



यातायात विभाग
Traffic Department
यातायात प्रबन्धक कार्यालय
Traffic Manager's
Office

SYAMA PRASAD MOOKERJEE PORT KOLKATA
श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

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Tfc/GZZY-241/CD/Procedure

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TRADE CIRCULAR

Sub : Revised procedure for entry of vehicles carrying export cargo/container at KPD

All concerned may please note that in accordance with the administrative decision of SMPK, the prevailing system of endorsement on the documents by the Gate Warder before entry of truck/lorries at KPD carrying export cargo/container stands withdrawn with effect from 13.09.2021. The revised procedure for entry of vehicles carrying export cargo/container at KPD is enclosed, vide Annexure-I.

Clearing Agents shall ensure that vehicles carrying export cargo/container are not brought or parked on the approach road near the entry gates, pending availability of Jetty Sircar and all the documents to be shown to the security personnel at the gates, as specified in the revised procedure at 1(e) and 2(d) of Annexure-I. This is required to reduce the traffic snarl on the approach roads near the entry gates and thereby redress the complaints raised by Kolkata Traffic Police from time to time.

Encl: Annexure-I

(Er. Debasish Guha)
Traffic Manager (I/C)

Revised procedure for entry of vehicles carrying export cargo/container at KPD

1. For cargo for which export has already been opened:

- a) Vessel-wise Export Opening Message print-out will be supplied to CISF/PSO posted at the entry gate by the respective shed office of KPD. A copy of the message will also be shared with CISF/PSO over mail.
- b) The Jetty Sircar accompanying the cargo will submit the Paid Dock Challan, Shipping Bill and related documents at the concerned shed office before entry of cargo at KPD.
- c) Export cargo entering through an export gate shall be covered by a paid dock challan, allow order from vessel agent and cart ticket.
- d) The Jetty Sircar shall produce cart ticket and allow order of vessel agent to the CISF/PSO at the entry gate.
- e) The CISF/PSO personnel will verify the following before allowing entry of vehicle carrying export cargo/container at KPD :
 - i) Vehicle number of the trucks/lorries with the respective cart ticket.
 - ii) The allow order from the respective vessel agent.
 - iii) Validity of entry period as per relevant export opening message.
 - iv) Valid permits and vehicle documents as per extant procedure.
- f) Upon entry of the vehicle the shed staff will generate the EGP against the vehicle concerned.
- g) Shed staff will check the vehicle number, tally the quantity and marks of the cargo / container number being unloaded from the vehicle and generate SRO & prepare receiving tally.

2. For cargo entering on stock basis :

- a) The Jetty Sircar will submit relevant documents at shed for opening of stock ID.
- b) Trucks/Lorries with export cargo/container entering through an export gate should be covered by allow order from port and cart ticket duly filled in.
- c) The Jetty Sircar shall produce cart-ticket bearing stock ID number to the CISF/PSO at the entry gate.
- d) The CISF/PSO personnel will verify the following before allowing entry of vehicle carrying export cargo/container at KPD :
 - i) Vehicle number of the trucks/lorries with the respective cart ticket bearing stock ID number.
 - ii) Valid permits and vehicle documents as per extant procedure.
- e) Upon entry of the vehicle the shed will generate the EGP against the vehicle concerned.
- f) Shed will check the vehicle number, tally the quantity and marks of the cargo being unloaded from the vehicle and generate SRO & prepare receiving tally.