



வ.உ.சிதம்பரனார் துறைமுக ஆணையம்

वी. ओ. चिदम्बरनार पत्तन प्राधिकरण

V.O. Chidambaranar Port Authority

(Ministry of Ports, Shipping & Waterways, Government of India)

Administrative Office, Harbour Estate, Tuticorin-628 004

Tamilnadu

MARINE DEPARTMENT

Certified under  
IMS - ISO 9001:2015; ISO  
14001:2015 & ISO 45001:2018  
and ISPS Compliant Port

Telephone : 0461 – 2352313  
Email id : dc@vocport.gov.in  
Website : www.vocport.gov.in

No. MAR-TECH0TUGR(SBDD)/1/2022-MarineHM (3876)

Date: 02/07/2025

## SHIPPING CIRCULAR – 01/2025

Sub: Service Boat facilities available in VOC Port Authority -reg.

This is to inform that the order has been issued to M/s. Yojaka India Pvt. Ltd, Mangalore, for providing a Service Boat at the VOC Port. In this regard, all Port users, including Steamer agents, Shipping agents, Stevedores, and Master/owner of the ships, are requested to avail the service Boat facilities w.e.f 03/07/2025. The Standard Operating Procedure (SOP) has been attached herewith.

It is directed to all Port users, including Steamer agents, Shipping agents, stevedores, and Master/owner of the ships, to strictly adhere and comply with SOP without any contravention.

Your co-operation in this regard will help us to ensure safe and efficient usage of the Service Boat “Yojaka Swift”.

-sd/-

Deputy Conservator  
VOC Port Authority

To

- 1) All Port Users, Shipping Agents, and Stevedores.
- 2) All HOD's VOCPA
- 3) Pilots, VTS, VOCPA
- 4) Dy. Commandant, CISF, VOCPA

## **Standard Operating Procedure (SOP)** **to avail the Service Boat engaged at VOCPA**

---

### **1) Objective**

To outline the procedure and responsibilities for availing the services of the designated Service Boat at VOCPA, ensuring safe, efficient, and regulation-compliant operations within port limits.

### **2) Scope**

This SOP applies to all Port Users, including Shipping Agents, crew, and other authorized stakeholders, Master / Owner of the ship etc., for utilizing the services of Service Boat deployed by M/s. Yojaka India Pvt. Ltd, Mangalore, as authorised by VOCPA.

### **3) Operational Services Offered by Service Boat:**

- Service is available 24x7, including weekends and holidays.
- Operates within VOC Port limits, Zone A, Zone B, including at berths, alongside vessels, and at anchorage.
- Services include:
  - Transportation of personnel, crew, stores, spares, provisions, etc.
  - Draft surveys
  - Emergency response as per instructions from VOCPA authorities.

### **4) Requesting Boat Service**

- Permission must be obtained from the Deputy Conservator (DC) or his authorized representative for using the Service Boat.
- The concerned Shipping Agent/Port User/ Master of the Ship/ Owner of the ship are requested to follow the Customs and CISF formalities.
- The Shipping Agent/Port User/ Master of the Ship/ Owner of the ship are requested to contact the Contractor M/s. Yojaka India Pvt. Ltd, Mangalore in their email ID [corporate@yojaka.co.in](mailto:corporate@yojaka.co.in) and their local representative

[yesudas.vm26@gmail.com](mailto:yesudas.vm26@gmail.com) / +91-7708651521 after obtaining permission from DC, VOCPA for service requests and ensure coordination with the Firm for timing & requirements with any specific operational requirements in advance.

**Required information to be provided in their request:**

- Name of the vessel
- Agency Name and Contact details
- Type of service
- Date & time duration for service required
- Location (berth/anchorage)
- Payment receipt.

### **5) Operator's Responsibilities**

- I. Ensure round-the-clock availability and provide good service to the Port Users without any complaints and hurdles hampering the port operation.
- II. Maintain a continuous VHF watch on **Channels 14/16**.
- III. **Inform VTS (Port Control)** about every operation's start and stop time.
- IV. Ensure Proper manning (24x7) and safety equipment standards.

### **6) Operational Conditions**

- No interference with port operations or navigation.
- The boat may be berthed at available berths with prior permission; no fixed berth is guaranteed.
- AIS shall remain ON at all times.
- The boat shall be used exclusively for port service operations.

### **7) Emergency Services**

In case of emergencies, the Service Boat must immediately comply with directions of the Deputy Conservator or his authorized representative.

### **8) Inspection and Compliance**

- VOCPA reserves the right to carry out surprise inspections.
- The DC may alter or cancel service permissions without prior notice.

- No unlawful activities are permitted on board, and violations which may result in immediate termination of services and legal action.

## 9) Service Boat Charges

The contractor shall be authorized to collect ₹10,000 per hour, as approved by the Competent Authority, for each service availed by Port users. However, a **minimum service charge equivalent to three hours**—i.e., ₹30,000—shall be payable by the users, irrespective of the actual duration of the service provided.

Account Payee details: Yojaka (India) Pvt. Ltd.  
IndusInd Bank Ltd, Mangalore  
Bank A/c No. 201021270377  
IFSC Code - INDB0000067

## 10) Local Contact Information

- (i) M/s. Yojaka India Pvt. Ltd,  
Contact Person: Shri. M. Yesudas  
Phone Number: +91 7708651521  
Email id: [corporate@yojaka.co.in](mailto:corporate@yojaka.co.in)  
[yesudas.vm26@gmail.com](mailto:yesudas.vm26@gmail.com)
- (ii) **Grievances if any:**  
DEPUTY CONSERVATOR  
VOC Port Authority  
Email id [dc@vocport.gov.in](mailto:dc@vocport.gov.in)

## 11) Compliance

All port users and contractors are expected to comply with:

- VOCPA regulations complying statutory and safety standards.
- Applicable Customs & immigration rules.
- All security procedures of VOCPA.

AAAAAAAAAAAAAAAAAAAA