

MAZAGON DOCK LIMITED

10th January 2007.

Procedure for Issue of Entry Passes to Casual Indian Visitors, Foreign Visitors and Subcontractors for entering the premises of MDL.**Important Note:**

Procedure / guidelines promulgated herewith are subject to changes as and when required on instructions of Government or when necessitated. MDL reserves the right of change.

I. Procedure incorporated below deals with various aspects of Entry process in MDL.

1. Casual Indian Visitors.
2. Casual Foreign Visitors.
3. Regular Foreign Visitors.
4. Representatives of Various Govt. Organizations and Vendors / Regular suppliers.
5. Sub-contract Labourers.
6. Designated Gates for Entry / Exit with timings.
7. Late Working & Holiday working.
8. Material Movement.
9. Renewal of Passes.
10. Loss of Passes.
11. Charges/Penalty for Issue/Renewal of Entry Passes:
12. Return of Passes.
13. Use of Mobile Phones without Camera.

1. Casual Indian Visitors:

All casual indian visitors such as suppliers, vendors, reps. of various agencies etc.visiting MDL are issued with computerised Visitors Photo Pass from MDL Security Reception Centre on receipt of prior intimation through MDL Intranet from concerned Departmental officers, on a day-to-day basis.

2. Casual Foreign Visitors:

All casual foreign visitors are issued with computerised Visitors Photo Pass from MDL Security Reception Centre on receipt of prior intimation through MDL Intranet from the concerned HODs on verification of documents such as passport, valid visa etc. The foreigners are also required to fill-up the details as per the format enclosed at **Anneuxre-1** before commencement of the visit.

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Note:-

- i) **The authority for issuing Entry Passes to all type of Visitors including Sub-contract labour rests with CSO, MDL.**
- ii) It is mandatory for all Visitors display the Visitors Identification Badge while in MDL premises.
- iii) It is also mandatory for all Visitors to return the Visitors Identification Badge along with the Visitors Pass to Reception Centre after obtaining the signature and stamp on the Visitors Pass of the officer visited, before leaving the Yard.

3. **Regular Foreign Visitors:**

All foreign visitors visiting MDL and require to work on various projects for a short / long duration are required to adhere to the following procedure for issue of Photo Entry Pass.

- a) Letter of recommendation from concerned Project Superintendent / HOD along with prescribed format enclosed at **Annexure - 2** and copy of clearance from MOD / NHQ, is required to be submitted to CSO, MDL.
- b) Foreigners are to submit passport & visa for verification along with 2 xerox copies of the same and 2 passport size photograph with white background.
- c) On completion of above formalities, Photo Pass will be issued to the foreigners by OIC, Pass Issue Cell on the basis of visa validity or as per the recommendations by the Project Superintendent / HOD.

4. **Reps. of Various Govt. Organization and Vendors / Regular Suppliers.**

The following procedure to be followed for issue of Photo Entry Passes to the employees of various Government & Semi-government organizations and Vendors / Regular Suppliers.

- a) Application forms for issue of Photo Passes to be submitted to OIC, Pass Issue Cell with recommendation from HOD along with 2 passport size photographs with white back ground and h copy of LOI / Work Order.
- b) Applicant is also required to submit an Undertakig on their Compnay's letter-head as per the Format enclosed at **Annexure-3** to be endorsed by the concerned HOD.

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- c) After due verification of application forms and documents, the Photo Entry Passes will be issued for a period of 3 months by OIC, Pass Issue Cell.

Note:- i) As regards Vendors / Regular Suppliers, it is mandatory to submit Police Verification Reports from concerned police authorities along with their application.

ii) However, in case of Consultants, Govt. Auditors, Surveyors, OEM (Original Equipment Manufacturers), PSU Employees, State & Central Govt. employees, Faculties of Educational Institutions, they will be considered for issue of Entry Passes on production of valid Identity Card issued by their employers.

5. **Sub-Contract Labourers:**

(a) **Pre-requisites:**

The contractor has to fulfill statutory obligations towards Provident Fund (PF), ESIC (ESI), Labour Licence and all Labour Laws as applicable and amended from time to time. In addition, contractor has to get all his employees verified by Police Authorities as mentioned at Sl.5 (e).

(b) **ESI.**

All employees of the contractor must have their own ESIC Registration Code Number and individual ESIC A/C. No. of the labourers. In case of newly joined employees, contractor has to fill-up a RDF Form, sample attached at **Annexure-4** and ESIC Declaration Form, sample attached at **Annexure -5** and submit it to ESIC's local office and obtain their acknowledgement on the copy of RDF Form before deploying the labourers. The above mentioned blank forms are also available with our Labour Consultant's office, situated in South Yard near Scindia Bldg. EPABX Tel. No.3441. In case contractors do not have their own ESI Code No., as a special case they may be allowed to use MDL ESI Code No. against a written request, for recovery of contributions. However, this facility may be allowed only for a period of 30 days, by which time the contractor must obtain his own ESI Code No. In such cases, contractor may collect the Forms from our Consultant's office, fill it up and then get them signed by the concerned officer of MDL Corporate Personnel Dept. situated on the second floor of Mazdock House, having EPABX Tel No.3121. Then the contractor has to submit these forms to ESIC's local office and obtain acknowledgement which needs to be attached with Labour Challan, sample attached at **Annexure - 6**. The timings of Labour Consultant's office and the concerned Officer of Corporate Personnel Dept. are as below:

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Labour Consultant's office : 0930 hrs. to 1230 hrs. & 1330 hrs. to 1630 hrs. on all Working days, except the holidays.

Office of Corporate Personnel Dept. : 1030 hrs. to 1130 hrs. & 1430 hrs. to 1530 hrs. on all working days, except holidays. In case of Non-availability of the concerned officer, AGM (CR-P&IR) may be contacted on Phone No.23714909.

Note:- In case contractor's employees are out of ESI Coverage, they are required to be covered under a Group Insurance Policy linked with Workmen's Compensation.

(c) Provident Fund (PF):

The contractor is required to have his own PF Code No. and fulfill all obligations under the Provident Fund Act. As a very special case, where contractor does not have a PF Code No., he may be allowed against a written request to use MDL PF Code No. In any case this facility will not be extended to the contractor for more than 30 days by which time he should obtain his own PF Code No.

(d) Labour Licence:

Contractor deploying 20 or more employees to execute an Order will have to obtain Labour Licence from the Office of the Labour Commissioner situated at Sion, Mumbai. He has to get Labour Licence for the no. of employees deployed. Address of the Labour Commissioner is given below:

Labour Officer,
Office of the Labour Commissioner,
Shram Raksha Bhavan, Sion,
Mumbai - 400 022.

(e) Police Verification:

Contractors are required to get their employees police verified from the concerned police authorities of the respective zones depending upon the place of residence of the employee. Relevant address of Police Commissionerate Offices are as given below:

Mumbai Zone : Commissioner of Police, SB-1, G Branch,
Gymnasium Road, Mumbai-400 001.
Tel. No.22620347.

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- Thane City : Commissioner of Police, Court Naka,
Old Police Lane, Thane (W).
Tel. No.25349008.
- Thane Rural : Superintendent of Police, Thane Rural,
Court Naka, Thane(W).
Tel. No.25343223.
- Navi Mumbai Zone : Commissioner of Police,
Sector - 10, CBD, Belapur,
Navi Mumbai.
Tel. No.27572209.

The contractor has to make an application on Contractor's letter-head to the concerned office for Police Verification Report (PVR), attaching personal particulars of each employee, in the prescribed form, to be obtained from respective zonal offices given above. A copy of sample format is enclosed at **Annexure-7**. The sub-contractor has to fulfill the requirement of documents mentioned on the personal particular form. It normally takes one month time to get the Police Verification done from the Police Department. However, an acknowledgement slip of submitting the application, issued by the Police Department will be useful for getting Entry Passes for the first month from MDL.

(f) Various Stages of General Procedure:

- i) The contractor has to fill up Labour Challan and it should be attached with LOI or Work Order issued by MDL. Efforts are in hand to put up these forms on MDL Website which can be downloaded by the contractor. Blank forms are also available with MDL Labour Consultant's office.
- ii) Contractor has to get these forms endorsed by the relevant Commercial Department confirming that the contract is in force.
- iii) Contractor has to submit these forms to Labour Consultant's office for scrutiny and endorsement.
- iv) The forms subsequently are to be submitted to CM (CR-P&IR), MDL, during the timings mentioned above, whose endorsement will be obtained immediately. In case of any difficulty, AGM (CR-P&IR) is to be contacted.

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- vi) The contractor has to then approach OIC, Pass Issue Cell, situated in the ground floor of Scindia House, South Yard between 0930 hrs. to 1030 hours and 1400 to 1500 hours. Contractor has to submit the Labour Challan along with two passport size photographs (with white background) of each employee & police verification report of all his employees or the Acknowledgement slip issued by the Police Dept.
- viii) On satisfying the above prescribed conditions by the contractor, the contractor has to fill up a Register maintained by Pass Issue Cell and collect blank passes, on written request, duly recommended by respective Commercial Dept. The contractor has to fill up the blank passes and get it signed by OIC, Pass Issue Cell.
- ix) In case Police Verification Report is not there, OIC, Pass Issue Cell will carry out interviews between 0930 to 1030 hours on all working days and verify one of the following documents for the authenticity of individual contract labour.
 - a) Ration Card.
 - b) School Leaving Certificate.
 - c) Election Card or
 - d) Driving Licence or
 - e) Photo Identity Card issued by State / Central / Education Institution etc.
 - f) PAN Card.
- x) Before appearing for interview, contractor has to give an undertaking in the Undertaking Format, copy enclosed at Annexure - 3, for the employees who do not have PVR. This Declaration Form is to be endorsed by the concerned Commercial Department and also to be supported by an Acknowledgement Slip of application made for PVR. After interview, if an employee is found to be suitable, he will be cleared for issue of Entry Pass.
- xi) Contractors are advised to simultaneously take action on PVR, ESI & PF to save time. It is intended that the formalities with Labour Consultant's Office and Corporate Personnel Department will be completed in a day and formalities at Pass Issue Cell of Security Dept. will be completed in a day.
- xii) A day's Visitor Pass will be issued for new Sub-contract Labourers by CSO on the recommendation of Commercial Department for carrying out the formalities at the offices of Labour Consultant's office and CR - P&IR.

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- xiii) Sub-contractor Labours who are having PVR, need not be present in person while rep. of contractor goes to Pass Issue Cell. Sub-contract labours who are not having PVR have to remain present as they have to be interviewed.

Note:-

- Sub-contract labours who do not have PVR, will initially issued Entry Passes for a maximum period of one month to facilitate them to complete PVR formalities on production of receipt from police authorities for having submitted the documents for police verification.
- In case of adverse remarks from the Police Department, Entry Passes issued will be withdrawn immediately.
- In case of any difficulty in issue of Entry Passes from Pass Issue Cell, Chief Security Officer (EPABX Phone 3850) is to be contacted.
- Contractors are issued Entry Passes of 'Green' colour for all Yards other than East Yard. 'Yellow' colour Entry Passes are issued for East Yard. A person holding Entry Pass of East Yard is permitted to work in all other Yards of MDL but not vice-versa.

- xiv) **Issue of Entry Passes to the employees of contractor for a short period of 10 days or less:**

Any contractor(s) having MDL Contract work of '10 days or less' are required to comply with ESIC / PF formalities and for such contractor employees, no Police Verification Report (PVR) is required. However, Undertaking on Letterhead is necessary. The Entry Passes of such sub-contractors employees are stamped as "Non-Police Verified". For such non-police verified contractor employees, Site Engineer / Supervisor of the contractor is required to escort their employees to the work site and escort them at the end of the day. At the end of the day, the Site Engineer / Supervisor of the contractor has to collect the Passes from their employees and deposit the same with the duty security staff in the Pass Issue Cell. If the contractor labour are not covered under ESIC Act, then they are required to produce Group Insurance Policy linked with Workmen's Compensation.

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6. **Designated Gates for Entry / Exit with Timings:**

With a view to streamline the entry / exit of personnel of different categories to different yards in MDL, Wicket Gates have been earmarked as given below:

North Yard:

Wicket Gate No.NY/4 : Visitors, Vendors, Casual Visitors,
Foreigners, Proprietors, OEM rep./Consultant etc.
Wicket Gate No.NY/13 : Sub-contract labourers.

South Yard:

Wicket Gate No.SY/2 : For MDL Officers, Staff, Visitors, Vendors,
Casual Visitors, Foreigners, Proprietors,
OEM Rep/Consultant etc.
Wicket Gate No.SY/9 : Sub-contract labourers.

East Yard:

Wicket Gate No.EY/1 : For MDL Officers, Staff, Operatives, Visitors,
Vendors, Casual Visitors, Foreigners,
Proprietors,OEM Rep/Consultant etc.
Wicket Gate No.EY/2 : Sub-contract labourers.

Alcock Yard:

Wicket Gate No.AY/7 : For MDL officers, staff, Visitors,
Vendors, Casual Visitors, Foreigners,
Proprietors,OEM Rep/Consultant etc.

7. **Late Working & Holiday Working:**

The following procedure is to be adhered to for extended working hours, night working, Saturdays/Sundays & Holidays.

- i) Normal working timings for contractors workers is from 0700 to 1830 hours. Any contractor desire to deploy their workmen beyond their working hours, due to emergency, the requirement is to be endorsed for such working by HODs of User Department in the prescribed enclosure at **Annexure - 8.**

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- ii) If the contractor is required to employ their workmen on Saturdays, Sundays & General Holidays, they have to make an application in the prescribed format as enclosed at **Annexure-9** with recommendation from concerned HOD and in case of Sundays/Holidays, request has to be sent to Corporate Personnel Department two days in advance.
- iii) For all such extended working hours, the concerned contractor has to obtain permission from Sr.Commandant, CISF / Chief Security Officer, MDL, respectively.

8. **Material Movement:**

The contractors who are required to bring in their vehicles for delivery / collection of stores, due to emergency of work beyond 1830 hours, are required to obtain the recommendation from HODs of the User Department and subsequently permission will be granted by Commandant, CISF / CSO, MDL for their respective Yards..

9. **Renewal of Passes:**

The following procedure is to be adhered to by the contractors for renewal of passes of their employees:

- i) The Entry Passes of contractor employees, working on regular basis, having Police Verification Reports, are renewed on completion of ESIC/PF formalities upto a period of one month.
- ii) The contractor employees who are not police verified and required to work upto 10 days, the Passes of such employees are not renewed any further.
- iii) The passes of reps. of various organizations are renewed on need basis on the recommendation of respective HODs. However, such Entry Passes are renewed upto a maximum period of three months.
- iv) The Entry Passes issued to foreign nationals are renewed subject to verification of documents and recommendations of respective HODs.

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10. **Loss of Passes:**

The following procedure is to be adhered to by the contractors for loss of passes of their employees:

- i) As soon as contractor employee loses the Entry Pass, he is required to report the loss to the nearest Police Station under whose jurisdiction the Pass is reported to have been lost and obtain a copy of Police Certificate.
- ii) The loss of Pass will then be reported to Chief Security Officer, MDL, along with a letter from the contractor duly recommended by OIC, User Department and original copy of police certificate.
- iii) The Entry Pass will be issued to the contractor employee after due verification of the Labour Challan for the particular month.

11. **Charges / Penalty for Issue / Renewal of Entry Pass:**

All contractor employees are charged Rs.10/- per Entry Card and on renewal no charges are levied and subsequent reissue of Entry Pass due to loss will be charged Rs.25/-

In case of any suspicion exists regarding loss of Pass by the contractor employee, the matter will be investigated by the Chief Security Officer, MDL, to rule out the possibility of any foul play.

12. **Return of Passes:**

The following procedure is to be adhered to by the contractors for return of Entry Passes of their employees:

- i) On completion of contract work / period of registration or termination of services of any person employed by the contractor and on expiry of date of any Pass (which is not required for any further renewal), the contractors are required to return all the Passes to the OIC, Pass Issue Cell for cancellation. Failure in this regard will invite action in terms of Indian Officials Secrets Act, 1923. The sponsoring authorities are to pursue the concerned contractors to surrender their Passes when these are not needed anymore. The Chief Security Officer, MDL, may take up the matter with Civil Police for retrieval of passes from the defaulting individuals / contractors as and when required.

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- ii) It is mandatory for the contractors to obtain NOC from Chief Security Officer, MDL, for having returned all the Entry Passes issued to them for final settlement of the contract.
- iii) Security Deposit of the contractor will not be released unless & until the NOC is produced.

Note: - Transfer / Misuse of MDL Photo Entry Pass is strictly prohibited & shall attract action as per the provisions of Indian Official Secrets Act 1923.

13. **Use of Mobile Phone without Camera.**

- i) Supervisors, Site In Charge, Engineers of contractors and representatives of various organizations may be permitted to use Mobile Phone without Camera within the MDL premises after obtaining a Mobile Phone permit from OIC, Pass Issue Cell.
- ii) Application form for mobile phone permit is to be obtained from Chief Security Officer, MDL, through an application recommended by concerned Commercial Department. These Permit application forms are to be endorsed by concerned HODs (in case of subcontractors, the relevant Commercial Department) and submitted to OIC, Pass Issue Cell, for obtaining Mobile Permit along with mobile phone for inspection..
- iii) Unauthorised use of Mobile Phone by any sub-contractors employee shall invite strict action to the extent of confiscation of mobile phone in addition to the cancellation of Entry Pass.

DGM / CSO

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Note: Annexures may be collected from OTS/Security/Personnel Dept. of MDL