



**SYAMA PRASAD MOOKERJEE PORT KOLKATA**

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

(Erstwhile Kolkata Port Trust)

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Tfc/GZZY 241/ CD/ Procedure.

Dated, the 14<sup>th</sup> February, 2022.

**ALL CONCERNED.**

**Sub: Procedure for cargo discharged at over-side.**

The following procedure for cargo to be discharged at over-side either at anchorages or at berth is required to be followed:

1. The procedure for submission of the copy of the over-side Customs Guarantee against the cargo to be discharged at anchorages to the IWT section is required to be completed prior to calling of the vessel.

Similarly, payment of wharfage charge against the cargo to be discharged at anchorages is required to be submitted to Sr. Asst. TM (S) and IWT section prior to calling of the vessel.

2. The Over-side Supervisors of IWT section seated at Subhas Bhavan ground floor / 1<sup>st</sup> floor are required to check regarding proper payment of the over-side charges as due and also maintain records in this regard including cargo details for all vessels discharging cargo over-side. To ensure this, the Over-side Supervisors will liaison on a regular basis with the Sr. Asst. TM (S) office regarding arrival of vessels.
3. In case the vessel discharges the entire cargo at anchorages and no part of the cargo so discharged arrives inside the docks then the Steamer Agent of the vessel concerned will submit the initial and final draft certificates of the vessel to the Over-side Supervisors posted at IWT section for verification of quantity of cargo discharged and who will arrange to realise the difference of over-side charges, if any, from the Steamer Agent concerned.
4. Sr. Asst. TM (S) will call the vessel upon confirmation of payment of Royalty and the over-side wharfage charge payment for cargo to be discharged at anchorages.

  
14/2/2022  
(Traffic Manager)