

**Annexure I**

**Requisition for issue of ID cards for persons**

Name of the organisation :

Any other sister org. :

(✓ wherever necessary)

<b>Org. Code.</b>	<b>Steamer</b>	<b>Stevedore</b>	<b>Custom House</b>	<b>Other</b>
	<i>ST</i>	<i>SV</i>	<b>CH</b>	<b>OT</b>

<b>Category</b>	<b>IU</b>	<b>IU</b>	<b>IU</b>	<b>IO</b>
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<b>Colour</b>	<b>Brown</b>	<b>Brown</b>	<b>Brown</b>	<b>Majenta</b>
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Office Address of the applicant:

Phone No. :

Fax No :

E-mail id. :

<b>Type of ID card requested for</b>	<b>New</b>	<b>Duplicate</b>	<b>Replacement</b>
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<b>Period requested for</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Half yearly</b>	<b>Yearly</b>
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<b>Area requested for entry</b>	<b>Administration Building</b>	<b>SBW</b>	<b>NBW</b>	<b>Zone 'B'</b>
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<b>Payment Details</b>	<b>CFS No.</b>	<b>Date</b>	<b>No. of Cards</b>	<b>Amount</b>

(Copy of the receipt may be attached)

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Signature of the Authorised person with Office seal

**Note:**

For others not registered with the Port, necessary endorsement / authorisation with the above details shall be obtained from the concerned Agency who operate in the Port

List of Person(s) (Use one application for each category staff)

Sl.No.	Name	Designation	Residential address along with Father/Husband name	Remarks

Signature of the Authorised person with Office seal.

Clearance from the District Administration or IB officials or CISF shall be obtained in respect of casual labourers as below:

The name(s) in the above list have / has been verified on security angle and recommended for issue of Port entry permit under ISPS code.

Signature of the verification Officer with Office seal.

For the use of Traffic Department / TPT

Recommended for issue of ID cards.

Signature of Port Officer Supr / ODC, Pass Section

Date:

Shift:

To

CMS Computers Ltd.,

Tuticorin 628 004.

This format shall be returned to Supervisor / Traffic Department after issue of ID card(s). Date wise application shall be stitched and kept as record under the custody of Supervisor Traffic.

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**Annexure II**

**Requisition to issue of ID cards for Vehicles**

Name of the organisation :

(✓ wherever necessary)

<b>Org. Code.</b>	<b><i>ST</i></b>	<b><i>SV</i></b>	<b><i>CH</i></b>	<b><i>OT</i></b>
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Office Address of the applicant:

Phone No. :

Fax No :

E-mail id. :

<b>Type of ID card requested for</b>	<b>New</b>	<b>Duplicate</b>	<b>Replacement</b>
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<b>Area requested for entry</b>	<b>Administration Building</b>	<b>SBW</b>	<b>NBW</b>	<b>Zone 'B'</b>
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<b>Period requested for</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Half yearly</b>	<b>Yearly</b>
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<b>Payment Details</b>	<b>CFS No.</b>	<b>Date</b>	<b>No. of Cards</b>	<b>Amount</b>

(Copy of the receipt may be attached)

<b>Vehicle No.</b>	<b>Name of the owner</b>	<b>RC expiry date</b>	<b>Insurance expiry date</b>	<b>Form II expiry date</b>	<b>User Name &amp; Existing ID card No.</b>

(If the vehicle is not in the name of the Org. user name & ID no. to be entered.)

Signature of the verification Officer with Office seal.

For the use of Traffic Department / TPT

Recommended for issue of ID cards.

Signature of Port Officer Supr / ODC, Pass Section

Date:

Shift:

To

CMS Computers Ltd.,

Tuticorin 628 004.

This format shall be returned to Supervisor / Traffic Department after issue of ID card(s). Date wise application shall be stitched and kept as record under the custody of Supervisor Traffic.

**Conditions to apply for ID cards and issuance at Photo pass section**

(applicable for annexure I & II)

1. Apply for the available persons ready for taking the photograph at the time of payment or make sure that all are available at the same time for taking photos to avoid carry forward accounting.
2. Ensure safe handling of the ID cards issued.
3. Inform the issuing authority regarding theft / loss / damage of the ID cards immediately.

4. Duplicate card will be issued on payment only.

5. Non responding cards will be replaced by issuing a fresh ID card on free of cost on requisition in writing & surrendering the old ID card at the pass section.

6. The ID card shall be surrendered on resignation / transfer etc.,

7. The ID card number shall be noted and maintained for future reference before issuing to the individual holder of the card.

8. Daily permit ID card valid for the period from the time of issue to 06.00 of the next day.(Day means 06.00 to 06.00 hr.)

9. The monthly, quarterly, half yearly and annual ID card issued in the beginning of the year or any time during the calendar year are valid from the date of issue to 06.00 of the last day of 30<sup>th</sup> day, 90<sup>th</sup> day, 180<sup>th</sup> day & 365<sup>th</sup> day respectively. However, the no. of days will not count beyond the last day of the calendar year as the validity of all the ID cards will expire on the 31<sup>st</sup> day of December, 2006.

10. Users can produce the photo images in CD in consultation with CMS Computers Ltd. along with the requisition as per annexure I in writing.

11. Rate: ID cards for Persons colour Rs.39.00(including Service Tax)

ID cards for Persons B&W Rs.13.00(including Service Tax)

12. Rate:ID card for per vehicle Rs.11.00(including Service Tax)

13. Daily vehicle entry permit holder, quarterly, half yearly, annual entry permit vehicle holder need not pay extra. (Daily receipt / License card to be produced)

14. All the users are requested to bring their applications in the format given in Annexure I & II for persons and vehicles respectively.

**TRAFFIC MANAGER**