



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
यातायात विभाग
Traffic Department



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No. GM(T)/51/GMT- 589

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TRADE CIRCULAR

Sub.: Standard Operating Procedure for delivery of the Dry Bulk Cargo and role of Importer/ Customs House Agents.

In line with the Ease of Doing Business initiative of the Govt. of India as well as to eradicate congestion both inside and outside the Dock, it has been imperative to streamline the operation pertaining to delivery of Dry Bulk Cargo from the Dock. Accordingly, a Standard Operating Procedure for delivery of Dry Bulk Cargo from the Dock as well as the role of Importer / Customs House Agents associated with delivery of Dry Bulk Cargo is appended below :-

Pre-Entry

1. After completion of unloading of cargo from the vessel, Handling Agent shall obtain a certificate from the concerned Importer to establish that the total cargo landed from the vessel has been transferred to the plot allotted to them or to their authorized agents (copy of the same to be submitted to HDC). CHA will get the port charges adjusted on the Jetty Challan by the Calculator / Staff of Finance Department at G.C. Berth.
2. Representative of CHA files the delivery documents (Jetty Challan, Bill of Entry along with OOC, LDO / EDO, Packing List & Invoice) to the Shed Supervisor for delivery of cargo. Plot utilization letter indicating the Plot / Plots where cargo has been stored is also required to be submitted by the licensee of the plot at the time of acceptance of Jetty Challan.
3. Shed Supervisor will verify all the documents. If all documents are in order, then delivery of the cargo will be allowed by Shed Supervisor.
4. After necessary Custom Pass Out, Jetty Sircar of the CHA applies to the Import Clerk for taking delivery of cargo indicating in the application name of Vessel and VON, Importers name, nature of cargo and the vehicle number.
5. The import Clerk after verifying Jetty Challan, Bill of Entry along with OOC, LDO / EDO documents and also validity of the plots will allow the loading and delivery of the trucks mentioned in the application. A copy of the said loading permission will be retained at the port office, one copy to be given to CISF and another copy to be given to the delivery clerk posted at the weighbridge.

6. Prior to loading of cargo from the plot, CHA will submit a copy of the permission granted by the import clerk as mentioned in point 5 to the handling agent or his authorized representative.
7. Importer must indicate in writing the name of his authorized representative(s), who will remain present during loading of cargo.

Entry

8.
 - a) Entry of empty vehicle for loading of cargo from the plots located in the Western Part of the Dock Basin will be through the 'O' Gate round-the-clock and entry of empty vehicle for loading of cargo from the plots located in the Eastern Part of the Dock Basin will be through the Finger Jetty round-the-clock.
 - b) To expedite entry of the empty vehicles, simultaneous entry through the two lanes at 'O' Gate and single lane at Finger Jetty Gate to be ensured.
 - c) The concerned CHA will ensure Loading Orders against the respective vehicles are issued prior to entry of the empty vehicles. They will also ensure that 10-15 vehicles are entered in a bunched manner.
 - d) Immediately after entry of the empty vehicles, they will approach the assigned weighbridges for weighment.

Inside Dock

9. Immediately after entry of the empty vehicles, they will approach the assigned weighbridges for weighment.
10.
 - a) Immediately after weighment of empty vehicles, the trucks will move to the plots where the loading is required to be taken place.
 - b) The representative of the CHA should ensure that the vehicle move to plot for loading.
 - c) The Handling Agent will ensure prompt loading of the trucks with the suitable equipment.
 - d) Handling agents should start loading the vehicle within 30 minutes after the vehicle is offered for loading.
11. CHA should ensure loading of cargo to be done in presence of the authorized representative of both importer and CHA.
12.
 - a) Immediately after loading of cargo, the loaded truck will move to the weighbridges for the purpose of weighment.
 - b) After weighment of the cargo, Cart Ticket will be prepared by the CHA on the basis of the Weighment Slip and both CHA & representative of Importer will put their signature on the reverse side of the Cart Ticket along with name of the equipment Operator, Plot Number and Plot Location.

c) The CHA will hand over the Loading Order / Loading Permission, Cart Ticket, Weighment Slip and the Pass Out Slip to the Delivery Clerk of the Port, who will sit at the weighbridge itself. The Delivery Clerk after verifying the document endorses the Cart Ticket and the Pass Out Slip and handover the same to the CHA for the purpose of delivery.

d) The CHA will hand over the Weighment Slip and the Pass Out Slip of each truck to the Driver / Khalasi of the respective truck and the truck will approach the Delivery Gate directly from the weighbridges.

Exit

13. a) For the purpose of delivery of Dry Bulk Cargo, generally cargo loaded from the plots located at the Western side of the Dock Basin, will be delivered through the 2 lanes of ODC Gate round-the-clock while the cargo loaded from the plots located at the Eastern side of the Dock Basin, will be delivered through Phosphate Berth Gate round-the-clock and also through the Hindustan Gate through 2nd & 3rd Shifts.
- b) There will be no Gate Warder at the gates for effecting delivery of the Dry Bulk Cargo.
- c) The Truck Driver / Khalasi will directly will directly handover the Pass Out Slip against the cargo loaded on their truck directly to the CISF personnel posted at the gate.
- d) The CISF personnel will only verify the RFID and Pass Out slip. After verifying, CISF will immediately allow delivery of the trucks.

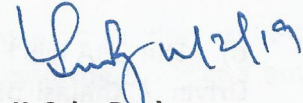
General

14. a) To begin with, it will be the endeavor of the Port to delivery the cargo within 12hours from the entry of the trucks. CHA have to ensure the compliance with this timeline. If for any reason whatsoever, the CHA finds that within 10 hours of entry of the vehicle, the cargo has not been loaded or there is other difficulties for compliance with the above timeline, then he will approach the concerned Duty Officer to resolve the issues. The concerned Duty Officer will take prompt action to ensure delivery of cargo within 12 hrs.
- b) If for any reason whatsoever, the cargo loading truck is not passed out of the gate within 12 hrs. of its entry time, then the RFID card will be automatically deactivated and the concerned CHA will approach On-duty Officer and to apply, in writing, for delivery of the concerned truck stating therein the reason due to which why the truck could not pass out of the gate within 12 hrs.
- c) The On-duty Officer after verifying his application and satisfies with the reasons that the non-compliance with the timeline was beyond the control of the CHA or transporter or any other stakeholders then he will allow the delivery of the trucks after activating the RFID permit.
- d) The CHA will ensure that no truck will approach the Gate without proper documents and valid DDM. Any violation of this may lead to suspension of the license of the CHA for a period of 3 days.

e) RFID permits for vehicles will remain valid for 24 hours and the same for the driver / khalasi will remain valid for 12 hours from the time of their entry to the Dock.

15. Delivery will be effected as "Said to Contain" basis.

The aforesaid SOP will be implemented with immediate effect. All concerned are requested to take note of the procedure(s) as stated.



(S. K. Saha Roy)
General Manager (Traffic)

cc.: All importers / exporters.

cc.: Steamer Agents / Handling Agents of break bulk cargo / Clearing & Forwarding Agents.

cc.: International Seaports (Haldia) Pvt. Ltd. / T.M. International Logistics Pvt. Ltd.

cc.: Universal Seaport Pvt. Ltd. / Haldia Multi Engineering / Uma Corporation / Ripley & Co. Ltd. / A.M. Enterprises / Orissa Stevedores Ltd. / Netincon Marketing Pvt. Ltd. / Bothra Shipping Services Pvt. Ltd. / OSL Ripley Shipping Pvt. Ltd. / Ripley & Company Stevedoring & Handling Pvt. Ltd. / IRC Natural Resources Pvt. Ltd. / Coresonant-HDC (JV) / Haldia International Container Terminal Ltd. / Hindustan Steelworks Construction Ltd.