



**TRAFFIC DEPARTMENT**

No:TD/TM/P&L-28/2025/3137

Dated, the 10<sup>th</sup> December, 2025

**OFFICE ORDER**

The Board of PPA in their meeting No.04/2025-26 held on 03.12.2025 vide Resolution No.150/2025-26 have resolved to approve for replacement of the "Paradip Port (Issue of License to Hawkers) Order 2010, Amended in 2021" with the "PPA Standard Operating Procedure for Issuance of License to Hawker, 2025".

A copy of the "PPA Standard Operating Procedure for Issuance of License to Hawker, 2025" is enclosed herewith.

81&124  
10.12.25  
for Traffic Manager  
Paradip Port Authority

Copy to:

- (i) All Hawker license holders/Shipping Agents for information and necessary action.
- (ii) AC, Customs,Paradip for kind information and necessary action.
- (iii) Executive Officer, Paradip Municipality for kind information and necessary action.
- (iv) All HoD's, PPA (Except, TM, PPA) for kind information.
- (v) Commandant, CISF, PPA for kind information and necessary action.
- (vi) All Officers of Traffic Department for information and necessary action.
- (vii) Sr. Dy. Director, PPA for information with a request to upload the same in PPA website.
- (viii) Board Section (I/c), PPA in compliance to the Board Resolution as above.



## ISSUANCE OF HAWKERS LICENSE

### PPA STANDARD OPERATING PROCEDURE FOR ISSUANCE OF LICENSE TO HAWKER, 2025

In exercise of the powers conferred under Section-87 in the Port Rules,1966, the following order is made for regulating issue of Hawker's License:

#### 1. Commencement:-

- This Order may be known as PPA Standard Operating Procedure for Issuance of License to Hawker, 2025.
- The new order shall come into force w.e.f. 03/12/2025.

#### 2. Application for grant/renewal of license:-

- The Hawker License will be issued to person(s)/ firm(s)/ company(ies) for hawking goods/services to the ships/crew inside port area for a period of one year by the Traffic Manager,PPA who is the issuing authority.
- The various trades for which Port Authority issues hawker license, license fee payable to Port and security deposit details are as per table below:

Sl.No.	Name of Trade	License Fee (₹) for fresh	License Fee (₹) for renewal	Security Deposit (₹)
1	Authorised Used/Waste Oil Receiver	25,000	15,000	1,00,000
2	Ship Chandling	25,000	15,000	1,00,000
3	Buying of Condemned Material	25,000	15,000	1,00,000
4	Garbage Receiver	25,000	15,000	1,00,000

**Note:** Changes in other terms and conditions of PPA Standard Operating Procedure for Issuance of License to Hawker, 2025, to comply with statutory requirements as and when required and/or to promote any service(s) in the interest of PPA can be made with due approval of Chairman, PPA.

- The applicant(s) will have to submit an application in the prescribed format (Form-A) with a covering letter in their letter head addressed to the Traffic Manager, PPA.
- Waste oil receiver, Ship chandler and Garbage receiver will get an annual port entry pass and passes will be issued for taking out of condemned materials as and when required from Customs Bonded Area.
- The application for issue of fresh/renewal of hawkers license with complete documents should be submitted to Traffic Manager,PPA in Form-A.



### 3. Selection/Evaluation:

- (i) The selection for issue/renewal of Hawker License will be made on the basis of experience & performance as given below:

Sl. No	Particulars	Renewal of License	New License
1	Business Turnover	In case of Waste oil receiver/Ship chandler/Buying of condemned material, turnover of Rs. 2 Lakh in same business at Paradip Port during preceding year.  In case of Garbage receiver, collected garbage from 25 vessels during the preceding year.	Rs. 2 lakhs per annum in any business carried out legally during preceding year.
2	Business Assurance Letter from Shipping Agents.	From two firms	From two firms

- (ii) Renewal of License of existing firms will be considered if the firms have fulfilled the stipulated turnover in same trade at Paradip Port as revealed from the documents as mentioned against each:

Sl. No.	Name of Trade	Documents in support of proof for business turn over
1	Authorised Used/ Waste Oil Receiver	Out of Charge /NOC from Customs
2	Ship Chandling	Shipping Bill
3	Buying of Condemned Material	Out of Charge/NOC from Customs
4	Garbage Receiver	Certificate from Master/ Agent of the vessel.



- (iii) The applicants/licensees in respect of the following trades are required to submit certificates from the respective Nodal Regulatory Agencies noted against each. Issue/renewal of licenses will not be considered if the applicants fail to submit these certificates/documents.

Sl. No.	Name of Trade	Certificate/License/Permission required.
1	Authorised Used/ Waste Oil Receiver	<p>(a) <u>If operating in the state of Odisha:</u></p> <p>(i) The firms will submit the following valid documents issued by Odisha State Pollution Control Board.</p> <ol style="list-style-type: none"> <li>1) Passbook.</li> <li>2) Consent to operate.</li> <li>3) Authorisation.</li> </ol> <p>(ii) NOC from Customs, Paradip</p> <p>(b) <u>If operating outside of Odisha:</u></p> <p>(i) The firms will submit the following valid documents issued by concerned State Pollution Control Board.</p> <ol style="list-style-type: none"> <li>1) Passbook.</li> <li>2) Consent to operate.</li> <li>3) Authorisation from the State Pollution Control Board where the firm exist.</li> <li>4) Authorisation from Odisha State Pollution Control Board.</li> </ol> <p>(ii) NOC from Customs, Paradip</p>
2	Ship Chandling	<ol style="list-style-type: none"> <li>1. Copy of last year Income Tax return.</li> <li>2. Food license from the State Government.</li> <li>3. NOC from Customs, Paradip</li> </ol>
3	Buying of Condemned Material	<ol style="list-style-type: none"> <li>1. Copy of last year Income Tax return.</li> <li>2. NOC from Customs, Paradip</li> </ol>
4	Garbage Receiver	<ol style="list-style-type: none"> <li>1. Firm must be registered Ship Chandler/ Licensed Labour Contractor/ Registered Co-operative Society or other registered agency.</li> <li>2. Firm must have license from Municipality or State Pollution Control Board for collecting and dumping of solid waste collected from Ships/ other source.</li> <li>3. Firm must have EPF and ESI registration number.</li> </ol>

- (iv) All applicants will submit Character/Antecedent verification certificate of the owner of concerned firm.
- (v) The applicant shall apply for renewal of hawker license at least two months prior to expiry of the license, failing which the applicant shall apply for fresh hawker license.



#### **4. Issue of Hawker's License.**

- (i) The applicant shall obtain “No Objection Certificate” (NOC) from the Customs, Paradip for fresh and renewal of hawker license and submit the same to PPA for issuance of Hawker license.
- (ii) The license fee can be paid online or deposited in shape of Bank Demand Draft (DD) drawn in favour of ‘Paradip Port Authority’ payable at Paradip. Security Deposit can be paid online or deposited in shape of Bank DD drawn in favour of ‘Paradip Port Authority’ payable at Paradip or submit a e-BG.
- (iii) The applicant shall submit two passport size photographs of the authorized person who will operate the license on behalf of the firm. The Authorized Person may be either Proprietor/ Director or an employee of the firm/company. Moreover, person holding Power of Attorney from the Proprietor/Managing Director of the firm/company will also be eligible to operate the license on behalf of the Licensee. A copy of the license format is placed as Form-B.

#### **5. Disqualification of applying/ grant of hawker's license:**

- (i) A person who has been convicted for an offence and sentences to imprisonment by any Court in India shall not be eligible to apply for Hawker’s License.
- (ii) The applicants should furnish affidavit along with the application from declaring the details of criminal cases initiated/pending/disposed of against the applicant.

#### **6. Terms and Conditions of License:**

- (i) Paradip Port will issue annual “Port entry permit” in respect of one authorized personnel of hawker license holder. However, the pass holder can go on board of any vessel in the port on prior permission of the Master/Owner/Agent of such vessel in addition to the approval from the Customs.
- (ii) The License issued should be in the possession of the licensee while he/she is inside the port prohibited area for business and should be produced on demand by the Port/CISF personnel.
- (iii) The Licensee shall comply with such instructions as may be issued from time to time by the Port in the interest of safety and discipline.
- (iv) Loss of License should immediately be reported to the Traffic Manager, PPA, Police, PFSO, PPA and Commandant, CISF. In case of loss of license, duplicate License will be issued on payment of ₹ 1000/- (Rupees One Thousand) only, along with an affidavit sworn before an Executive Magistrate.



- (v) All items intended to be supplied to any ship by way of sale, which may include ship-stores, edibles, fruits, vegetables and eatables, medicines, etc. shall be entered in the shipping bill which will be produced for inspection by the security staff at the CISF gate. Any item which is returned by the ship as unacceptable will have to be placed before CISF for security check at the time of exit. The time of entry and exit into the prohibited area should be recorded on the back side of the shipping bill by the CISF along with signature of the verifying officer of the CISF. A copy of the shipping bill should be furnished to PPA for records.
- (vi) The License is not transferable.
- (vii) In case the Licensee is found to have indulgence in any unlawful activities including violation of State/Central Laws or any activities detrimental to the interest of the Port, the Traffic Manager, PPA may suspend/cancel/debar/revoke the license. Appeal against the order of Traffic Manager, PPA lies with Chairman, PPA. The decision of Chairman, PPA will be final and binding.
- (viii) "Garbage" means domestic garbage generated from the Galley, Mess room and Crew cabins which includes food waste and other domestic waste, plastic, Incinerator ash and oil rags. Garbage will be collected from vessels on their arrival and during their stay in the harbour on day to day basis with closed containers and transported to a designated place outside the Port prohibited area as allotted by PPA/ Paradip Municipality. Use of polythene, plastics and any other material which are not bio-degradable are banned for use as containers.
- (ix) The Garbage Receiver will disclose the chargeable rate for collecting different categories of garbage in Cubic Meters (CuM) to PPA and the same shall be uploaded in the PPA website, for information to all concerned. Further, Garbage Receiver must comply with the requirements of Swachh Sagar Portal and other instructions issued by the Authority from time to time.
- (x) All the Port & Customs formalities will be strictly adhered regarding the engagement of labour and the transportation is allowed only through Gate No.3.
- (xi) All the relevant International / National / Local/ Port Laws, Rules & Regulations will be complied by the Hawker License Holder.
- (xii) Re-issue of license in case of damage, name change etc. shall be charged ₹1000/- (Rupees One Thousand) only.



## 7. Terms and conditions for issue of Passes:-

### (a) Ship Chandling

- (i) Only one authorized person will get Annual port entry pass for each Ship Chandling license.
- (ii) Other person i.e. labourers will get daily passes on the basis of supply order by Shipping Agent/Owner/Master of the vessel and the clearance from Customs Department.
- (iii) At CISF Gate, ship chandler will produce list of articles duly cleared by Customs Department, letter/e-mail from concerned shipping agent or Owner/ Master of the vessel.

### (b) Authorized Used/Waste Oil Receiver

- (i) Only one authorized person will get Annual port entry pass for each Authorized Used/Waste Oil Receiver license.
- (ii) Other person i.e. labourers will get daily passes on production of Requisition letter from Shipping Agent/Owner/Master of the vessel, permission of port authorities, and permission of Customs Deptt. and State Pollution Control Board and Central Pollution Control Board and NOC from State Govt. for transportation of material to their processing plant.

### (c) Buying of Condemned Materials

- (i) They will not be allowed to get yearly/monthly vessel pass.
- (ii) Their labourers will get daily passes on need basis on prior permission of the Master/ Owner/ Agent of such vessel in addition to the approval from customs.

### (d) Garbage Receiver

- (i) One authorised person will get annual port entry pass for each Garbage Receiver license.
- (ii) Other persons i.e. labourers, vehicles, and drivers will get monthly/daily passes.

## 8. Suspension/Cancellation/Debarment/ Revocation of License:

The Traffic Manager,PPA may, at any time, suspend/ cancel/ revoke a license if the licensee violates of any of the terms and conditions of the license or for reasons including, but not limited to, those listed below:

- (i) The Proprietor/Director of the firm/company has been convicted by the Court for any offence and sentenced to imprisonment;
- (ii) Adjudged insolvent or going into liquidation.
- (iii) Causes obstruction to any work in the port;
- (iv) Mis-represents of mis-states of any material facts;
- (v) Sub-lets the license to any other individual or parties;
- (vi) Indulges in any illegal/corrupt practices; and
- (vii) Guilty of any misconduct which in the opinion of the Issuing Authority warrants such cancellation or suspension.

The Traffic Manager also reserves the right to debar the licensee from applying for any future licenses.



## FORM-A

### APPLICATION FORM FOR ISSUE/RENEWAL OF HAWKER'S LICENCE FOR THE YEAR \_\_\_\_\_

Sl. No.	Description	Details to be filled by the applicant
1	Name of the applicant	
2	Whether the applicant is a company/ Partnership Firm/Proprietor Concern/ Any other legal entity.	
3	Proposed Business	
4	Address for communication with telephone, fax no. & email ID	
5	Earlier License No. and date of validity, If any.	
6	Previous business done during preceding year with details in case of renewal/fresh.	
7	Whether the applicant has cleared all Port dues, if so, furnish a copy of NOC from Traffic Department and Estate Wing, PPA in case of occupation of port allotted land/ buildings.	
8	Details of the Security Deposit made for issue of Hawker's License. (MR no. with date / Bank Draft no. with date)	
9	Details of certificate issued by Nodal Regulatory Agency	

I hereby affirm that the particulars given above are true to the best of my knowledge and belief.

Place:  
Date:

**Signature of Applicant  
With Seal**



**Form-B**



**PARADIP PORT AUTHORITY  
TRAFFIC DEPARTMENT**

**HAWKER'S LICENSE**

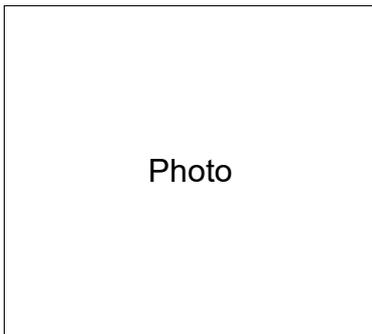
License No:

Date:

Valid upto:

Name of Trade:

Name & Address of Applicant:



Photo

Name of Authorized Person:

Signature of License Holder

TRAFFIC MANAGER  
PARADIP PORT AUTHORITY

Renewed upto: .....

TRAFFIC MANAGER  
PARADIP PORT AUTHORITY

(Conditions overleaf)



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- (ii) The License issued should be in the possession of the licensee while he/she is inside the port prohibited area for business and should be produced on demand by the Port/CISF personnel.
- (iii) The Licensee shall comply with such instructions as may be issued from time to time by the Port in the interest of safety and discipline.
- (iv) Loss of License should immediately be reported to the Traffic Manager, PPA, Police, PFSO, PPA and Commandant, CISF. In case of loss of license, duplicate License will be issued on payment of ₹ 1000/- (Rupees One Thousand) only, along with an affidavit sworn before an Executive Magistrate.
- (v) All items intended to be supplied to any ship by way of sale, which may include ship-stores, edibles, fruits, vegetables and eatables, medicines, etc. shall be entered in the shipping bill which will be produced for inspection by the security staff at the CISF gate. Any item which is returned by the ship as unacceptable will have to be placed before CISF for security check at the time of exit. The time of entry and exit into the prohibited area should be recorded on the back side of the shipping bill by the CISF along with signature of the verifying officer of the CISF. A copy of the shipping bill should be furnished to PPA for records.
- (vi) The License is not transferable.
- (vii) In case the Licensee is found to have indulgence in any unlawful activities including violation of State/Central Laws or any activities detrimental to the interest of the Port, the Traffic Manager, PPA may suspend/ cancel/ debar/ revoke the license. Appeal against the order of Traffic Manager, PPA lies with Chairman, PPA. The decision of Chairman, PPA will be final and binding.
- (viii) "Garbage" means domestic garbage generated from the Galley, Mess room and Crew cabins which includes food waste and other domestic waste, plastic, Incinerator ash and oil rags. Garbage will be collected from vessels on their arrival and during their stay in the harbour on day to day basis with closed containers and transported to a designated place outside the Port prohibited area as allotted by PPA/ Paradip Municipality. Use of polythene, plastics and any other material which are not bio-degradable are banned for use as containers.
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- (x) All the Port & Customs formalities will be strictly adhered regarding the engagement of labour and the transportation is allowed only through Gate No.3.
- (xi) All the relevant International / National / Local/ Port Laws, Rules & Regulations will be complied by the Hawker License Holder.
- (xii) Re-issue of license in case of damage, name change etc. shall be charged ₹1000/- (Rupees One Thousand) only.