

UDANGUDI PORT · TAMIL NADU POWER GENERATION CORPORATION LIMITED

Visitor Pass Process Guide



How a visitor pass moves from application to gate entry and exit, and what each role is responsible for at every stage.

The Full Pipeline

Every visitor pass — regardless of who creates it — moves through the same six stages, start to end:



Host

Apply

TNEB

PFSO

Verify

Entry

Exit

You create visitor pass requests for people visiting you. You cannot approve or reject any request — including your own — so the person requesting access is never also the one granting it.

1. Sign in via Duty Login using your employee number and name, confirmed by a one-time code sent to your registered email and mobile.
2. From "Approvals & hosting", select "Create visitor pass".
3. Complete the 5-step form: Identity, Zone access, Visit date & details, Vehicle, Review & consent.
4. Submit — the request enters "Pending", awaiting Stage I approval (TNEB Officer).
5. Track every request you have created under the Pending / Approved / Rejected tabs at any time — the tabs are read-only for you.

Note:

- A visit request can only be submitted between 2 hours and 30 days before its scheduled 08:00 start.
- Every single-day pass runs a fixed 08:00–20:00 window (12 hours), regardless of what time it is created.

TNEB Officer

Apply

TNEB

PFSO

Verify

Entry

Exit

You are the Stage I approver for every host-created visit request, of every visitor category — not TNEB employees only.

1. Sign in via Duty Login using your employee number and name, confirmed by a one-time code.
2. Open "Approvals & hosting" and review the Pending tab.
3. Approve or reject each request — approving moves it to Stage II (PFSO / Dy.PFSO).

Dy.PFSO

Apply

TNEB

PFSO

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Exit

You are a Stage II approver — reviewing zone requests and issuing the QR pass once a request has cleared Stage I (TNEB Officer). You also monitor port-wide activity and reports.

1. Sign in via Duty Login using your employee number and name, confirmed by a one-time code.
2. Open "Approvals & hosting" and review Stage-I-approved requests awaiting your Stage II decision.
3. Confirm, narrow, or extend the zones granted for the visit, then approve — this issues the signed QR pass (not yet active) and sends the visitor to the security/gate section.
4. Use "Command Center" for a live, port-wide view of who is on premises, pending approvals, and gate status.
5. Use "Reports & register" to review or export visitor, occupancy, and attendance records.

PFSO

Apply

TNEB

PFSO

Verify

Entry

Exit

You have full oversight of the pass pipeline — Stage II approval, plus the ability to act at every later stage, including identity verification and gate scanning, alongside administrative functions.

1. Sign in via Duty Login using your employee number and name, confirmed by a one-time code.
2. Perform Stage II approval from "Approvals & hosting", same as Dy.PFSO, once a request has cleared Stage I (TNEB Officer).
3. Use "Verification Desk" to check a visitor's original ID and activate their QR pass on arrival, if required.
4. Use "Gate Scanner" to check visitors and vehicles in or out directly, if required.
5. Use "Admin Console" for blacklist management, PII retention, and system settings.
6. Full access to Vehicles, Contractors, Permits, Incidents, RFID & Attendance, and Integrations registers.

PF Admin

Apply

TNEB

PFSO

Verify

Entry

Exit

Full administrative control of the system — an override at both approval stages plus everything PFSO can do, plus staff account management and core configuration.

1. Sign in with your admin email and password (or one-time code), confirmed by a one-time code.
2. Perform Stage I or Stage II approval as an override, or any later stage of the pipeline, end to end.
3. Use "Admin Console" to create and manage staff accounts, assign roles, and configure system settings.
4. Full access to every module in the system.

Security Guard

Apply

TNEB

PFSO

Verify

Entry

Exit

You verify visitor identity on arrival and operate the gate for entry and exit.

1. Sign in via Duty Login using your employee number and name, confirmed by a one-time code, and capture your shift photo.

2. At the "Verification Desk", search for the approved visitor by name, mobile, or pass number.
3. Check the visitor's original physical ID against the record on file, record the document type and last 4 digits, and capture their photo.
4. Submit to activate the visitor's QR pass — they may now proceed to the gate.
5. At the "Gate Scanner", scan the visitor's QR pass to log entry. Scan again on departure to log exit.
6. For visitors without a pre-registered request, use Walk-in registration at the gate where enabled, which records ID verification and issues a same-day pass directly.

Udangudi Port Visitor Management System — this guide reflects the process as implemented in the application. Screen names referenced here (e.g. "Approvals & hosting", "Verification Desk", "Gate Scanner") match the labels shown in your own navigation menu.