board.**

Due to forceful stormy waves on certain place on Coastal line of Maharashtra, erosion is caused in seashore and causes dangers to nearby residential areas. In the Erosion Prone area for prevention of erosion, decision has been taken to construct the erosion preventive dams after survey of the spots and plans & estimates of these dams are prepared by Coastal Engineer and Administrative Approval is granted & after the funds are made available by Government the works are undertaken & completed. The places which are proper for water transportation in that place passenger shelter and water supply arrangement are being made. Further for securely the water transportation lamps etc facilities are provided in the ports.

### 13. Offices of Maharashtra Maritime Board

Sr. No.	Name of the Offices & Address	Telephone No.	Fax No.
1.	Head Office Chief Executive Officer Maharashtra Maritime Board Indian Mercantile Chambers 3 <sup>rd</sup> Floor, Ballard Estate , Mumbai- 400 001	2265 8375 2269 2409 2261 2143	2261 4331
2.	Chief Port Officer Maharashtra Maritime Board Indian Mercantile Chambers 3 <sup>rd</sup> Floor, Ballard Estate , Mumbai- 400 001	22615457	2261 4331
2.	Hydrographer Maharashtra Maritime Board Govind Patil Marg, Khardanda, Bandra (W) Mumbai- 400 052.	2604 5702	2604 4274
3.	Marine Engineer Maharashtra Maritime Board Dadabhai Road, Opposites Bhavans College Andheri (w), Mumbai- 400 058	2623 9945	2623 1125
4.	Ports Officer Bandra Group of Ports Govind Patil Marg, Khardanda, Bandra (W), Mumbai- 400 052	2649 08 73	2649 0873
5.	Ports Officer, Mora Group of Ports Chendni Koliwada, Mithbunder Road, Thane (Eeast).	2542 8445	2542 8445
6.	Ports Officer Rajpuri Group of Ports, Bhaji Market Road, Alibag, District - Raigad.	952141- 222746	952141- 222746
7.	Ports Officer Ratnagiri Group of ports, Mandvi, Tal. Dist.- Ratnagiri	952352-222160	952352-222160
8.	Ports Officer Vengurla Ports Group, Salgavkar Building, Ghar No. 32, Parulekar Galli, Tal.- Vengurla, Dist.- Sindhudurg- 416516.	952366- 262077	952366- 262077

**Period for settlement of Various demands of the Public**

**Time limit**

Sr. No.	Services provided by Office/ Department under, which Policy Act.	The Officer Authority appointed for settlement	After Compliance of necessary papers the time required for disposal of the case.	If not settled within prescribed time limit the Appellate Officer/ Authority	Period required for delivery of judgment by Appellate Authority
1	2	3	4	5	6
1.	<b>License for development of twelve monthly Greenbelt port</b> (Policy for development of twelve monthly Greenbelt port)	Chief Executive Officer	1) After receipt of the application in the office of the Chief Executive Officer, the application should be placed within two months after scrutiny before Board. 2) After Sanction of the Board action should be taken on the case & proposal should be submitted to Government. (Total period of three month after receipt of the complete proposal)	Government in Home Department	-
2.	<b>The license required for use self controlled Jetty</b> (The Policy of self Controlled Jetties & Section 35 of Maharashtra Maritime Board Act 1996)	Chief Executive Officer	1) After receipt of the application in the office of the Chief Executive Officer, after scrutiny application should be placed before Board for sanction within two months 2) After Sanction of the Board after action on the case the proposal should be submitted to Government. (Total period of three month after receipt of the comply etc proposal)	Government in Home Department	-

3.	<p><b>No objection Certificate for utilization of area adjoining to the Port.</b></p> <p>Under Section 24 of Indian Ports Act- 1908, Subject to provisions of Maharashtra Maritime Board Act- 1996.</p>	Chief Executive Officer / Maharashtra Maritime Board	<p>1) After receipt of the application in the office of the Port Conservator, after scrutiny application should be placed before Chief Executive Officer for sanction within one month.</p> <p>2) The Chief Executive Officer should complete the sanction process within one to two months.</p>	Under the provision in Maharashtra Maritime Board the application should be made in the name of CEO therefore this procedure is proper.	One month
4.	<p><b>Passenger Transport License</b></p> <p>Section 6 of Indian Ports Act- 1908, &amp; under Section 3 of Passenger Vessels Rules 1963 Subject to Maharashtra Maritime Board Act- 1996.</p>	Port Conservator	<p>1) After receipt of the application in the office of the Assistant Port Inspector application should be placed before Port Officer within one week.</p> <p>2) The Port Conservator should complete process of decision within two weeks.</p>	Chief Executive Officer of Maharashtra Maritime Board, Mumbai.	2 weeks
5.	<p><b>Renewal of Passenger License</b></p> <p>Indian Ports Act- 1908, &amp; Section 3 of Passenger Vessels Rules 1963 of under Maharashtra Maritime Board Act- 1996.</p>	Port Conservator	<p>1) After receipt of the application in the office of the Assistant Port Inspector the application should be placed before Port Officer within a week with recommendations .</p> <p>2) The Port Conservator should complete the process of decision within 8</p>	Chief Port Officer of Maharashtra Maritime Board, Mumbai	2 weeks

			to 10 days.		
6.	<b>Permission for Installation of Fishing Poles Development Instruction Custom &amp; Central excise Section 24 (ABC)</b> subject to provision of Maharashtra Maritime Board Act- 1996.	Port Conservator	1) After receipt of the application in the office of the Assistant Port Inspector application should be placed before Port Officer sanction within one week with recommendation. 2) The Port Conservator should take decision within 8-10 days .	Chief Port Officer of Maharashtra Maritime Board, Mumbai	2 weeks
7.	<b>Renewal of Permit of Installation of Fishing Poles/Boyes</b> Departmental Instruction Custom & Central Excise under Section 24 (ABC) subject to provision of Maharashtra Maritime Board Act- 1996.	Assistant Port Inspector	1) After receipt of the application in the office of the Assistant Port Inspector application should be placed before Port Officer within one week with recommendation. 2) The Port Conservator should take decision within two weeks.	Chief Port Officer of Maharashtra Maritime Board, Mumbai	1weeks
8.	<b>The Port Clearance to Boats leaving Port</b> under Provisions of Section 43 of Indian Port Act 1908 and subject to provisions of Maharashtra Maritime Board Act 1996.	Assistant Port Inspector	Immediately	Immediately on demand	1 week
9.	<b>Permission to utilize the Sea shore within Port jurisdiction to store the goods Imported/ Exported by the boats</b> under Section 27 and 32	Chief Executive Officer	Complete the decision of taking process within a week.	Chairman of Maharashtra Maritime Board	2 weeks



	of (Maharashtra Maritime Board Act- 1996 Section 27 & 32)				
10.	<b>Permission to the Passenger Boats and Cargo Ships to use the Jetties under Section 25 of Indian Ports Act- 1908</b> Subject to provisions of Maharashtra Maritime Board Act- 1996.	Chief Executive Officer	The process of decision should be completed within 15 to 20 days	Maharashtra Maritime Board	1 week
11.	<b>Permission for shooting of the films within the Port jurisdiction</b> under Section 6 (1) of Indian Ports Act- 1908, Subject to provisions of Maharashtra Maritime Board Act- 1996.	Port Conservator	Within 8 to 10 days from the date of receipt of the application the process of decision should be completed.	Chief Ports Officer	1 week
12.	<b>Cases of registration of Fishing Boats</b> (New Registration /Change ownership right change in registration number) under Section 435 – G.O. of Merchant Shipping Act – 1958, Subject to provisions of Maharashtra Maritime Board Act- 1996.	Port Conservator	Within 8 to 10 days from the date of receipt of the application the process of decision should be completed.	Chief Port Officer	2 weeks
13.	<b>Registration of Boats under Inland Vessels Act- 1917</b> (Under Section 19 F Inland Vessels Act- 1917,) and Subject to provisions of Maharashtra Maritime	Port Conservator	Within 8 to 10 days from the date of receipt of the application the process of decision should be completed.	Chief Executive Officer	2 weeks

	Board Act- 1996.				
14.	<b>Survey of Boats under Inland Vessels Act- 1917</b> (under Section 19 F Inland Vessels Act- 1917) Subject to provisions of Maharashtra Maritime Board Act- 1996.	Chief Executive Officer	After receipt of the application the Marine Engineer should complete decision process within 15 days.	Maharashtra Maritime Board	1 week
15.	<b>License for Swimming Maharashtra Maritime Board Act- 1996.</b>	Port Conservator	After receipt of the application in the office of the Port Conservator the process of decision should be completed within 1 week.	Chief Port Officer	2 week
16.	<b>Registration of Fishing Boats</b> under Section 9 of Fishing Act of 1981 Subject to provisions of Maharashtra Maritime Board Act- 1996.	Port Conservator	After receipt of the application in the office of the Conservator the process of decision should be completed within one week	Chief Port Officer	1 week
17.	<b>Certificate of High Tide mark</b> under Maharashtra Maritime Board Act- 1996.	Hydrographer	The process to take decision should be completed within 1month from the date of receipt of application.	Chief Executive Officer	1 month
18.	<b>No objection cert for sand excavation</b> under Section 30 of Indian Port Act 1906 and the provisions	Chief Executive Officer	The case should be disposed off within two weeks after receipt of the application from the District Collector.	Maharashtra Maritime Board	1 month
19.	<b>Supply of the Map of the Water Survey graph under Maharashtra Maritime Board Act- 1996</b>	Hydrographer	Disposal within two weeks from the date of receipt of the application by Hydrographer	Chief Executive Officer	2 weeks

### **Complaint Redressal Officer**

The services to be provided by the Department if not provided within prescribed time limit or any complaints are lodged by the public then the following Officers may be contacted in person or by letter.

### **Chief Ports Officer**

**Maharashtra Maritime Board, Mumbai.**

**Indian Mercantile Chambers 3<sup>rd</sup> Floor,**

**Ramjibhai Kamani Road Ballard Estate ,**

**Mumbai- 400 001**

**Telephone No.: 22615457**

**Fax No.: 2261 4331.**