



## **Kolkata Port Trust**

### **कोलकाता पत्तन न्यास**

Tfc/CTO/Procedure

Container Terminal Office,  
Dated 31<sup>st</sup> August 2010.

Sub: Simplification of process for rail borne export containers ex ICDs.

The following simplified process shall be followed for rail borne export load containers ex ICDs with effect from 1<sup>st</sup> September 2010.

1. On completion of unloading from the railway wagons, the Railway Clerk shall arrange for posting of the details of those containers a/c 'stock' in the POMS as well as in his register.
2. The C&F Agents appointed by the Container Agents shall produce Railway Receipts and Dock Challans (unpaid) to the Railway Clerk located at the ground floor of CFS Bldg. for conversion of the containers from 'stock' to the nominated vessel. The Railway Clerk, on completion of the same shall arrange to prepare bills for Terminal charge, handling charges and Storage charge, if accrued and hand over those to the C&F Agent for payment.
3. Only **one** Dock Challan shall have to be prepared per Export Vessel and per Container Agent mentioning therein the details of all the Shipping Bills and the Containers. The same along with all the bills shall have to be presented to the Collection Office for payment of Port charges.
4. After payment of Port charges all the commercial documents along with the paid bills and Customs Order for shipment shall have to be submitted to the concerned export Shed Writer for his verification and necessary action.

A process flow chart is available on page 2.

  
( जी गुप्ता ) / ( G Gupta )

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### Process Flow for Export Rail Borne Containers

