



Kolkata Port Trust कोलकाता पत्तन न्यास

कम्प्यूटर केंद्र Computer Centre
योजना विभाग Planning Deptt.
कोलकाता पत्तन न्यास
Kolkata Port Trust

Reg. No. 1109/2010 दिनांक 29.06.2010

यातायात बिभाग

Traffic Department

कंटेनर टर्मिनल

Container Terminal

दिनांक- 21.06.2010

सं: Tfc/CTO/Procedure

सभी संबंधीत

All Concerned

Sub: Delivery of FCL container from docks under POMS

As POMS has become operational in Container Terminal, the following procedure shall be followed for delivery of FCL containers from docks.

- 1) The Jetty Sircar of the importer or C & F Agent will submit all the delivery papers along with paid Jetty Challan to the SF or HSC of CFS.
- 2) On being satisfied about the correctness of all documents i.e. duplicate copy of Bill of Entry/EDI B.E./Quin CTD, B/L or LDO, SF/HSC will enter the Jetty Challan particulars in the on-line system. Thereafter, he will accept the papers and endorse the Jetty Challan and B.E. / CTD and hand over the B.E./CTD to the Jetty Sircar after obtaining necessary acknowledgment in the register. Remaining delivery papers will then be made over to the nominated Shed Writer (Manifest Clerk) for further processing who, on receipt of the Jetty Challan, will give necessary posting in the IGM about the particulars of Jetty Challan i.e. name of C & F Agent, B.E./CTD No. & Date, CIF value, payment particulars and date of filling of Jetty Challan also posting in the Jetty Challan about landing of container(s).
- 3) The Jetty Sircar will thereafter produce the copy of B.E. / CTD accepted by SF or HSC along with a IDO, i.e. Import Delivery Order prepared by the Jetty Sircar himself, to the concerned Shed Writer who will generate a Shed Delivery Order(SDO) No. from system and endorsed the relative IDO with SDO No. and return the same to the Jetty Sircar for entry of empty truck through the nominated entry gate.
- 4) The IDO bearing SDO No. and endorsement of Shed Writer along with Lorry Permit will thereafter be produced to the Gate Warder by the Jetty Sircar at the entry Gate who, on checking the validity of lorry/trailer Permit, will generate Entry cum Delivery Pass (EDP) in two copies with the help of IDO and handover all the papers to the Jetty Sircar concerned. The Gate Warder shall retain the IDO with him.

5) After obtaining Entry cum Delivery Pass, the Jetty Sircar will approach the Super Cargo and deposit with him two copies of the EDP. Super Cargo will initially endorse 1st copy of EDP with time authorizing operation of KoPT crane (RTG, RST etc.) EDP duly signed by the S/Cargo will thereafter be produced to the crane attendant/ Cargo Overseer who will arrange proper placement of crane for loading of the particular container on the particular lorry/trailer as appearing in the EDP and will put the Crane No. and date & time of loading once the loading is completed.

The 1st copy of EDP in question will be sent back to the Super Cargo after the operation is completed. On receipt of the 1st copy of EDP from the Crane Assistant/Cargo Overseer, the Super Cargo on duty will sign the same EDP signifying completion of loading and handover the EDP to the Jetty Sircar. Super Cargo will retain the 2nd copy of EDP with him.

6. After loading of the truck is completed, the same should move to the Appraising Zone of the CFS for the purpose of Customs examination. The Jetty Sircar will approach the Shed Writer concerned for preparing bills for storage charges / demurrage / other operational charges, if involved. Shed Writer will raise bill for demurrage / Storage or any other charges if accrued and handover the same to the Jetty Sircar concerned for payment at KoPT Collection Office.

7. Immediately after Customs appraisalment is over, the container in question shall be sealed.

8. The Shed Writer, being satisfied about correctness of B.E. / CTD and Passing Out of Cargo and containers by the Custom and on payment of due port charges, will make necessary posting in the Jetty Challan about passing out of B.E. / CTD, and paid bill particulars and obtain endorsement of the Jetty Sircar about delivery of the cargo with date & time. The concerned Shed Writer will also make entry about the delivery allow order in the system.

9. The concerned Shed Writer will thereafter endorse the 1st copy of EDP signifying recovery of all Port charges on the Cargo / Container and authorizing movement of loaded lorry/trailer towards the exit Gate.

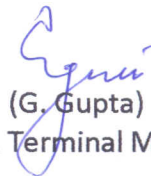
10. With the 1st copy of EDP duly endorsed by the Shed Writer, the Jetty Sircar will move the loaded lorry/trailer to the exit gate before which he should satisfy himself that the containers in question are all properly sealed and EDP properly filled up and signed.

11. On reaching the gate the Jetty Sircar will surrender 1st copy of EDP to the Gate Warder. The Gate Warder at the exit gate will examine the EDP and its date. If the EDP date is found to be different from the day on which the cargo is being passed out, the delivery should not be affected and Jetty Sircar concerned will be advised to get the EDP properly updated on payment of demurrage due on it. Shed Writer on being satisfied about recovery of demurrage

(if accrued) will endorse the 1st copy of EDP once more giving current date with new SDO no. generated from system and make necessary noting in the relative Jetty Challan.

12. On being satisfied with the document checking and after physical checking, the Gate Warder, for authorizing delivery shall generate XGP from the system and hand over the same, duly signed, to the CISF at the exit gate. After exit of the loaded truck through exit gate, the Gate Warder will endorse the 1st copy of EDP with XGP no. signifying the final delivery of the container and the same EDP will have to be sent back to CFS for necessary verification, posting and subsequent disposal to Audit along with Jetty Challan and Bills.

This supersedes all previous orders/circulars in this connection.



(G. Gupta)

Dy. Terminal Manager