

BLACKLISTING POLICY
FOR INDIVIDUAL / FIRMS/ COMPANIES
FOR ISSUANCE OF DEP



FEBRUARY-2018
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BLACKLISTING POLICY
FOR INDIVIDUAL / FIRMS/ COMPANIES
FOR ISSUANCE OF DEP

THE PENALTIES/PUNISHMENT

A) OFFENCE/MISCONDUCT COMMITTED BY INDIVIDUAL

Sr. No. (a)	Offence committed (b)	Gravity of misconduct (c)	Offence reported by (d)	Offence reported to (e)	Penalties/ Punishments (f)
1	Misbehavior with MbPT/CISF Officials on duty.	Minor (verbal abuse, arrogant behavior, non-display of DEP on demand etc.,)	First Concerned MbPT / CISF official to his Dy.HOD Level Officer through proper Channel. The concerned Dy.HOD Level Officer will investigate into the matter and if the Port User is found guilty will send detailed report to Sr. DTM (R).	Sr. DTM (R)	Blacklisting of the person for 1 month and letter issued to the firm cautioning them for misconduct of their employee.
2	Misbehavior with MbPT/CISF Officials on duty.	Major (Assault, intimidation, threat etc.)	First Concerned MbPT / CISF official to his Dy.HOD Level Officer through proper Channel. The Dy.HOD Level Officer will investigate into the matter and if the Port User is found guilty will send detailed report to Sr. DTM (R).	Sr. DTM (R)	Blacklisting of the person for 3 years and letter issued to the firm cautioning them for misconduct of their employee.
3	Carrying excess quantity of cargo than mentioned in the MbPT Gate Pass	Minor (Value upto Rs.10,000)	Shed Supdt. / Gate Inspector /CISF / Security	Sr. DTM (O-D), Sr. DTM (OA)	Blacklisting of the person for a year and letter issued to the Port user cautioning them for misconduct of their employee.

Sr. No. (a)	Offence committed (b)	Gravity of misconduct (c)	Offence reported by (d)	Offence reported to (e)	Penalties/ Punishments (f)
4	Carrying excess quantity of goods than mentioned in the MbPT Gate Pass	Major (Value above Rs.10,000)	Shed Supdt. / Gate Inspector / CISF / Security	Sr. DTM (O-D), Sr. DTM (OA), Sr. DTM (R)	Permanent blacklisting of the person and letter issued to the Port user warning them for misconduct of their employee.
5	Rash Driving, non-compliance of safety norms and other misconduct of minor nature.	Major (endangering life & property)	Safety Cell / Shed Supdt. / Gate Inspector/ CISF/ Security	Sr. DTM (R)	Blacklisting of the person for 3 years and letter issued to the Port user cautioning them for misconduct of their employee.
6	Driving without driving license.	Major	CISF /Port Official/ Security	Sr. DTM (R)	Permanent blacklisting of the person and letter issued to the Port users warning them for misconduct of their employee.
7	Carrying stolen material / goods in vehicle	Major (theft / pilferage etc)	Shed Supdt. / Gate Inspector / CISF / Security	Sr. DTM (O-D), Sr. DTM (OA), Sr. DTM (R)	Permanent blacklisting of the person and letter issued to the Port users warning them for misconduct of their employee.
8	Invalid/fake/fabricated Dock Entry Permit	Major	CISF / CSO / officers /staff of Traffic Deptt.	Sr. DTM (R)	Permanent blacklisting of the person and letter issued to the Port users warning them for misconduct of their employee.
9	Unauthorised boarding on vessel	Major	Vessel Agent / Master of Vessel / CISF / Shed Supdt. / Sr. DM, JD/PP	Sr. DTM (O-D), Sr. DTM (R)	Blacklisting of the person for 2 years and letter issued to the Port users warning them for misconduct of their employee.
10	Involved in any other illegal activities, References from Customs / Police	Major	Shed Supdt. / Gate Inspector / CISF / Security / officials of sister Deptt./ Customs /Police	Sr. DTM (R)	Blacklisting of the person for 3 years and letter issued to the Port users warning them for misconduct of their employee.

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11	Entered / Found in the Docks / Container Fright Stations / Railway Operations / Bunders / Outlying areas / Jawahar Dweep / Pir Pau / On-board Crafts / Roads / Vehicles or Similar workplaces under the influence of Alcohol / Drugs.	Major	Safety Cell/Shed Supdt/ Gate Inspector/CISF/ Security /MbPAOfficers	Dy, Traffic Manager (Hamallage)/ Sr.DTM (R)	Blacklisting of the person for 2 years and to issue show cause letter to the port user for misconduct of their employee and review after 2 years of date of blacklisting or thereafter by Review Committee on request of Port user.

Sr. DTM (R) - Sr. Dy. Traffic Manager, Resources

Sr. DTM (OA) - Sr. Dy. Traffic Manager,(Outlying Areas)

Sr. DTM (O-D) - Sr. Dy. Traffic Manager, (Operation-Docks)

B) OFFENCE/MISCONDUCT COMMITTED BY PORT USER FIRM

Sr. No. (a)	Offence committed (b)	Gravity of misconduct (c)	Offence reported by (d)	Offence reported to (e)	Penalties/ Punishments (f)
1	Non renewal of Bank Guarantee (BG) <i>(BG's are submitted valid for period of 3 years and above. - 5 lakhs for foreign going vessels - 2 lakhs for coastal vessels)</i>	Minor <i>(Validity period of registration is for 3 years or BG validity date whichever is earlier)</i>	Dy. Traffic Manager, OSC (after issuance of 3 notices)	Sr. DTM (O-D), Sr. DTM (R)	Blacklisting of Port user till submission of fresh BG and renewal on registration. Blacklisting to be revoked immediately within two working days from submission of BG.
2	Outstanding of (i)stevedoring charges (ii) Vessel related charges (iii) cargo related Charges (iv)Marine Deptt. charges (v) any other port dues	Minor (upto Rs. 2 lakhs)	(i) Dy.Manager, OBL (ii)Dy.Manager, OSC (iii) Dy.Manager, ID/CFS (iv) A.O., Marine /Harbour Master (after issuance of 3 notices)	Sr. DTM (R)	Blacklisting of Port user till settlement of outstanding dues. Blacklisting to be revoked immediately within two working days on receipt of outstanding dues.
3	Outstanding of (i)stevedoring charges (ii) Vessel related charges (iii) cargo related Charges (iv) Marine Deptt. charges (v) any other port dues	Major (above Rs. 2 lakhs)	(i) Dy.Manager, OBL (ii)Dy.Manager, OSC (iii) Dy.Manager, ID/CFS (iv) A.O., Marine /Harbour Master (after issuance of 3 notices)	Sr. DTM (R)	Blacklisting of Port user till settlement of outstanding dues. Blacklisting to be revoked immediately within two working days on payment of outstanding dues.
4	Indulging in illegal activities including theft, pilferage etc.,	Major	Shed Supdt. / Gate Inspector /CISF / Security	Sr. DTM (O-D), Sr. DTM (OA), Sr. DTM (R)	Permanent blacklisting of Port user and review after 3 years of date of blacklisting or thereafter by Review Committee on request of Port user.

Sr. No. (a)	Offence committed (b)	Gravity of misconduct (c)	Offence reported by (d)	Offence reported to (e)	Penalties/ Punishments (f)
5	Damage to Port Trust Properties	Minor (damage to shed door, porta cabin, gate structure, boom barrier)	Shed Supdt. / Gate Inspector / CISF / Security / officials of concerned deptt. / CE/CME/ Marine etc.	Sr. DTM (O-D), Sr. DTM (OA), Sr. DTM (R)	Notice to be issued to the Port user by concerned Sr.DTM for repairs to damage or payment of repair charges. On non-compliance, Port user will be blacklisted till compliance. On compliance certified by concerned MbPT Department, blacklisting to be revoked by end of next working day.
6	Damage to Port Trust Properties	Major (damage to gangways, port cranes, forklifts etc.)	Shed Supdt. / Gate Inspector / CISF / Security	Sr. DTM (O-D), Sr. DTM (OA), Sr. DTM (R)	Notice to be issued to the Port user by concerned Sr.DTM for repairs to the damage or payment of repair charges. On non-compliance, Port user will be blacklisted till compliance. On compliance certified by concerned MbPT Department, blacklisting to be revoked by end of next working day.
7	False declaration at time of registration, renewal or cargo clearance	Major	Shed Supdt. / Gate Inspector / Asstt. Manager	Sr. DTM (R), Sr. DTM (O-D), Sr. DTM (OA)	Blacklisting of the port user for a period of 3 years and review thereafter by Review Committee on request of Port user.
8	Mobilisation of personnel without proper security screening from places other than East Mole Station earmarked for the purpose.	Major	CISF / Police	Traffic Manager, Sr. DTM (R), Sr. DTM (O-D)	Blacklisting of the port user for a period of 1 year and review thereafter by Review Committee on request of Port user.

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9	Sign on/off without following proper immigration procedure	Major	CISF / Immigration/Police	Traffic Manager, Sr. DTM (R), Sr. DTM (O-D)	Blacklisting of the port user for a period of 3 years and review thereafter by Review Committee on request of Port user.

Sr. DTM (R) - Sr. Dy. Traffic Manager, Resources

Sr. DTM (OA) - Sr. Dy. Traffic Manager, (Outlying Areas)

Sr. DTM (O-D) - Sr. Dy. Traffic Manager, (Operation-Docks)
