

कोलकाता पत्तन न्यास  
KOLKATA PORT TRUST

समुद्री विभाग / Marine Department

सं / No.Mrn/28 B/7/19

तारीख / Date : January 16, 2019

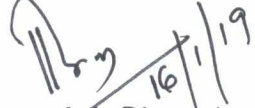
TRADE CIRCULAR

Sub: SOP for movement of Barges to and fro KDS

In order to streamline movement of barges to and fro KPD and NSD, following procedure shall be implemented with immediate effect.

- (i) While enlisting the Barges centrally in the Office of Marine Department, validity of the Plying Certificate and Insurance will also be checked and mentioned in the enlistment letter. Dy. Dock Master (DDM) / Asst. Dock Master (ADM) shall allow entry of the Barges on the basis of said central enlistment. There will be no necessity to check these papers further.
- (ii) In case a certificate / insurance of a Barge is due to expire within 7 days after entry, the Owner/Charterer/Operator shall give an undertaking to the effect that the lapsed certificates will be revalidated prior to exit from Docks and he will be responsible for all consequences arising out of the said Barge inside the dock in the interim period.
- (iii) The practice of ringing the bell physically before opening the Bascule Bridge shall be dispensed forthwith. Instead the hooters / sirens as fitted should be used to alert the public.
- (iv) BCN generation and its cargo operation should follow a natural priority based on submission of BCN application by e-mail (with all relevant documents shared as an attachment). The date and time of e-mail submission with all relevant documents will be considered to decide on the priority. E-mail should be submitted to DTMS with a copy to HMP and concerned operational DTM (KPD/NSD).
- (v) Priority for ingress and egress will be decided by DTMS which shall be intimated to Dy. Dock Master-1 in the afternoon for drawing up the schedule for the next 24 hours.

- (vi) Barge Owners/ Charterers/Operators shall apply for egress of its Barge to the DDM / ADM indicating the tentative date and time of exit. DDM/ADM shall allocate suitable lock for the Barge in consultation with CME and inform the Barge in advance. However, if a Barge is unable to avail of the lock scheduled for him, other barges in queue will be allocated the slot.
- (vii) Each Barge shall maintain a PDA A/c of at least Rs.1 Lakh from which the payment against a particular BCN No. shall be realised. Marine officials at the Lock will not be required to check payment status at the time of egress but enter the exit time in the module for raising bills by Finance.
- (viii) A monthly statement shall be generated through the system from the office of Jt. Director (P&R) and forwarded to Marine & Traffic Departments for reconciling the accounts. Superintendent of Collection will also forward a copy of each paid bill to DDM-1 through HMP immediately.

  
( Capt. J.J. Biswas)  
निदेशक, समुद्री विभाग  
Director, Marine Department