Dated: 15.11.2016

STANDARD OPERATING PROCEDURE FOR ONLINE RFID PASS ISSUANCE SYSTEM



KAMARAJAR PORT LIMITED

(ERSTWHILE ENNORE PORT LIMITED)
(A MINI RATNA GOVT. OF INDIA UNDERTAKING)
GSTIN: 33AAACE9013G2Z1

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[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

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CONTACT DETAILS

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Port Office: Vallur Post, Chennai - 600 120, Ph: 044-27950030, Fax: 044-2795 0002

DOCUMENT DETAILS:

Customer: KAMRAJAR PORT LIMITED

Project: **RFID SYSTEM**

Document Name: Pass Issuance System

PROCESS:

- A company can register any number of users, vehicles, material, and foreigners to generate a request for a pass to enter the port
- These details will be retained in the company profile.
- When a company makes a request for a number of passes for a particular duration, the application will request you to mention which personnel, vehicle, material requires the pass.
- This is for purpose of not having to enter data every time pass need to be generated for same personnel.

To Apply for an RFID Pass for Port Entry - Online

• To apply for an RFID pass – user needs to visit the following website.

http://ennoreport.gov.in/

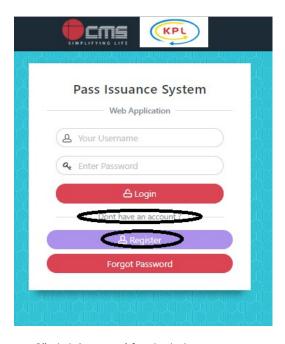


- Click the RFID in top right corner of the page it will open the page with the application URL.
- Click the URL it will redirect to the Sign Up page.

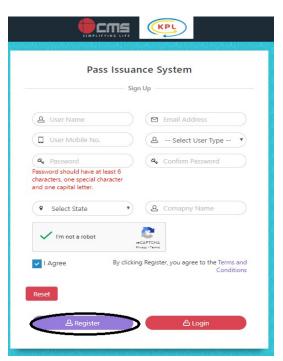


SIGN UP – COMPANY REGISTRATION

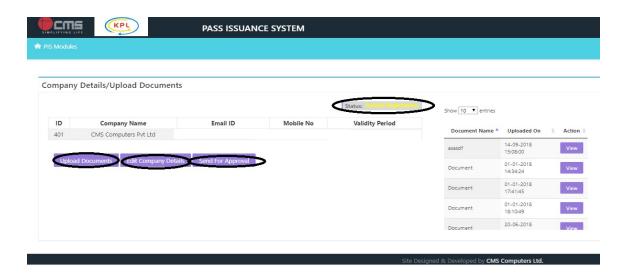
- Click 'Don't have an account? Button to create a new account.
- Existing users can sign in with their credentials.

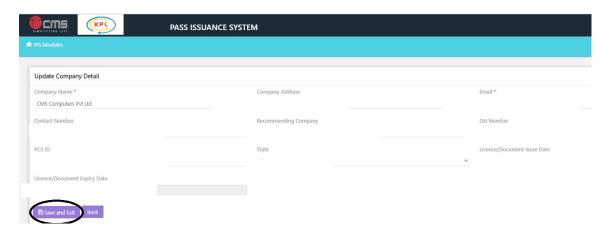


• If you "Don't have an account?" Click 'Register' for the below screen to appear and all the Fields should be filled up.

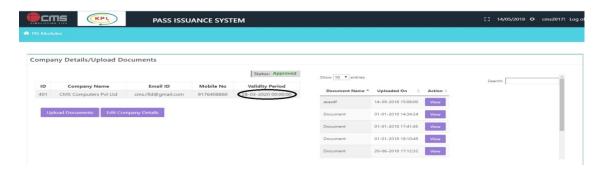


- Once the account has been created successfully, user will receive a notification to your registered E-mail id and mobile number.
- Sign in with your credentials, the first page of PIS will be opened.
- Click 'Edit Company Details' and fill the required fields.





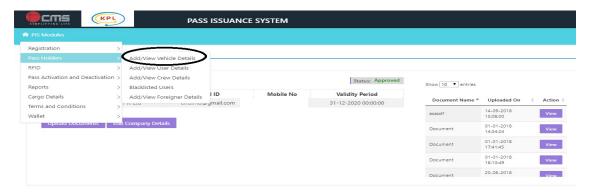
- After entering all details, click 'Save and Exit' button and then upload following documents by clicking 'Upload Documents'.
 - Approval Letter from KPL Traffic Dept.
 - PAN Card
 - Customs License (If applicable)
 - Work Order Copy
 - > Recommendation Letter
 - ➢ GST
- Finally click 'Send for Approval. Port authority will review your company details and documents and approve or reject.



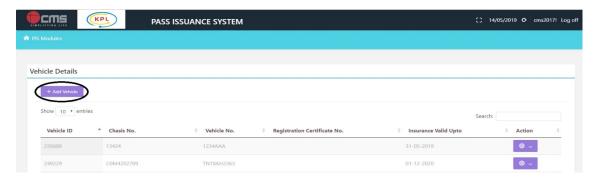
- If the Status of your company login is 'Approved' means, you can make the passes for vehicles and users.
- If the Status of your company login is 'Rejected' or 'Initiate Registration' or 'Sent to Verification' means, you cannot make the passes. Contact KPL RFID Pass Section.
- If your company validity period is about expire, you need to get approval letter again for extending your login validity period and same need to be uploaded and get approved.

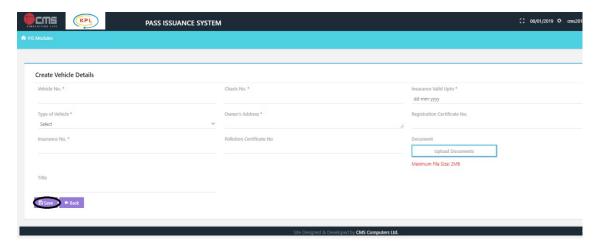
ADDING VEHICLE DETAILS:

To add details of vehicle, select 'Pass Holders→Add/View Vehicle Details' in PIS Modules dropdown.

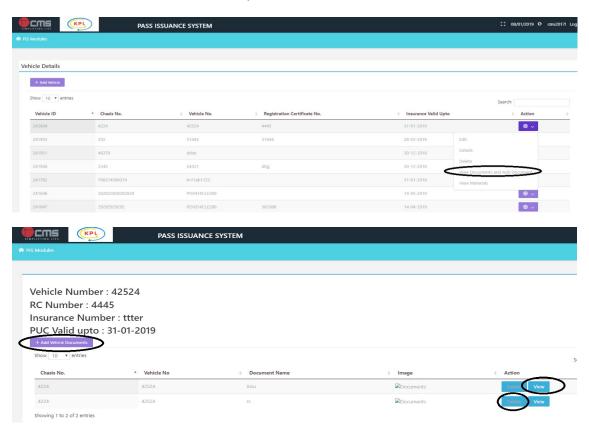


• Click '+Add Vehicle' and fill the required details in that page.





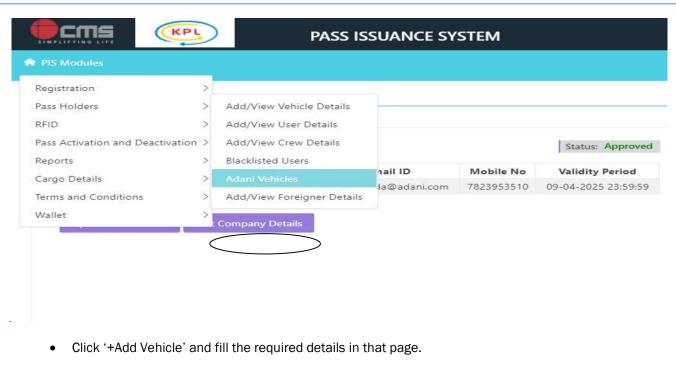
- RC book and Valid Insurance copy need to be uploaded for all type of vehicles.
- If you select type of vehicle as 'Two Wheeler', approval letter needs to be uploaded additionally.
- In this page, only one document can be uploaded.
- Click 'Save' button. Saved details can be edited by selecting 'Edit' in Action dropdown.
- To upload second document, select 'View Documents and Add Documents' by clicking Action button.
 Maximum size of document can be up to 2MB

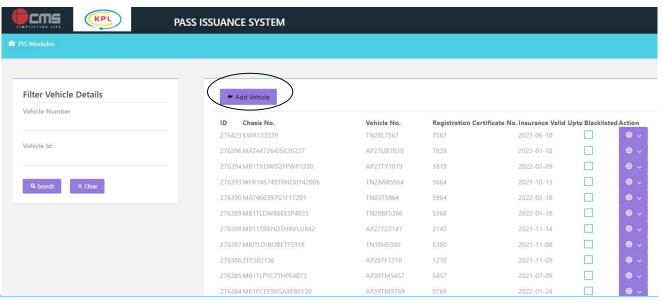


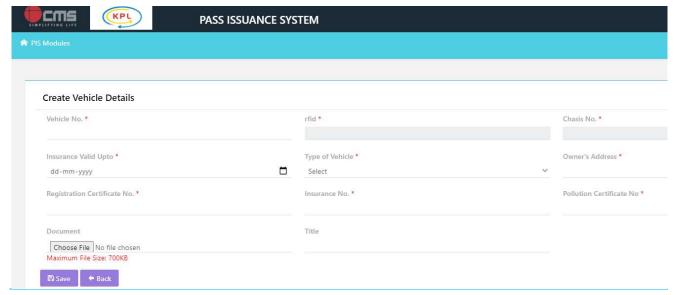
- Click '+Add Vehicle Documents' and upload other documents and give title to them.
- In this page, uploaded documents can be viewed and delete

ADDING ADANI VEHICLE DETAILS (For Adani Transporter only)

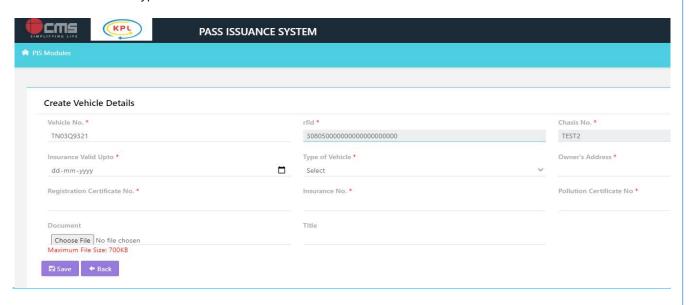
To add details of adani vehicle, select 'Pass Holders→Adani vehicles' in PIS Modules dropdown.



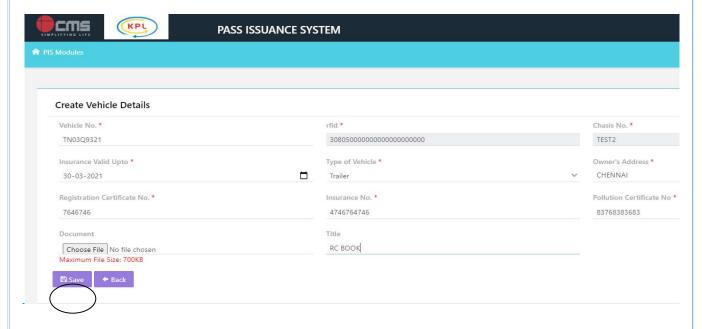


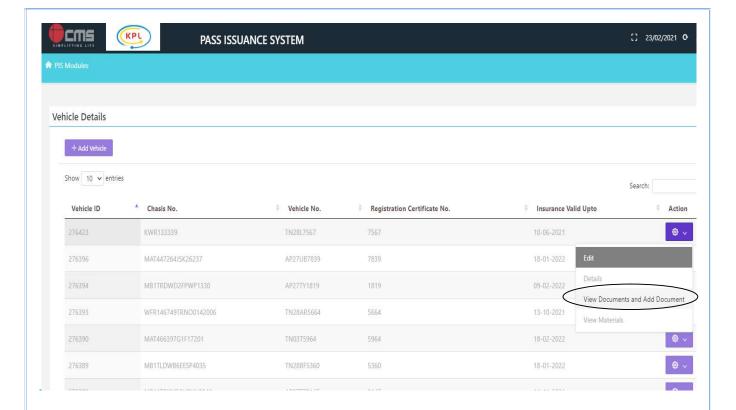


- Once entered the IB track registered vehicle number, the RFID number and CHASIS number will be automatically filled.
- Select the type of vehicle as TRAILER.

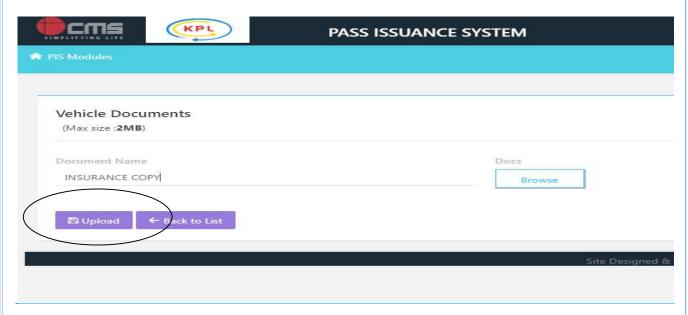


- RC book and Valid Insurance copy need to be uploaded for all type of vehicles.
- In this page, only one document can be uploaded.
- Click 'Save' button. Saved details can be edited by selecting 'Edit' in Action dropdown.



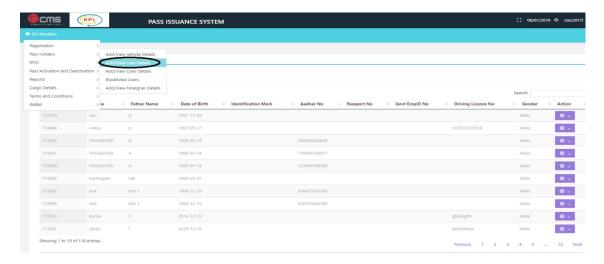


- Click '+Add Vehicle Documents' and upload other documents and give title to them
 - In this page, uploaded documents can be viewed and delete
 - To upload second document, select 'View Documents and Add Documents' by clicking Action button. Maximum size of document can be up to 2MB

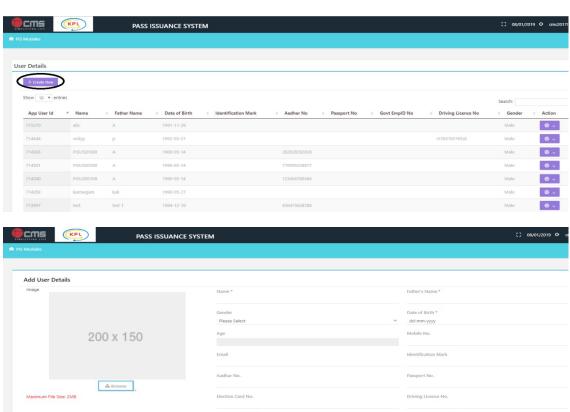


ADDING USER DETAILS:

• To add details of user, select 'Pass Holders > Add/View User Details' in PIS Modules dropdown.



• Click '+Create New' and fill all the mandatory fields.

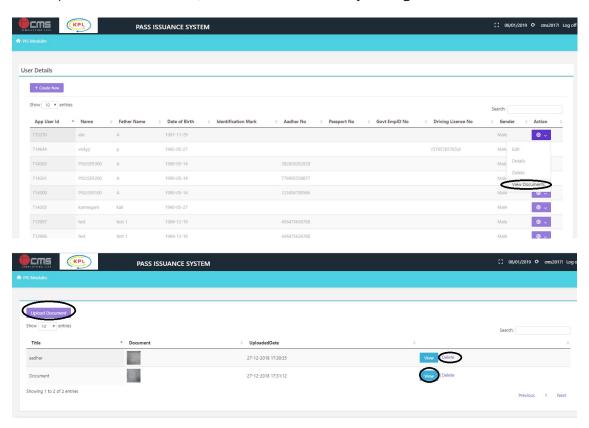


- Passport size photo needs to be uploaded. Maximum size of photo can be up to 2MB
- The below mentioned fields are mandatory for Users
 - Name

Save ► Back to List

- > Fathers Name
- Gender
- Date of Birth
- Present Address
- Permanent Address
- Designation
- One out of following number, need to be filled.
 - Aadhar No

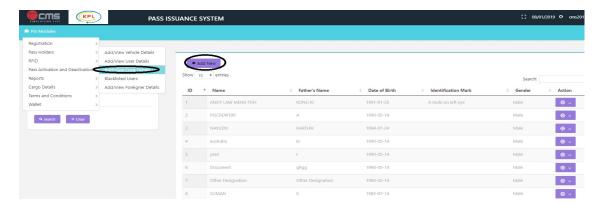
- Passport No
- > Election Card No
- Driving License No
- Government Employee ID No
- The same document needs to be uploaded.
- If you select designation as 'Driver', copy of Driving License (DL) needs to be uploaded.
- Maximum size of document can be up to 2MB
- In this page, one document only can be uploaded.
- Click 'Save' button. Saved details can be edited by selecting 'Edit' in Action dropdown.
- To upload second document, select 'View Documents' by clicking Action button.



- Click 'Upload Document' and upload other documents and give title to them.
- In this page, uploaded documents can be viewed and deleted.

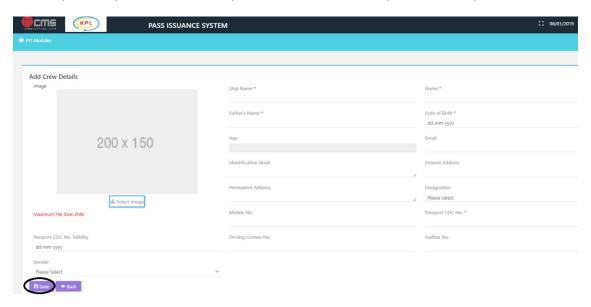
ADDING CREW DETAILS:

• To add details of crew, select 'Pass Holders > Add/View Crew Details' in PIS Modules dropdown.

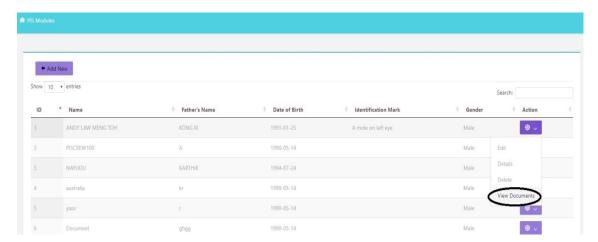


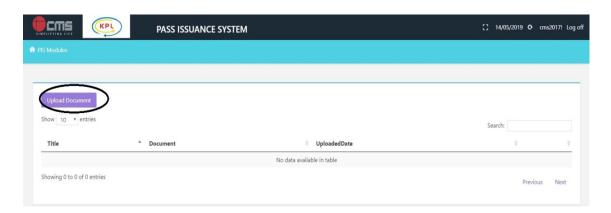
• Click 'Add New' and fill all the mandatory fields.

Passport size photo needs to be uploaded. Maximum size of photo can be up to 2MB



- Click 'Save' button. Saved details can be edited by selecting 'Edit' in Action dropdown.
- To upload document, select 'View Documents' by clicking Action button.

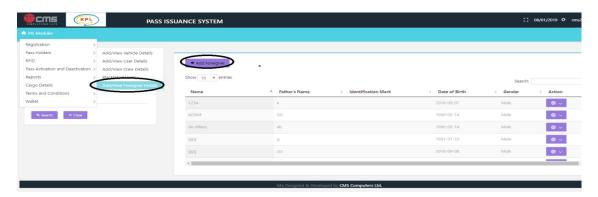




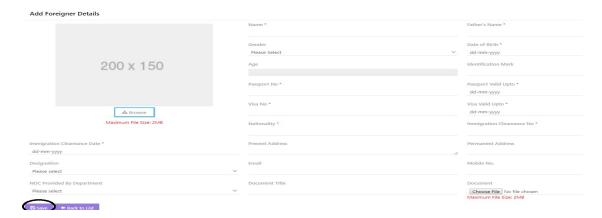
- Click 'Upload Document' and upload other documents and give title to them.
- In this page, uploaded documents can be viewed and deleted.

ADD/VIEW FOREIGNER DETAILS:

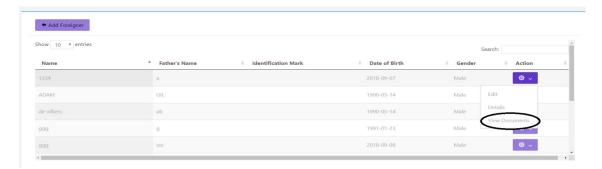
 To add details of Foreigner, select 'Pass Holders → Add/View Foreigner Details' in PIS Modules dropdown.



- Click 'Add Foreigner' and fill all the mandatory fields.
- Passport size photo needs to be uploaded. Maximum size of photo can be up to 2MB



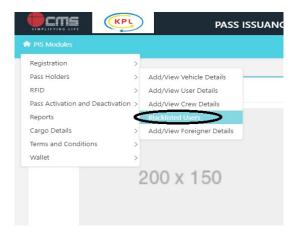
- Passport, Immigration Clearance and Visa copy need to be uploaded for foreigners.
- Maximum size of document can be up to 2MB
- In this page, one document only can be uploaded.
- Click 'Save' button. Saved details can be edited by selecting 'Edit' in Action dropdown.
- To upload second document, select 'View Documents' by clicking Action button.





- Click 'Upload Document' and upload other documents and give title to them.
- In this page, uploaded documents can be viewed and deleted.

BLACKLISTED USERS:



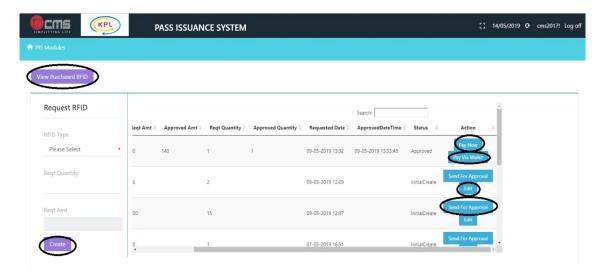
• In this page, you can see the list of users who are all blacklisted by Port Authorities for some reason. You cannot make pass for them.

PURCHASING RFID CARD/TAG:

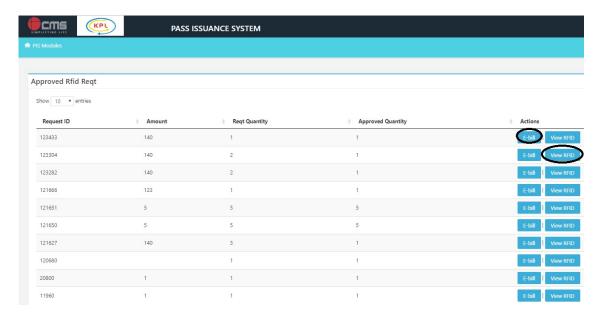
- RFID Card needs to be purchased for Users and RFID Tag for Vehicles
- Deposit cost of RFID Card will be Rs. 140 (Rupees One Hundred Forty Only)
- Cost of RFID Tag (Vehicle) will be Rs. 123 (Rupees One Hundred Twenty Three Only)
- The cost of the RFID Cards is refundable after physical verification of the card. The RFID Card is reusable for five years.
- To purchase RFID Card/Tag, select 'RFID→Request RFID' in PIS Modules dropdown.



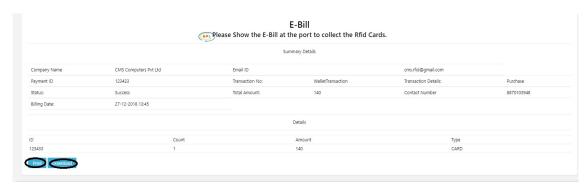
- Select Card/Tag in RFID Type dropdown and enter quantity. It will show the cost of selected RFID Card/Tag and press 'Create'. Request will be created successfully.
- The request can be edited by clicking 'Edit' option.



- Click 'Send for Approval'. Port authority will approve or reject based on Company Requirement.
- Once approved, the status will be changed to 'Approved' and 'Pay Now' option will be enabled. Using this option, you can pay by Debit/Credit Cards or Net banking.
- If you have enough money in your wallet, 'Pay via Wallet' option also will be enabled. For adding money to wallet, please refer next page.
- Once payment done, click 'View Purchased RFID' to download E-Bill and view purchased RFID Cards/Tags.

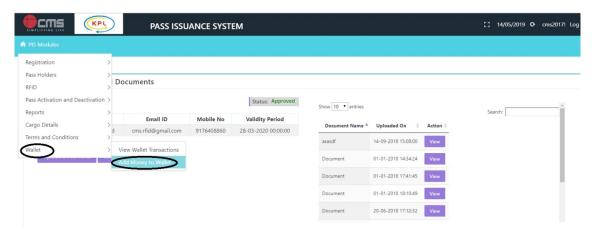


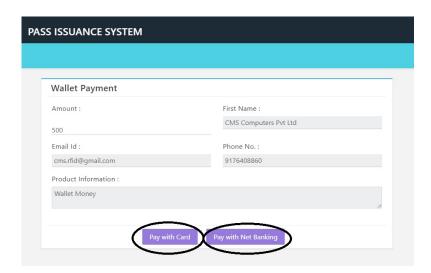
Collect your RFID Cards/Tags by showing E-Bill from RFID Pass Section in Kamarajar Port Ltd.



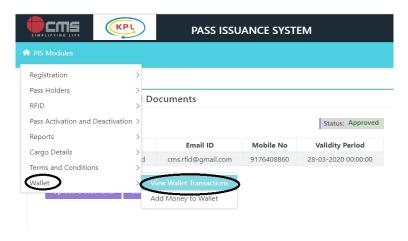
ADDING MONEY TO WALLET:

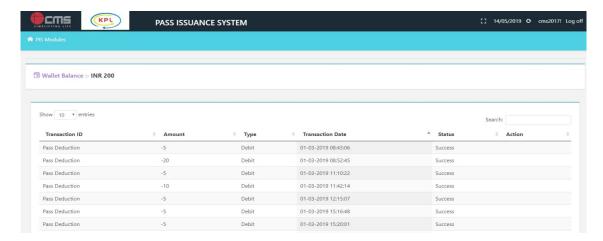
• To add money to wallet, select 'Wallet → Add Money to Wallet' in PIS Module dropdown.





- Enter amount and pay by clicking 'Pay with Card' or 'Pay with Net Banking'.
- Once payment done, you can check the transaction by selecting 'Wallet→View Wallet Transaction' in PIS Module dropdown.

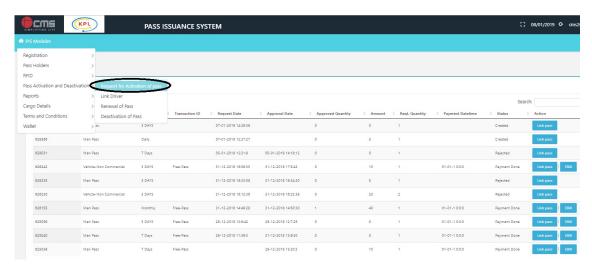




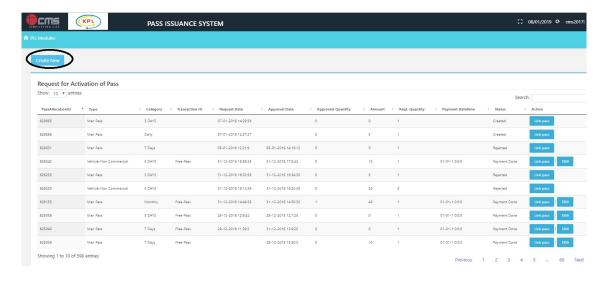
In this page, you can view your 'Wallet Balance' and 'Wallet Transactions'.

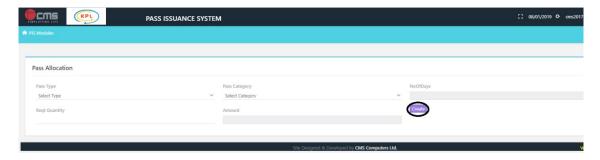
ACTIVATION OF PASSES:

 To activate pass for a user or vehicle, select 'Pass Activation and Deactivation → Request for Activation of Pass' in PIS Modules dropdown.



Click 'Create New' to create a new pass request.





- Select 'Pass Type', 'Pass Category' and 'Reqt Quantity'. Based on your selection, the cost would be shown in the 'Amount' field.
- Click 'Create' to make new pass request.
- RFID Pass tariff plans are given below. Please refer KPL's Scale of Rate (Page No.13)

PORT PERMIT CHARGES

CHAPTER VI

As per the direction of Ministry of Shipping, the initiative of Implementation of automated RFID Gate Control system under Ease of Doing Business, KPL has implemented RFID Control System at both gates with effect from 15.11.2016. The Port entry through both gates will be allowed with only RFID card for man and RFID tag for vehicle. The Permit rates for man and vehicle are given below.

Man & Vehicle Permit Details

Man Permit - New/Renewal						
Period	Daily	Monthly	Half yearly	Yearly		
Price	Rs. 5 per day	Rs. 40	Rs. 100	Rs. 200		

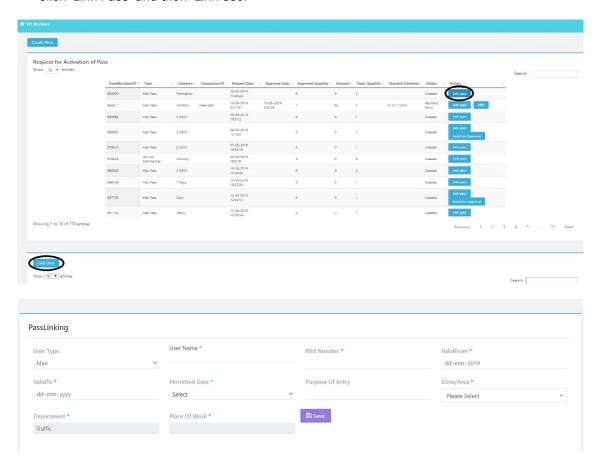
Vehicle Permit - New/Renewal						
Period	Daily	Monthly	Half yearly	Yearly		
Price	Rs. 15 per day	Rs. 75	Rs. 150	Rs. 200		

RFID Card and Tag:

The Cost of the RFID Cards/Tags:

- Deposit Cost of RFID card will be Rs. 140/- (Rupees one hundred forty only).
- Cost of RFID tag (vehicle) will be Rs. 123/- (Rupees one hundred twenty three only).
- c. The cost of the RFID Cards are refundable after physical verification of the card. The RFID card is reusable for five year period.

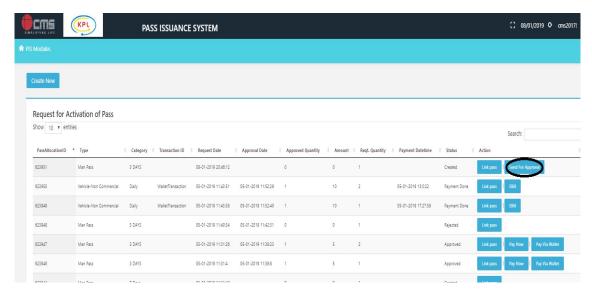
Click 'Link Pass' and then 'Link User'



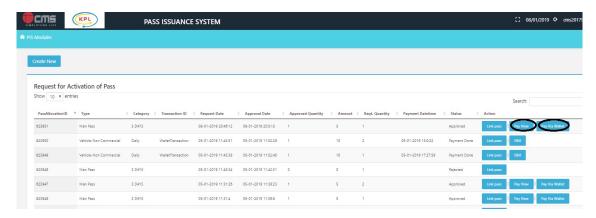
- Select 'User Type' from the dropdown.
- Enter 'User Name/Vehicle No', 'RFID Number', 'Permitted Gate', and 'Purpose of Entry'.
- While selecting date in 'Valid From', Expiry date will be calculated automatically in 'Valid To' field based on your pass category.
- While selecting 'Zone/Area number', Place of work will be filled automatically.
- Click 'Save' button.
- If you want to edit/delete linked user/vehicle, you can do it by clicking 'Edit' or 'Delete' buttons.



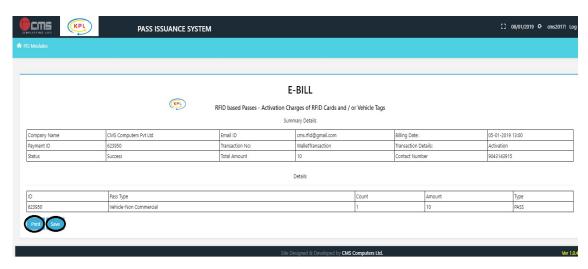
- To link another user/vehicle, click 'Link User' and follow same procedure.
- Once you linked all users/vehicles, the page will be getting refreshed automatically and 'Send for Approval' option will be enabled.



- Click 'Send for Approval' and the request will be sent to port authority. They will check and approve or reject the pass request for some reason.
- Once your pass request is approved, 'Pay Now' and 'Pay via Wallet' options will be enabled.
- Once payment done, you can get the printed stickers by showing RFID Number/Vehicle No from RFID Pass Section in Kamarajar Port Ltd and paste it on your RFID Card/Tag.



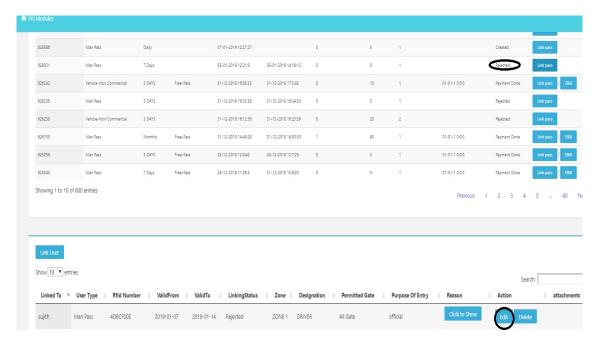
• You can get the E-Bill for that particular transaction by clicking 'E-Bill' in that page.



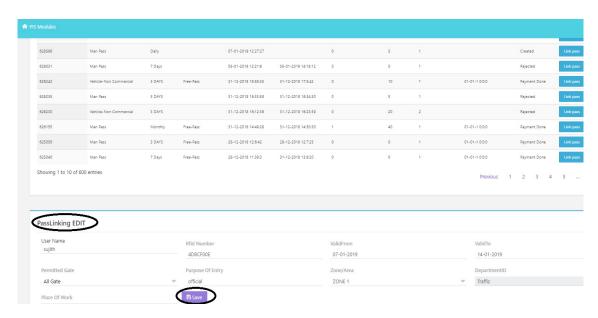
REJECTED PASS:

• If your pass request is rejected by port authority, it will be showing as 'Rejected' in status and Linking Status column.

- Pass request may be rejected for following reasons,
 - User
 - User's photo is not clear or different.
 - User document is not clear or missing or different.
 - Vehicle
 - Vehicle document is not clear or missing or different.
 - Vehicle insurance is expired.
 - Approval Letter for Two Wheeler is not available.
- You can check the reason by clicking 'Click to Show' in reason column.



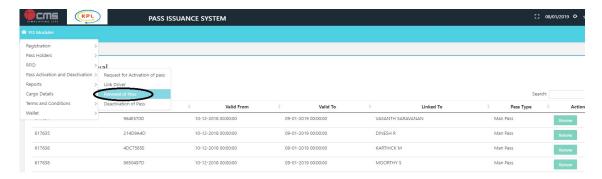
- Correct the mistakes in 'Pass Holders' page.
- Click 'Edit' and 'save' and refresh the page.



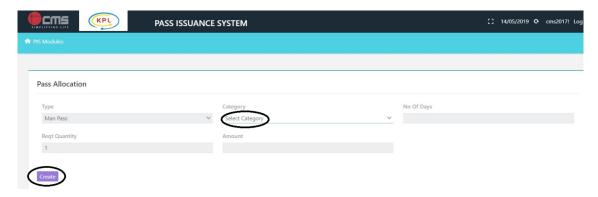
- Once done all those changes, 'Send for Approval' will be enabled again.
- Click 'Send for Approval' and get approved by port authority and do the payment.
- Once payment done, you can get the printed stickers by showing RFID Number/Vehicle No from RFID Pass Section in Kamarajar Port Ltd and paste it on your RFID Card/Tag.

RENEWAL OF PASSES:

- User/Vehicle's passes can be renewed one day before itself.
- To renew user/vehicle's pass, select 'Pass Activation and Deactivation'→Renewal of Passes' in PIS Modules dropdown.



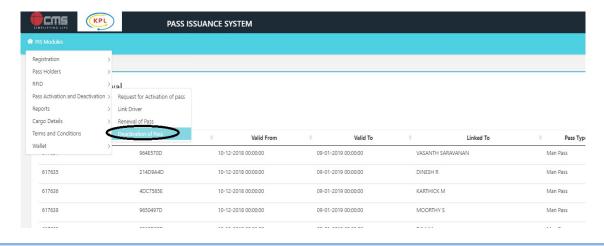
- In this page, it will show all the active passes which is going to expire in one day.
- · Click 'Renew'.
- Select 'Category' and click 'Save'. The request will be sent to port authority directly.



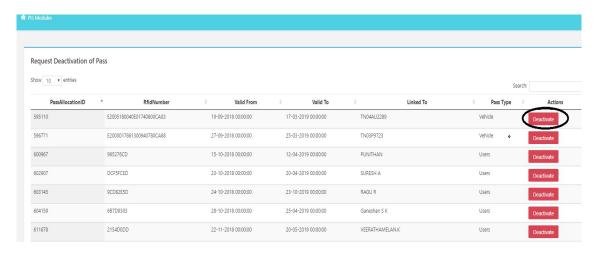
- They will check and approve or reject the pass request for some reason.
- Once your pass renewal is approved, 'Pay Now' and 'Pay via Wallet' options will be enabled.
- Once payment done, you can get the printed stickers by showing RFID Number/Vehicle No from RFID Pass Section in Kamarajar Port Ltd and paste it on your RFID Card/Tag.
- If your renewal is rejected, follow the same procedure of rejected passes said before.

DEACTIVATION OF PASSES:

 To deactivate a valid pass, select 'Pass Activation and Deactivation → Deactivation of Passes' in PIS Modules dropdown.



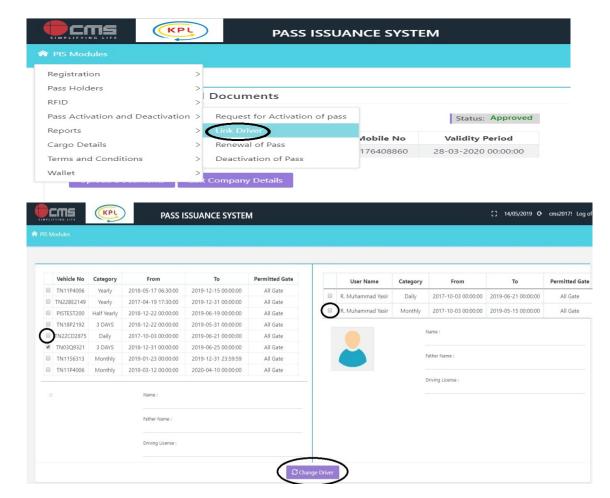
• In this page, it will show all the valid passes in your login.



- Use search option to select particular User/Vehicle no/RFID number.
- Click 'Deactivate' button.
- Deactivated RFID numbers can be used to link other user/vehicle while making passes.
- If the RFID Card number/User's Name/Vehicle No is not showing while linking pass means, that particular RFID Card number/User's Name/Vehicle No is still active.

LINK DRIVER:

- This option is used to link the driver with corresponding vehicle.
- To link driver with vehicle, select 'Pass Activation and Deactivation→Link Driver' in PIS Modules dropdown.
- Print pass cannot be provided for vehicles until unless the vehicle is linked with it's driver.

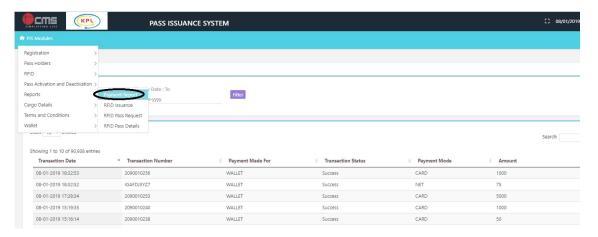


- In this page, it will show all the valid vehicle passes and driver passes.
- Select 'Vehicle No' from left side and corresponding driver from right side.
- Click 'Change Driver'.
- If the driver has changed a vehicle means, the same vehicle number has to be selected to this driver.
- This is mandatory for taking print of Vehicle Passes

REPORTS:

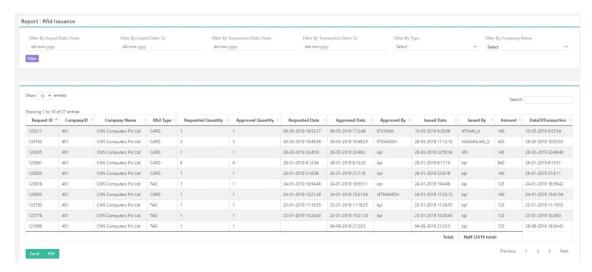
PAYMENT REPORT:

- To access payment report, select 'Reports → Payment Report' in PIS Modules dropdown.
- In this report, you can view your payment transaction of RFID/Pass purchase and Wallet deposit.
- Select 'From Date' and 'To Date' and click filter. You will get the results.
- You can download this report in PDF and Excel format.



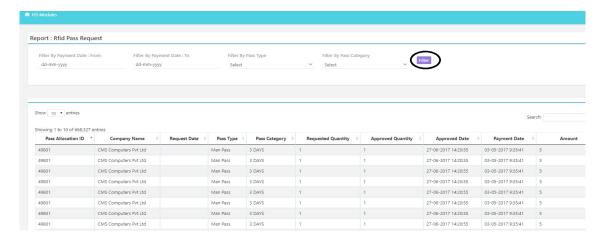
RFID ISSUANCE REPORT:

- To access RFID Issuance report, select 'Reports→RFID Issuance' in PIS Modules dropdown.
- In this report, you can view RFID Card/Tag purchase details.
- Select 'From Date' and 'To Date' and click filter. You will get the results.
- You can download this report in PDF and Excel format.



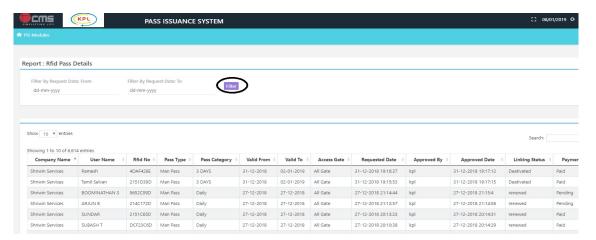
RFID PASS REQUEST REPORT:

- To access RFID Pass Request report, select 'Reports→RFID Pass Request' in PIS Modules dropdown.
- In this report, you can view RFID Pass purchase details.
- Select 'From Date' and 'To Date' and click filter. You will get the results.
- You can download this report in PDF and Excel format.



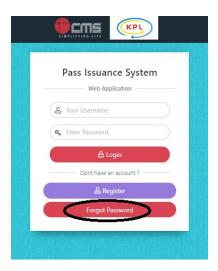
RFID PASS DETAILS REPORT:

- To access RFID Pass Details report, select 'Reports → RFID Pass Details in PIS Modules dropdown.
- In this report, you can view RFID Pass details.
- Select 'From Date' and 'To Date' and click filter. You will get the results.
- You can download this report in PDF and Excel format.

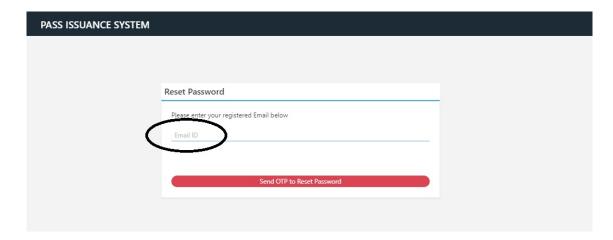


RESET/FORGOT PASSWORD:

• To reset your password, click 'Forgot Password'.



• Enter registered E-mail ID, you will get OTP to your Mobile number and Email.



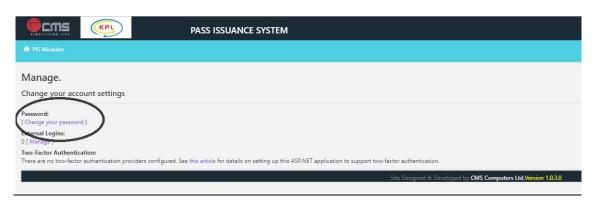
• Enter the OTP which will be received by SMS and Email, then reset your password.

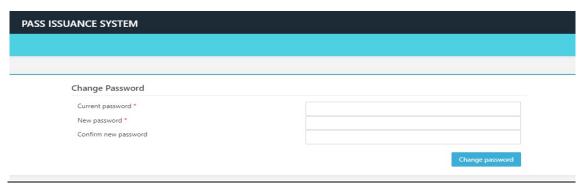
CHANGE PASSWORD:

• To change your password, click your login name on right top corner of the page.



Click 'Change your Password'





- Enter your current password and new password.
- Click 'Change Password'.

Return and Refund of RFID cards:

- Port user can return RFID cards and get refund if he does not require the pass any more or if his work in port gets over.
- Return the RFID Cards to KPL Traffic dept. with your company's authorized letter.
- At the time of returning, the card will be physically scanned on the system for any damages If any damages found the card will not be taken back.
- If the card found physically fine then the money paid for the card cost will be refunded back through online/Cash.
- Also the port user can use the same card for other employees, by deactivating the existing pass & reapply the same for his new employee.
- RFID Cards & Tags once issued need to be handled with care.
- Lost or Damage on Card will be card holders responsibility.

Entry of personnel by foot:

- The port users coming on foot has to enter through the Flap Barriers at the Gate Entry/Exit.
- On flashing the RFID cards on the flap barrier; if the pass is authorized, person will be allowed to pass through the flap barrier.
- At the same time the details of the card holder will be displayed on the LED display for physical verification by CISF.

Entry of personnel with Vehicle:

- The vehicles coming with passengers will be requested to drop all the passengers outside the gate & they will be asked to enter through the Flap Barriers for Entry.
- The Person authentication will be checked and the card holder details will be displayed on the LED display for physical verification.
- The vehicle will enter in to the port with driver only, the Driver details will be linked along with Vehicle Tag itself.
- On Reading the Tag, the system will display both the vehicle detail along with driver details on the LED Display for CISF verification.

THANK YOU