

# KOLKATA PORT TRUST

## HALDIA DOCK COMPLEX

TRAFFIC DEPARTMENT

GM(T)/51/GMT-926

Date: 10.04.2020

### TRADE CIRCULAR

#### **Sub: Provisional revised procedure for Receiving & Delivery of Container & Cargo at Haldia Dock Complex**

Ministry of Shipping has informed that transport service for carriage of goods by water and any service connected with loading, unloading, movement or storage of goods in any port have been classified as essential service. In order to continue seamless port operation, in the backdrop of COVID-19 related precautions, it has been decided to provisionally revise documentation procedure for Receiving & Delivery of Container & Cargo at Haldia Dock Complex. The revised procedure is provisional in nature and will be valid from 06:00 Hrs on 11.04.2020 till 06:00 Hrs on 15.04.2020. Suggestions / Inputs from the users will be sought from the users on the same before taking a final decision on the provisional procedure.

The following guideline shall be followed:

- (i) The CHAs shall share the registered email ids which shall be used for sending & receiving emails with HDC. Only information received from registered ids shall be entertained.
- (ii) All import documents/correspondences for effecting delivery of cargo/container from HDC to be sent in [importdoc20@gmail.com](mailto:importdoc20@gmail.com) and export documents / correspondences for entry of cargo/container to be sent in [exportdoc20@gmail.com](mailto:exportdoc20@gmail.com).
- (iii) All documents should be properly scanned, signed and should be legible.
- (iv) It shall be presumed that arrangement of delivery shall be done by the consignee on the same day when documents are sent over email.
- (v) For effecting delivery on a particular day, the cut off time for receiving complete documents over email is 16:00 hrs.
- (vi) There shall be no change in the procedure for receiving of dry bulk cargo & break bulk cargo.

The documentation & procedure of work for entry of containers and cargo in the dock & exit from the dock shall be as follows:

#### The following procedure shall be followed for receiving of Containers:-

- The CHA will produce Cart Ticket at the gate at the time of entry of containers. The Cart Ticket to be retained at the Gate.
- Dock Challan Number to be generated at the Gate. Container No. to be entered at the Gate.
- The CHA shall submit the shipping bill and dock challan at the export counter. The information regarding receipt of cargo against the concerned Shipping Bill will be sent to Customs through e-mail for obtaining LEO through return e-mail.
- The export counter will pass on the information to HICT through email for unloading of the container at the yard.
- The export counter will prepare an Export Manifest online.
- A shipment readiness list (vessel wise) to be prepared by the export counter and send the same to HICT by e-mail.

The following procedure shall be followed for allowing delivery of Containers:-

- Softcopy of IGM is to be submitted by the Steamer Agent at the email id of TO (Sh & CH), HDC.
- The import section will make online entry of the details available in the IGM.
- The CHA shall send through email, the following list of delivery documents, Line number wise:
  1. Bill of Entry/ CTD for Nepal bound containers
  2. Out Of Charge
  3. EDO
- CHA to provide the following information through email :
  1. Vessel name with VCN.
  2. Import rotation No. with date.
  3. Container No.
  4. Bill of entry/CTD No with date/ Bill of coastal goods with IFS No.
  5. Name of MLO.
  6. Line No.
  7. Name of Importer with address.
  8. Name of CHA.
  9. Proposed Date of delivery.
  10. Trailer No.

Note:- In case of removal of container to a CFS, Form 1 to be sent through email by the CFS operator with the consent of customs, MLO and the importer.

- Upon getting the information online the import section will prepare the container bill. The relevant information of the bill to be sent to finance division for blocking / adjustment of the amount from the PCAN of the MLO.
- The CHA shall weigh the empty vehicle at the weighbridge.
- The import section after adjustment of bill will allow shed delivery /removal.
- The import section shall pass advice to Uma Corp. for weighment of the loaded vehicles through email.
- Loading Order will be passed on to HICT through e-mail for loading of containers for delivery/ removal.
- The CHA (CFS operator in case of removal) will approach the gate warder with the cart ticket for effecting delivery/ removal.
- The gate warder upon verification of the container online with the cart ticket will effect delivery and make necessary posting online.

The following procedure shall be followed for allowing delivery of **Dry Bulk Cargo & Break Bulk Cargo**:-

- Softcopy of IGM is to be submitted by the Steamer Agent at the email id of TO (Sh & CH), HDC.
- The import section will make online entry of the details available in the IGM.
- The CHA shall submit through email, the following list of delivery documents, line number wise.
  1. Bill of Entry / CTD for Nepal bound cargo.
  2. Out of Charge.
  3. EDO.

- CHA to provide the following information through email :

1. Vessel name with VCN.
2. Import rotation No. with date.
3. Cargo type.
4. Bill of entry/CTD No with date/ Bill of coastal goods with IFS No.
5. Name of Consignee.
6. Line No.
7. Name of CHA.
8. Proposed Date of delivery.
9. Vehicle No.

- Upon getting the information online the import section will send advice to Finance Division for blocking / adjustment of the amount from the PCAN of the Consignee/ CHA.
- The CHA shall weigh the empty vehicle at the weighbridge.
- The import section shall issue loading order through email to the Handling Agent.
- The import section shall pass advice to Uma Corp. for weighment of the loaded vehicles through email.
- The import section shall allow shed delivery order in the system as well.
- The CHA shall weigh the loaded vehicles at the weighbridge and approach the Delivery Clerk at the weighbridge with the cart ticket for effecting delivery/ removal.
- The delivery clerk upon verification of the cart ticket & weighment slip shall allow delivery by signing the Cart Ticket & Pass out slip.

  
16/04/20

(A.K. Mahapatra)  
**General Manager (Traffic)**

Cc: The President, The Association of Shipping Interest in Calcutta (ASIC), 6, Netaji Subhas Road, Kolkata-700 001 (Fax : 033-40128989): For information with a request to circulate the same among the members please.

Cc: The President, Calcutta Customs House Agents' Association (CCHAA), 23, R. N. Mukherjee Road, Kolkata-700 001 (Fax : 033 2215 9387) : For information with a request to circulate the same among the members please.

Cc: All Importers / Exporters/ C&F Agents / HICT: For information and necessary action please.