

**KOLKATA PORT TRUST**  
**Traffic Department**

Container Terminal Office

No. Tfc/CTO/Procedure.

Dated, the 26<sup>th</sup> May, 2017.

**All Concerned**

Sub: Procedure for removal of import load containers from Container Terminal to KPD-II for subsequent loading on to wagon for onward dispatch to Nepal.

It has been decided by KoPT that import load containers for which Customs have already given pass out and covered under Forwarding Note shall have to be removed to K.P.Dock-II for subsequent loading for onward dispatch to Nepal by CONCOR Rake. The following procedure shall be followed.

- 1) The willing Importer or the Clearing and Handling Agency (CHA) on behalf of the Importer will apply to the Assistant Commissioner, NSD /Traffic Manager / Dy. Traffic Manager (CT) for removal of their container (s) to KPD-II for loading of wagon from there for which Forwarding Note has been filed before the Shed (CFS) office at Container Terminal. KPD-II will be treated as the extension of Container Terminal for loading of wagon. Removal of containers from CT to KPD-II and subsequent loading on to the wagon will take place at the sole risk and responsibility of the Importer or the CHA on behalf of Importer.
- 2) The concerned Importer or the concerned CHA on behalf of the Importer will provide logistics support at their own cost for the following operations using a port approved logistics service provider (i.e. the service provider must have a handling licence issued by port and should have submitted a bond to customs).
  - a) Trailers for transportation of containers from CT to KPD-II,
  - b) RST for lift off containers from trailers at KPD-II,
  - c) RST for lift on containers for loading of trailers at KPD-II,
  - d) Trailers for transportation of containers for loading on to wagon and
  - e) RST for loading of containers from trailers on to wagon.
- 3) Containers are meant for loading on to wagon at KPD-II will be removed from CT to KPD-II under Removal Loading Note (RL Note) will be prepared by Port and the same will be removed under Customs supervision. The concerned CHA will obtain the permission from Customs for such removal.

- 4) The concerned CHA will apply to the Customs (Annexure-I) for removal of containers. The copy of such permission will be submitted to CFS office to effect removal.
- 5) The concerned Jetty Sircar will produce the Removal Loading Note prepared by Port along with Customs permission (Annexure-I) to the Gate Warder at the Entry Gate (6NSD/8NSD Rail) who on being satisfied about the correctness of all documents i.e, Removal Note and Customs permission will generate T T Job for Container Movement in four (4) copies and hand it over to the Jetty Sircar concerned.
- 6) The Jetty Sircar will produce T T Job to the CISF personnel at Entry Gate who, on checking the validity of Driver and Trailer permit will allow in the empty trailer. The actual entry of date and time of trailer in POMS are not required in this case and no paper is required to be retained by the CISF.
- 7) The Jetty Sircar will produce all the four copies of T T Job to the Forwarding Clerk who will endorse all the four copies certifying the date and time of submission of T T Job within 15 minutes of the generation time.
- 8) The Jetty Sircar will then produce T T Job duly signed by the Forwarding Clerk to M/s BKCT Pvt. Ltd. for loading. The T T Job duly signed by M/s BKCT Pvt. Ltd. in question will be sent back to the Forwarding Clerk after the loading operation is completed.
- 9) The Forwarding Clerk will make entry of operations in details in the Register and hand over all the four copies of T T Job to the Jetty Sircar after putting his signature on it.
- 10) For authorizing removal, one copy of T T Job should be handed over to the CISF by the Gate Warder after putting his endorsement on it and rest three copies of T T Job to be handed over to the concerned Jetty sircar. The CISF on checking validity of permit of driver and trailer will pass out the trailer retaining one copy of T T Job.
- 11) To enter KPD-II, the Jetty Sircar will produce rest three copies of T T Job to the Security personnel posted at Gate No. 13 KPD, who in question will allow in the loaded trailer on being satisfied about the correctness of T T Job and permit of driver and trailer. The security personnel will hand over two copies of T T Job to the Jetty Sircar certifying entry of loaded trailer retaining one copy of T T Job.

- 12) The empty trailer after unloading of container will go out through 13KPD Gate. The security personnel will allow pass out of the trailer on checking validity of permit of driver and trailer.
- 13) The Jetty Sircar will produce two copies of Removal Loading Note at KPD-II office; one copy will be retained by them while the other copy to be returned to CFS office along with wagon loading tally and T T Job after the wagon loading operation is completed. Wagon loading tally should indicate the container number, size, status (load/empty), Forwarding Note number and the wagon number in which the container being loaded. The time and date of loading of each container is also to be indicated in the tally.
- 14) Wagon loading tally should be prepared in triplicate. One copy to be given to the Port Security for checking of correctness of the container number loaded on to wagon, one copy to be given to Engine staff and one copy to be sent back to CFS along with other documents mentioned in serial number 13 above.
- 15) The containers after completion of loading of wagon will have to be received by M/s CONCOR.

(Traffic Manager)