



# हाइड्रोकार्बन महानिदेशालय

पेट्रोलियम और प्राकृतिक गैस मंत्रालय  
भारत सरकार

## DIRECTORATE GENERAL OF HYDROCARBONS

Ministry of Petroleum & Natural Gas  
Government of India

DGH/MOD/2021

15.01.2021

To,  
All Operators

**Subject Submission of Vessel Clearance Application – Formats/Sequence documents**

Sir,

MOD has observed operators are not submitting Vessel Clearance application in sequence as detailed by MOD.

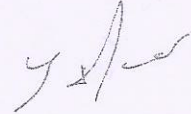
The Sequence and numbering are as follow:-

1. OPERATOR COVERING LETTER
2. AUTHORIZATION LETTER
3. RSEE FORM (FILLED & SIGNED BY OPERATOR)
4. CREW LIST
5. LIST OF EQUIPMENT/SPECIFICATION
6. GA PLAN
7. COLOUR PHOTOGRAPH
8. CERTIFICATES OF REGISTRY (NO ENDORSEMENT/ONE TIME)
9. TONNAGE (ONE TIME)
10. CERTIFICATES OF CLASS
11. Load Line (IF > 150 GRT & IF > 24 MTRS)
12. IOPP – IF > 400 GRT (OTHER THAN TANKER)
13. CARGO SHIP SAFETY CONST – GRT > 500
14. CARGO SHIP SAFETY EQUIP – GRT > 500
15. CARGO SHIP SAFETY RADIO – GRT > 300
16. ISPS – GRT > 500
17. SAFETY MANAGEMENT CERTIFICATE – GRT > 500
18. MINIMUM SAFE MANNING CERTIFICATE
19. DOC – GRT > 500
20. INSURANCE
21. MODU (IF APPLICABLE FOR RIGS)
22. LOI/LOA/CONTRACT COPY
23. MAP/BLOCK LIST/CORDINATES\

You are advised to submit your application following above order and number. In case a document is not required give number and write NA.

This is for your information and necessary action.

Thanking you,

  
Maj. Gen. (Retd.) P. Mathur  
Advisor



OIDB BHAWAN, TOWER-A, PLOT NO. 2, SECTOR-73, NOIDA - 201 301  
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## DIRECTORATE GENERAL OF HYDROCARBONS

Ministry of Petroleum & Natural Gas  
Government of India

DGH/MOD/2021

To,  
All Operators

15.01.2021

**Subject Late Receipt of Application for Vessel Clearance by MOD and Block coordinates in Latitude and Longitude**

Sir,

In reference of above subject, it has been communicated by MOD with concern that a large number of applications for MOD clearance are submitted VERY LATE not giving them time for proper scrutiny and process as defined, to be followed by them for same. This may result in grave omissions/mistakes at their end.

As per the existing guidelines by MoD (Ministry of Defence) following minimum time is required for processing of applications by MOD.

a) For Vessels:

- (i) Minimum 30 working days for Fresh Cases
- (ii) Minimum 10 working days for 'Continued Operation' Cases.

b) Data clearance for processing abroad- Minimum 30 working days.


MoD has taken a strong note of delay in submission of applications and has informed, in future they will not entertain such cases, if time frame as prescribed is not adhered.

You are also advised to add 03 working days for processing at DGH. This is for your information and to strictly follow time frame as indicated in this letter for clearances.

2. MOD has also observed, that instead of coordinates of the proposed area of deployment in Latitude and Longitude (in Degree, Minute, and Seconds) format the operators are giving in other viz in UTMX and UTM Y formats.

It is requested that Operator's be advised to forward the coordinates (Latitude, Longitude in degree, minute and Seconds formats only. (as required by MOD).

Thanking you,

  
Maj. Gen. (Retd.) P. Mathur  
Advisor



We Care

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