



ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ  
ನವ ಮಂಗಳೂರು ಪತ್ತನ ಪ್ರಾಧಿಕರಣ  
NEW MANGALORE PORT AUTHORITY  
(Fully Solar Powered)

ಭಾರತ ಸರ್ಕಾರ (ಪತ್ತನ, ಪೊತ ಪರಿವಹನ ಔರ ಜಲಮಾರ್ಗ ಮಂತ್ರಾಲಯ)  
Govt of India (Ministry of Ports, Shipping and Waterways)

75  
Azadi Ka  
Amrit Mahotsav



SAGARMALA  
PORT-LED PROSPERITY

ಪಣಂಬೂರು ಪುಣಮ್ಬರ Panambur / ಮಂಗಳೂರು ಮಂಗಲೂರು Mangalore - 575010  
No.NMPA/DTM/OPN./2024/2085

Dt. 01.07.2024

TRADE NOTICE

Sub:- Go-live of application developed by NMPA for Online material movement permission at NMPA gates –Reg.

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In order to facilitate the trade in obtaining permission for material entry(online) through U.S. Mallya Gate of NMPA an application has been developed by Mechanical Department and an O.M. was issued on 28.06.2024 along with user manual for understanding, the copy of the same is enclosed.

The new online system is ready to Go-Live from 29.06.2024 and therefore the Users requiring material entry permission (both returnable and non-returnable) are requested to register themselves in the portal as per guidelines in the OM and use the online application for submission of request for material movement and to obtain the permission through the system online.

**Encl:** Copy of the OM dtd.28.06.2024.

for *Rash*  
TRAFFIC MANAGER  
1.7.24

To,

All C&F Agents.  
All Stevedoring and Shore Handling Agents.  
All Steamer Agents.

Cc to:

The President Association of NMP Stevedores, Mangalore.  
The President, Mangalore Steamer Agents Association.  
The President C&F Agent Association.  
Sr. DTM / DTM (O/C) DTM (A)/ ATM Gr-1 (Op.) for necessary action.  
DD (EDP) with a request to display the trade notice in the NMPA Website along with enclosure and implement the revised policy in the IPOS / ERP.  
PS to Dy. Chairperson for kind information of Dy. Chairperson, NMPA  
PS to Chairman for kind information of Chairman, NMPA

ದೂರವಾಣಿ / ದೂರಭಾಷ / Phone : 0824- 2407341, 2887399

आईएसओ 9001:2015, 14001:2015, 45001: 2018 एवं आईएसपीएस अनुपालनकर्ता पत्तन

An ISO 9001:2015, 14001:2015, 45001: 2018 & ISPS Compliant Port



ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ  
नव मंगलूर पत्तन प्राधिकरण  
NEW MANGALORE PORT AUTHORITY  
(Fully Solar Powered)

ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ  
Govt of India (Ministry of Ports, Shipping and Waterways)  
ಒಳಘಟಕ: ೫೫೫೫ Palamburu ಒಳಘಟಕ: ೫೫೫೫ Mangalore - 575010

SAGARMALA

No: NMPA/CME/2024-25/RFID

Dtd.28/06/2024

**OFFICE MEMORANDUM**

Sub: Online material movement permission at NMPA gates - Application to go-Live on 29.06.2024 - Reg.

Ref: 1) Meeting dtd.12.01.2024

2) OM No: NMPA/CME/2023-24/RFID, dtd. 01/02/2024

3) Letter No:E-17099/CISF/NMPA/COY OFFICE/OPS/2024-660, dtd.07.02.2024 of Dy.Commandant, CISF

\*\*\*\*\*

Online material movement permission has been developed and is ready to Go-Live w.e.f. 06:00 Hrs on 29.06.2024. This is integrated with the NMPA Pass portal which is available in the NMPA website. The registered users can avail the online facility for material movement permission (both for returnable and non-returnable).

At present this facility is available at U.S.Mallya Gate which will be extended to all other gates in due course of time.

A self explanatory user manual is enclosed herewith for understanding the process. Further, Help desk at below mentioned contact no may be contacted for assistance, clarification/suggestions for further improvisation if any:

- Help Desk: 9482090490

Traffic Dept may issue Trade Notice to the concerned port users to use online material movement permission.

Chief Mechanical Engineer

To,

All Heads of Departments for kind information.

PS to Chairperson for kind information.

PS to Dy.Chairperson for kind information.

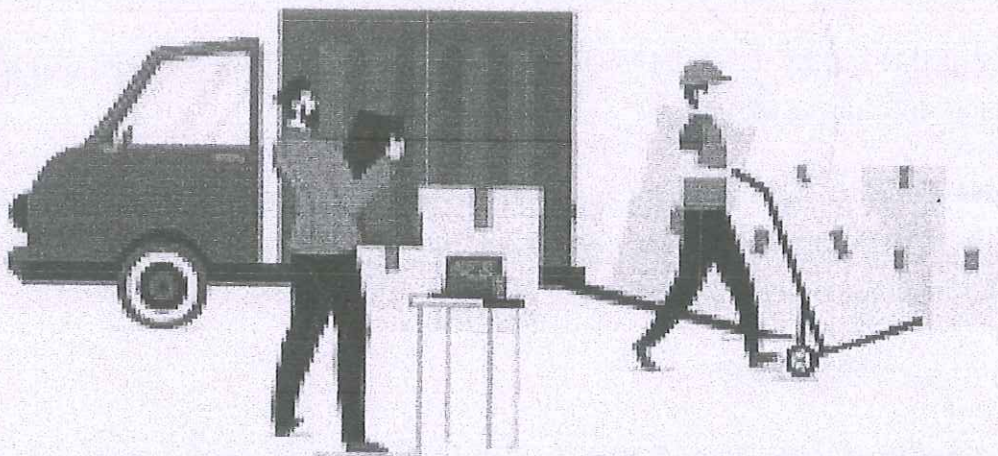
Dy.CME/SE(E)/EE(E)II for information and necessary action.



**PIS**

# **Material Pass Generation**

**User Manual**



Overview .....	1
Starting PIS.....	1
Accessing the Material Pass Generation Module. ....	3
To Access the Module: .....	3
Generation the Material Pass .....	5
To Generate Material Pass: .....	5

## Overview

The main purpose of this module is to generate the authoritative pass for inward and outward movement of the various material in the port.

## Starting PIS

To start PIS, you need to follow the below steps:

1. Type the PIS application URL in web browser.

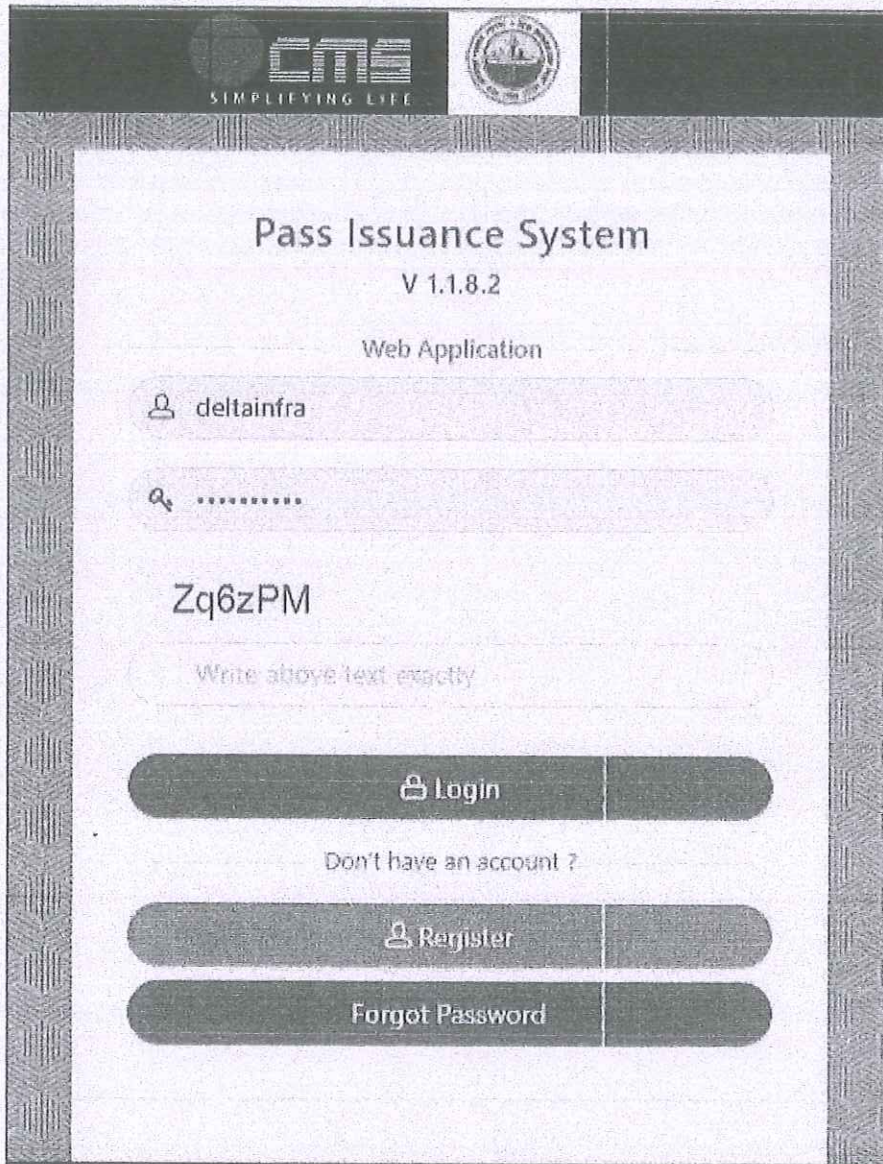


Figure 1 PIS Login Screen

Field Name	Description
User Name*	Type user name in this text box.
Password*	Type password in this text box.
Captcha	Type the captcha.

Note: \* indicates field is mandatory.

2. Click **Login** button to access PIS application.

The screenshot displays the 'PASS ISSUANCE SYSTEM' interface. At the top, there is a navigation bar with the CMS logo, the system name, and user information (14/06/2024, default, Log). Below the navigation bar, there is a 'Material List' button. The main content area is titled 'Company Details/Upload Documents'. It features a table with columns for ID, Company Name, Email ID, Mobile No, and Validity Period. The table contains one entry for 'DELTA INHALOGENICS (WORLDWIDE) LTD.' with a validity period of '14-02-2025 23:59:59'. To the right of the table, there is a 'status: Approved' indicator, a 'Show 10 entries' dropdown, and a search box. Below the table, there are two buttons: 'Upload Documents' and 'Edit Company Details'. To the right of the table, there is another table with columns for Document Name, Uploaded On, and Action. This table lists several documents, including 'Document', 'Licence', and 'LICENCE', with their respective upload dates and 'View' and 'Delete' action buttons.

Figure 2 PIS Main Interface Screen

## Accessing the Material Pass Generation Module.

### To Access the Module:

1. Log into the PIS application.
2. Click PIS Modules->Material->Material Creation.

Action	Request ID	RI ID	Man Name	Vehicle No.	Movement Type	Valid From	Valid To	Creation Date	Validation Stage
[Icons]	DEL_1718354322	10BA0303	PANDAPPA ADVEP ARABHAVU/20		Returnable	2024-06-14	2024-06-15	2024-06-14	Initiated
[Icons]	DEL_1718319356	10BA0303	PANDAPPA ADVEP ARABHAVU/20		Returnable	2024-06-14	2024-06-15	2024-06-14	Gate Operator Pending
[Icons]	DEL_1718276948	10BA0303	PANDAPPA ADVEP ARABHAVU/20		Non-Returnable	2024-06-13	2024-06-14	2024-06-13	Approval Pending By Traffic
[Icons]	DEL_1718151970	10092173	KAPILDEO MANGDEV		Returnable	2024-06-12	2024-06-13	2024-06-12	Gate Operator Partial Approved
[Icons]	DEL_1718066551	1007E013	DALAKHAPPAH/05		Non-Returnable	2024-06-10	2024-06-10	2024-06-11	Gate Operator Partial Approved

Figure 3 PIS Main Interface Screen

Field Name	Description
Valid From – Valid To	Click this date calendar to select the required pass validation date for displaying the pass validity and material details.
Search	Click this button to search the pass generation details as per date.
Clear	Click this button to clear the details.
Action	Select the required action. The actions are as listed below: <ul style="list-style-type: none"> <li>• <b>View:</b> Click this to view the pass details.</li> <li>• <b>Create Duplicate:</b> Click this to create duplicate pass.</li> <li>• <b>Edit:</b> Click this to edit/modify the pass details.</li> <li>• <b>Send for Approval:</b> Click this to send the pass for approval.</li> <li>• <b>Print:</b> Click this to print the pass details.</li> <li>• <b>Pass Extend:</b> Click this button to renew extension period of the pass. The</li> </ul>

Field Name	Description
	<p>condition for extension is as listed below:</p> <ul style="list-style-type: none"> <li>▪ <b>Pass must be returnable.</b></li> <li>▪ <b>Pass must be expired.</b></li> </ul> <hr/> <p>Note: Once pass is sent for approval you won't be able to edit the pass details.</p> <hr/> <p>In pass extension you can change pass validity date.</p>
<b>Request ID</b>	Displays the request ID.
<b>Rf ID</b>	Displays the Rf ID.
<b>Man Name</b>	Displays the man's name.
<b>Vehicle No</b>	Displays the vehicle number.
<b>Movement Type</b>	Displays the movement type, Returnable/Non-Returnable.
<b>Valid From</b>	Displays the pass valid from date i.e. pass starting date.
<b>Valid To</b>	Displays the pass valid to date i.e. pass end date.
<b>Creation Date</b>	Displays the pass created date.
<b>Validation Stage</b>	<p>Displays the status for pass generation.</p> <ul style="list-style-type: none"> <li>• <b>In Progress:</b></li> <li>• <b>Approval Pending:</b> Approvals are given by different authorities depending on various scenarios as listed below: <ul style="list-style-type: none"> <li>• <b>30 Days Pass:</b> In this scenario approval is given by <b>Marine/Traffic &amp; OPS.</b></li> <li>• <b>90 Days Pass:</b> In this scenario approval is given by <b>Marine/Traffic, OPS and COY.</b></li> <li>• <b>180 Days Pass:</b> In this scenario approval is given by <b>Marine/Traffic, OPS, COY and DY.</b></li> </ul> </li> <li>• <b>Gate Operation Pending:</b> To complete this pending process, you need to take pass printout and submit to gate authority.</li> </ul> <hr/> <p>Note: The validation stage for this process is as listed below:</p> <hr/> <ul style="list-style-type: none"> <li>• <b>Gate Operation Partial Approved:</b> This message is displayed in case half</li> </ul>



Field Name	Description
	material is carried away. ✓ Gate Operation Full Approved: This message is displayed in case full material is carried away.

## Generation the Material Pass

### To Generate Material Pass:

1. Log into the PIS application.
2. Click PIS Modules->Material->Material Creation.
3. Click Create.

Figure 4 Create Material Pass Screen

Field Name	Description
<b>Material Form</b>	
<b>Valid From – Valid To</b>	Click this date calendar to select the required pass validation date.
<b>Pass Type</b>	Click this drop-down button to select the required pass. The options are as listed below: <ul style="list-style-type: none"> <li>• <b>Man:</b> Click this if the person is going to carry material.</li> <li>• <b>Vehicle:</b> Click this if the vehicle is going to carry material.</li> </ul>
<b>Rf ID</b>	Click this drop-down button to select the required RF ID.

Field Name	Description
	<p>Note: The RF ID will be generated depending on the pass type selection, i.e. <b>Man</b>, or <b>Vehicle</b>.</p> <p>If <b>Man</b> is selected the RF ID will be the person's name with RF ID number.</p> <p>If <b>Vehicle</b> is selected the RF ID will be the vehicle number with RF ID number.</p>
<b>Movement Type</b>	<p>Click this drop-down button to select the required movement type. The options are as listed below:</p> <ul style="list-style-type: none"> <li>Returnable</li> <li>Non-Returnable.</li> </ul>
<b>Mode</b>	<p>Click this drop-down button to select the required mode. The options are as listed below:</p> <p><b>In:</b> Click this if the material is shifting inside the port.</p> <p><b>Out:</b> Click this if the material is shifting outside the port.</p>
<b>Request Type</b>	<p>Click this drop-down button to select the required option. The options are as listed below:</p> <p><b>Manual Entry:</b> Click this for manual entry.</p> <p><b>Upload:</b> Click this for uploading the file.</p> <p>Note: If you select the <b>Upload</b> option then you must locate the required file by clicking the <b>Browse</b> button.</p>
<b>Request Department</b>	<p>Click this drop-down button to select the required request department. The options are as listed below:</p> <p><b>Traffic</b></p> <p><b>Marine</b></p>
<b>Vessel Number</b>	Type the <b>vessel number</b> .
<b>Location</b>	Type the required <b>location</b> .
<b>Supporting Document</b>	<p>Click this button to upload the required supporting document for pass generation.</p> <p>Note: You must locate the required file by clicking the <b>Browse</b> button and then click <b>Upload</b> button to upload the file.</p>

Field Name	Description
	Then type the file name for that supporting document.
<b>Material Details</b>	
<b>Material Details</b>	Click this drop-down button to select the required material details. For Example: Consumable or non-consumable etc.
<b>Material Type</b>	Click this drop-down button to select the required material type. For Example: In case it its consumable it might be perishable or non-perishable.
<b>Item Name</b>	Type the required item name.
<b>Item Description</b>	Type the required description for item.
<b>Material Identity</b>	Type the required identity of material.
<b>Quantity</b>	Type the required quantity of material.
<b>Unit</b>	Click this drop-down option to select the required unit type.
<b>Action</b>	Displays the action you can perform. The action you can perform is listed below: <ul style="list-style-type: none"> <li>• <b>Delete:</b> Click this button if you want to delete material details</li> </ul>

4. Enter the proper details. Click the **Save** button to save the details.

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Note: Click Add Row link to add multiple material details.

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5. Click **Back** button for Home page

