बिहार सरकार
परिवहन विभाग

पत्रांक–07 / स्था0 (IWT)–22–08 / 2023, परि0

प्रेषक,

आरिफ अहसन, **भा0प्र0से0,**
राज्य परिवहन आयुक्त–सह–निदेशक,
अन्तर्देशीय जल परिवहन निदेशालय,
परिवहन विभाग, बिहार, पटना।

सेवा में,

सचिव, पथ निर्माण विभाग, बिहार, पटना
सचिव, पर्यटन विभाग, बिहार, पटना
सचिव, राजस्व एवं भूमि सुधार विभाग, बिहार, पटना
सभी क्षेत्रीय परिवहन प्राधिकार (RTA), बिहार
निदेशक, भारतीय अंतर्देशीय जलमार्ग प्राधिकरण (IWAI),
क्षेत्रीय कार्यालय, गायघाट, पटना
प्राचार्य, राष्ट्रीय अंतर्देशीय नौवहन संस्थान (NINI), पटना

विषय : राष्ट्रीय जलमार्ग–1 (गंगा नदी) पर निर्मित 'कम्युनिटी जेटी' के संचालन एवं रख रखाव (O&M) हेतु मानक संचालन प्रक्रिया (SOP) के प्रारूप पर 15 दिनों के अन्दर मंतव्य, सुझाव एवं प्रतिपुष्टि (Feedback) उपलब्ध कराने के संबंध में।

महाशय,

उपर्युक्त विषय के संदर्भ में अवगत कराना है कि भारतीय अंतर्देशीय जलमार्ग प्राधिकरण (IWAI), पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार एवं बिहार सरकार के मध्य संपन्न हुए समझौता ज्ञापन (MoU) के आलोक में, राष्ट्रीय जलमार्ग–1 (गंगा नदी) पर निर्मित कम्युनिटी जेटी का हस्तांतरण संचालन, संरक्षा प्रबंधन एवं वाणिज्यिक रख रखाव हेतु बिहार सरकार को किया जा रहा है।

राज्य में इन कम्युनिटी जेटी के सुरक्षित, विधि–सम्मत, पर्यावरणीय दृष्टि से अनुकूल तथा कुशल संचालन, संरक्षा एवं वित्तीय प्रबंधन को सुनिश्चित करने हेतु एक विस्तृत मानक संचालन प्रक्रिया (SOP & Operations & Maintenance of Community Jetties) का प्रारूप तैयार किया गया है (प्रति संलग्न)।

कम्युनिटी जेटी के सुगम एवं व्यावहारिक क्रियान्वयन, अंतर–विभागीय समन्वय (सड़क संपर्क, पर्यटन संवर्धन, नौकायन प्रशिक्षण एवं नदी सुरक्षा) तथा सुदृढ़ वित्तीय व्यवस्था को दृष्टिगत रखते हुए अनुरोध है कि संलग्न प्रारूप मानक संचालन प्रक्रिया (SOP) पर अपना बहुमूल्य मंतव्य, सुझाव एवं प्रतिपुष्टि (Feedback) इस पत्र के निर्गमन की तिथि से 15 (पंद्रह) दिनों के भीतर परिवहन विभाग को उपलब्ध कराने की कृपा की जाए। निर्धारित अवधि के पश्चात् SOP को अंतिम रूप देकर अग्रेतर कार्रवाई की जाएगी।

अनुलग्नक : यथोक्त।

विश्वासभाजन

ह0 / –

राज्य परिवहन आयुक्त–सह–निदेशक,
अन्तर्देशीय जल परिवहन निदेशालय,

ज्ञापांक– पटना, दिनांक–

प्रतिलिपि: सभी जिला परिवहन पदाधिकारी (DTO), बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

2. निदेश है कि संबंधित SOP प्रारूप पर मंतव्य, सुझाव एवं प्रतिपुष्टि (Feedback) के साथ–साथ उक्त प्रारूप के COMPREHENSIVE FINANCIAL TERMS, PAYMENT SCHEDULE & OFFENSE MATRICES (Annexure-A) का प्रस्ताव 15 दिनों के अन्दर विभाग को उपलब्ध करना सुनिश्चित किया जाए।

ह0/–
राज्य परिवहन आयुक्त–सह–निदेशक,
अन्तर्देशीय जल परिवहन निदेशालय,

ज्ञापांक– 9218 पटना, दिनांक– 16-10-26

प्रतिलिपि: आईटी मैनेजर, परिवहन विभाग, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित। (विभागीय वेबसाइट पर प्रारूप SOP को जनसाधारण एवं हितधारकों के अवलोकनार्थ अपलोड करने हेतु)

16.10.26
राज्य परिवहन आयुक्त–सह–निदेशक,
अन्तर्देशीय जल परिवहन निदेशालय,

बिहार सरकार
परिवहन विभाग

9218

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प्राचार्य, राष्ट्रीय अंतर्देशीय नौवहन संस्थान (NINI), पटना

16-10-25

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अनुलग्नक : यथोक्त।

विश्वासभाजन

16.10.25

राज्य परिवहन आयुक्त–सह–निदेशक,
अन्तर्देशीय जल परिवहन निदेशालय,

DRAFT OF STANDARD OPERATING PROCEDURE (SOP)

[Operations & Maintenance of Community Jetties]

Document Reference: Annexure 2 *(Guidelines for Operations & Maintenance of Community Jetties)* of the Memorandum of Understanding (MOU) between the **Inland Waterways Authority of India (IWAI), Government of India**, and the **Government of Bihar**, executed on **24 March 2025**.

Objective: To govern the development, operations, and management of **Community Jetties** in the State of Bihar, facilitating the seamless movement of local passengers and cargo, reducing road congestion, and mitigating environmental pollution.

1. Background & Operational Scope

The **Inland Waterways Authority of India (IWAI)**, under the World Bank-funded Jal Marg Vikas Project (JMVP), is actively implementing the **JMVP-II (Arth Ganga)** initiative. The overarching goal is to develop robust water transport infrastructure, catalyse socio-economic growth, and foster inclusive development within the hinterlands of **National Waterway-1 (River Ganga)**.

Following the successful completion, testing, and commissioning of the maritime infrastructure, IWAI hands over the possession of the Community Jetties to the designated entity of the **Government of Bihar (GoB)**. The GoB subsequently assumes full responsibility for all downstream operations, safety management, and commercial maintenance. This Standard Operating Procedure (SOP) establishes the mandatory operational, safety, and financial frameworks required to ensure secure, legally compliant, and sustainable operations across all site locations of Community Jetties.

2. Institutional Governance & Steering Committee

To secure long-term economic sustainability, administrative compliance, and robust financial oversight for the community jetties, a high-level governance structure is established as below:

2.1 Constitution of the Steering Committee

A dedicated **Steering Committee** shall serve as the apex administrative body to govern financial terms, lease structures, and operational frameworks. The committee shall be comprised of the following officials:

i. **Chairperson:** Senior Representative, Transport Department, Government of Bihar.

ii. **Member Secretary & Convener:** Designated Officer of the Transport Department, Government of Bihar.

iii. **Board Members:** Authorized Representatives from Partner Agencies, including IWAI, Bihar Urban Infrastructure Development Corporation (BUIDCO), or relevant state bodies.

iv. **Advisory Invitees:** Concerned District Transport Officers (DTOs), called upon on a case-by-case basis based on local agenda requirements.

vii. **Inspections & Surprise Audits:** Designated/Concerned state authorities and DTOs will perform regular, unannounced site inspections and surprise audits to enforce total compliance with this SOP.

viii. **Continuous Regulatory Adherence:** Full compliance with all national and state maritime laws, environmental rules, labour law and local municipal bylaws must be maintained without exception.

ix. **Caretaker Presence:** A structured 24x7 security and caretaker presence must be maintained at the community jetty utilizing rigid shift rotations.

4. Environmental, Waste, & Pollution Management

i. **Garbage & Solid Waste Control:** The Lessee must enforce a zero-litter policy across the entire jetty infrastructure, link platforms, gangways, and approach roads. Dumping garbage or litter into the river or onto the banks is a punishable offense.

ii. **Waste Reception Facilities:** Secure, covered, and color-coded waste bins (segregated into biodegradable and non-biodegradable) must be installed at regular intervals. These must be cleared daily and transferred to local municipal disposal systems.

iii. **Prevention of Water Pollution:** No vessel or jetty operation shall discharge sewage, plastics, oily bilge water, or hazardous chemicals into the river. Spill containment kits (absorbent pads, booms) must be permanently stationed on the pontoon.

iv. **Transit Storage Cleanliness:** Designated cargo transit storage area and spaces must be thoroughly swept and cleaned after every loading/unloading cycle to prevent residual dust or organic accumulation from contaminating the riparian ecosystem.

v. **Environmental Cleanliness Record:** A daily environmental log must be maintained to document cleaning schedules, total waste volumes received, receipts issued and transferred, and any micro-pollution or spill incidents handled.

5. Passenger Flow & Overcrowding Mitigation

i. **Strict Overcrowding Restrictions:** To safeguard structural integrity and eliminate the risk of accidents, passenger crowds must be actively regulated. The total number of individuals allowed on the link platform, gangway, and pontoon simultaneously must never exceed the safety tolerances of the infrastructure.

ii. **Capacity-Based Ticketing:** The number of passenger tickets issued for any voyage must never exceed the certified carrying capacity of the vessel executing the voyage so as to ensure no overloading on vessels takes place. This is also applicable for Ro-Ro Terminals as well as Community Jetties.

iii. **Controlled Embarkation Point Access:** Only ticket-holding passengers matching the immediate vessel's capacity limits shall be allowed entry beyond the gate with security lock to the embarkation point.

iv. **Stop-Gate Enforcement:** Robust stop-gates at the link platform and gangway entries must be utilized dynamically during peak hours. The gangway entry gate must remain

iii. **IWT Safety Appliance Compliance:** Operators must take measures to comply with Vessel Act 2021 and rules notified thereunder. norms regarding the safety and security of passengers. No vessel shall operate without valid and accessible Life Saving Appliances (LSA), Fire Fighting Appliances (FFA), and Light Sound & Signal Appliances (LSSA).

iv. **Statutory & Regulatory Compliance:** All vessels/barges operating from the community jetties will fully comply with all relevant rules and regulations, not limited to the following:

a. Prevention of Collision on National Waterways Regulations, 2002.
b. National Waterway, Safety of Navigation and Shipping Regulations, 2002 (including Annexures I, II, III, and IV).
c. Inland Waterways Authority of India (Classification of Inland Waterways in India) Regulations, 2006.
d. The Inland Vessel Act, 2021 (IV Act, 2021).
e. The Bihar Ferryghat Settlement and Management Act, 2023.
f. All rules and regulations framed by respective State Governments for operations of inland vessels within their jurisdiction.

v. **Mooring Facilities:** Adequate, heavy-duty mooring bitts, bollards, and facilities must be provided on-site for safe and secure vessel mooring.

vi. **Gangway & Pontoon Safety:** Gangways must be properly illuminated at night and fitted with safe wooden steps/racks. Pontoons must feature a roughened anti-slip surface to prevent slip-and-fall accidents, especially during monsoon periods.

vii. **Pontoon Perimeter Fencing:** The floating pontoon must be safely fenced with guardrails on all sides, except for the river-facing side dedicated to vessel mooring.

viii. **Skilled Emergency Divers:** A certified team of skilled emergency divers must be on contract on standby to manage water emergencies, with regular training for them should be undertaken by the concerned authority, if available.

ix. **Stop-Gate Protocol:** A Stop-gate is a must at the juncture of the link platform as well as the gangway entry. The Stop-gate needs to be closed when ferry services are off and prior to the commencement of bore tide. The Stop-gate at the gangway entry should be kept closed during peak/rush hours, not allowing passengers to gather on the gangway, until de-boarded passengers completely leave the gangway.

x. **Adverse Weather Stoppage:** Ferry operations must be halted instantly during hazardous weather conditions (e.g., heavy fog, storms, high floods). Operations cannot resume without explicit clearance from the concerned authority.

xi. **Adverse Weather Suspension:** Operations at the jetty are to be suspended during any instances of unfavourable weather and in accordance with local guidelines.

xii. **Life-Saving Aids & Emergency Readiness:** Ensure the provision of life-saving aids and adequate emergency readiness:

Sl No.	Record / Register	Information Captured	Responsible Person	Frequency	Retention & Reporting
1	**Daily Jetty Opening Record**	Daily pre-operational checklists, vessel/ boat particulars, and active capacity counts.	Jetty Supervisor	Once per shift, before opening.	Retained for 2 years; open to official inspection.
2	**Trip Register**	Trip numbers, arrival/departure timestamps, passenger/crew counts, weather conditions, and incident flags.	Jetty Supervisor & Vessel Master	Every individual trip.	Forms the basis of monthly returns; retained for 2 years.
3	**Ticket Series Record**	Ticket serial series opened/closed per trip, total tickets sold/unsold, and archived stubs retained.	Ticket Clerk	Every trip; reconciled at close of day, daily.	Reconciled against Trip Register; signed daily.
4	**Vessel Register**	Name,Registration numbers, certified Passenger capacities, vessel classes, Zone, ownership data, and validity dates of all certificates, owner's undertaking.	Operating Lessee	Upon any vessel change or renewal of certificates.	Produced on inspection; copies to be sent to the Authority on change.
5	**Staff Register**	Active shift personnel by designation, ID card numbers, qualifications, and named Jetty Safety Officer, training logs.	Operating Lessee	Per shift; training entries as they occur	Produced on inspection to the police and Shared with law enforcement on request.
6	**Maintenance Register**	Reported defects, repair actions, resolution dates, costs, and water-level shifting	Operating Lessee	Continuous tracking.	Used to track infrastructure maintenance metrics.

B. Returns and reports to be submitted

Sl No.	Returns / Reports	Information Captured	Responsible Person	Frequency	Retention & Reporting
1	**Monthly Traffic Return**	Passengers and cargo carried; trips operated against trips scheduled; reconciled ticket and trip figures.	Lessee to Authority	By the designated day of the following month.	Submitted to Authority onward for state-level data compilation.
2	**Monthly Financial Return**	Tolling collections, ancillary revenues with the detailed account under clause 13.8, and verification of lease payments.	Lessee to Authority	Within 7 working days of the month.	Used to calculate contractual revenue splits.
3	**Casualty and accident report**	Wreck, abandonment, damage, casualty, accident, explosion or loss; persons affected; action taken.	Master / Vessel Owner; Lessee	Immediately on occurrence	Nearest police station, Designated Authority and Authority
4	**Pollution or spill report**	Nature and quantity of the discharge; containment action; disposal of recovered waste.	Lessee	Immediately on occurrence	Authority, Designated Authority and nearest police station
5	**Certificate expiry advice**	Certificates expiring within 30 days: survey, registration, pollution, insurance.	Lessee to Authority	Monthly	Vessel refused berth on expiry
Note: Records and Reports is to be maintained cleanly without erasures or overwriting, corrections struck through, initialled and dated. Entries made at the time of the event, never retrospectively. All records retained 2 years and handed to the Authority on expiry or termination.					

10	**Public Amenities**	Toilets and drinking water facilities fully pressurized, cleaned, and properly lit.	Twice daily.
11	**Cleanliness of jetty, gangway and waiting area**	Clean; no garbage in the water	Continuous
12	**Waste bins and reception facility**	Covered, not overflowing, functional	Daily
13	**Fire extinguishers, lifebuoys, first-aid box, spill kit**	Present, in date, accessible, sealed where applicable	Daily
14	**Signage, capacity, fare and emergency-number boards**	Legible, in Hindi, correctly positioned	Weekly
15	**Closed-circuit television and recording**	Cameras working; recording retained	Daily
16	**Electrical installation and earthing**	No exposed conductor; earth continuity verified	Monthly; tested annually
17	**Safety nets, where provided**	Installed before docking; intact	Daily
18	**Emergency Systems**	Fire extinguishers charged, lifebuoys accessible, first-aid kits stocked, spill kits ready.	Daily.
19	**Surveillance (CCTV)**	Cameras operational with a secure feed and digital video recording data archived.	Daily check.

11. Lease option for operation and maintenance Community Jetty

Community jetty can be leased out for operation and maintenance following a tender process in which draft of **COMPREHENSIVE FINANCIAL TERMS, PAYMENT SCHEDULE, & OFFENSE MATRICES (Annexure-A)** proposed by DTO and approved by Steering committee should be appended in the Tender document & Agreement between Authority and selected Lessee.

- **Review and Escalation:** The Lease Fee shall be reviewed and enhanced by the Authority after **two (2) years** from the date of commencement of the Agreement, in consultation with the Lessee and in accordance with law.
- **Payable Irrespective of Operation:** The Lease Fee is strictly payable whether or not the service runs, except for any specific period during which the Services are officially suspended for a reason not attributable to the Lessee (e.g., Authority-mandated structural closures or force majeure).

Remittance Particulars

All electronic transfers must be executed using the bank details below:

- **Payee Name:**
- **Bank and Branch:**
- **Account Number:**
- **IFSC Code:**
- **Reference to be Quoted:** [Jetty Name] / Lease Fee / [Month and Year]

3. Default in Payment & Contractual Remedies

- **Two Successive Months Default:** Where the Lessee defaults in payment of the monthly Lease Fee for two successive months, the Lessee shall pay the entire outstanding arrear in the following month with **interest compounded at twelve percent (12%) per annum** upon the amount become due. Failure to clear this debt entitles the Authority to determine the Agreement, forfeit the Security Deposit and Performance Security, and immediately restore peaceful vacant possession of the Leased Assets.
- **Thrice in a Calendar Year:** If the Lessee fails to pay the monthly instalment within the stipulated time **thrice during the course of a single calendar year**, or commits a material breach of any condition of the Agreement, the Authority retains the absolute right to terminate the Agreement immediately and take vacant possession of the Leased Assets without further notice.
- **Appropriation Priority:** Any sum received from the Lessee shall be appropriated by the Authority in the following order: first towards outstanding interest, second towards the oldest arrear of the Lease Fee, and finally towards performance deductions and other sums due.
- **Late Fee Clause:** Failure to remit the periodic lease instalments or outstanding penalty fines within the stipulated timeframe can trigger an immediate administrative suspension of berthing and tolling rights at the jetty.

- **Statutory Levies:** The Lessee shall bear all fees, taxes, cesses, and charges levied in respect of the Leased Assets during the currency of the Agreement.
- **Tax Liabilities:** Goods and Services Tax (GST) and every other statutory tax, duty, or environmental cess shall be borne by the Lessee and paid in addition to the monthly Lease Fee.
- **Maintenance Abatement Restrictions:** The Lessee shall not be entitled to be paid, and the Lease Fee shall not be abated, on account of any maintenance item which is separately funded from another source or which falls within the scope of a subsisting vendor maintenance contract in respect of the Community Jetty, provided it is notified in writing by the Authority.

6. Ancillary Income & Revenue Sharing

- **Permitted Ancillary Channels:** Additional income from the use of the Leased Assets—whether by displaying commercial advertisements of a third party, allowing another marine agency to use the jetty for berthing its vessels, or by any other means—shall be allowed to the Lessee only with the **prior written approval** of the Authority.
- **Account Statements:** The Lessee shall maintain a detailed, separate ledger against such ancillary income and shall furnish it transparently to the Authority alongside the monthly account statement.
- **Revenue Sharing Proportion:** All verified Ancillary Income shall be shared in the strict proportion of **sixty-five percent (65%) to the Lessee** and **thirty-five percent (35%) to the Authority** on a monthly basis. The Authority's share is payable by the **[ ] day** of the following month.
- **Operational Restrictions:** No commercial arrangement generating Ancillary Income shall obstruct any safety signage, display board, passenger walkway, gangway, stop-gate, lighting infrastructure, escape route, or emergency equipment. No commercial sub-lease shall extend beyond the primary contract Term.

7. Toll Collections

- **Statutory Nature:** Toll is a statutory levy fixed exclusively by the Collector under section 5(2) of the Act of 2023 and is set out in Schedule 3 to the Agreement. It is not a financial term of this Schedule and is **not capable of variation** by the contracting Parties.
- **Exclusion from Revenue:** Toll collected by the Lessee is not considered revenue of the Authority under this Schedule. No performance deduction, set-off, or financial recovery under this contract shall be made from Toll, nor shall it be recovered by increasing any charge to a passenger.

8. Performance Deductions Matrix (Monthly Review)

Performance is measured monthly against the following indicators. Performance deductions are cumulative, recovered directly from the performance security, and can never be passed onward to passengers.

9. Comprehensive Offense & Statutory Financial Penalty Matrix

To enforce strict compliance with the SOP and safeguard the public interest, specific financial penalties are linked to the operational offenses detailed below.

The standard penalty amounts shall be filled in by the DTO of the concerned district, subject to final review, modification, and approval by the Steering Committee. Repeated violations across any category will result in the immediate cancellation of the lease contract [1].

Category A: Environmental & Cleanliness Violations

	Offense Description	Penalty Amount: 1st Instance (INR)	Penalty Amount: Subsequent Instances (INR)
1	Failure to provide color-coded, covered waste bins or lack of daily clearance to municipal systems.	*To be filled by DTO*	*To be filled by DTO*
2	Dumping of garbage, plastics, or solid waste into the river or onto the jetty banks.	*To be filled by DTO*	*To be filled by DTO / Threat of Suspension*
3	Discharge of oily bilge water, sewage, or toxic pollutants from vessels or the pontoon into the river ecosystem.	*To be filled by DTO*	**Immediate operational stoppage & heavy statutory fine**
4	Failure to clean cargo transit handling areas resulting in residual dust or environmental accumulation.	*To be filled by DTO*	*To be filled by DTO*

Category B: Crowding, Safety, & Passenger Violations

	Offense Description	Penalty Amount: 1st Instance (INR)	Penalty Amount: Subsequent Instances (INR)
1	Allowing passenger overcrowding on the link platform, gangway, or floating pontoon.	*To be filled by DTO*	*To be filled by DTO*
2	Issuing passenger tickets exceeding the certified safe carrying capacity of the active vessel.	*To be filled by DTO*	**Double fine & temporary vessel operations suspension**
3	Failure to dynamically use or maintain functional stop-gates during peak hours or tidal variations.	*To be filled by DTO*	*To be filled by DTO*
4	Allowing passengers or unauthorized individuals to loiter or stand on the	*To be filled by*	*To be filled by DTO*

- **Termination for Lessee Default (Clause 18.5):** Complete forfeiture of the Security Deposit and the Performance Security, together with full recovery of the Authority's losses; no compensation shall be paid to the Lessee.
- **Termination for Authority Convenience (Clause 18.7):** *Formula:* Refund of the unexpired portion of the Security Deposit, immediate release of the Performance Security, and [ ].
- **Termination on Force Majeure (Clause 20.3):** Full settlement of accounts up to the exact date of termination; no further financial claims can be raised by either Party.
- **Interest on Outstanding Sums due to the Authority:** Fixed at **twelve percent (12%) per annum**.

11. Maintenance Funded from Another Source (As per Clause 5.4)

To be filled out completely by the Authority and formally notified to the Lessee upon asset handover:

1. **Items Separately Funded:** [List Component / Infrastructure Assets]

   Date on which that funding ends: [Date]

2. **Subsisting Vendor Maintenance Contracts:** [Identify Vendor, Scope, Total Value, and Expiry Date]

   Date of formal written notification to the Lessee: [Date]

12. Minimum Sums Insured (Statutory Policies under Clause 17)

The Lessee must purchase, maintain, and present proofs of renewal for the following insurance policies throughout the lease currency:

- **Public Liability Insurance:** Covering death, bodily injury, and severe damage to property arising from the Services or the physical condition of the Leased Assets. Minimum sum insured: **[Amount]** per occurrence.
- **Passenger Accident Insurance:** Covering every passenger utilizing the Community Jetty infrastructure. Minimum sum insured: **[Amount]** per individual passenger.
- **Employer's Liability & Workmen's Compensation:** As strictly required by national law, and not less than a baseline of **[Amount]** per claim.
- **Asset Damage / Loss Insurance:** Covering loss of or physical damage to the Leased Assets, with the **Authority designated as the primary loss payee**. Minimum sum insured: Full Reinstatement Value of the infrastructure.
- **Vessel Insurance:** Covering death, bodily injury, third-party property damage, and operational/accidental water pollution. As required by section 66 of the Act of 2021, to be actively maintained by the individual Vessel Owner.

IN WITNESS WHEREOF the Parties have executed this comprehensive Schedule on the day and year first written above.

For and on behalf of the **AUTHORITY**

Name: _____

Designation: _____

First Witness: _____

Second Witness: _____

For and on behalf of the **LESSEE**

Name: _____

Designation:_____

First Witness:_____

Second Witness:_____