



कोलकाता पत्तन न्यास  
KOLKATA PORT TRUST  
हल्दिया गोदी परिसर  
HALDIA DOCK COMPLEX  
पोत प्रचालन प्रभाग  
Marine Operations Division



‘मरीन हाउस’, चिरंजीबपुर  
‘Marine House’, Chiranjibpur  
हल्दिया (Haldia) - 721 604, W.B.  
Ph.No. : 03224-252449

संख्या/No.: GMM/226/MAIN/POL/OIL(RMVL)/1443

दिनांक/Dated : October 6, 2016

CIRCULAR

All concerned are requested to note that apart from compliance with procedure for collection of waste oil and used oil presently in vogue, the following steps will also be taken :-

- 1) Agents sending requisition to the contractor will mark a copy to Manager (MO) I/C, Dy. Dock Master and also to General Manager (Marine) on the following IDs :-  
[skgupta.hdc@nic.in](mailto:skgupta.hdc@nic.in) , [amoulik.hdc@nic.in](mailto:amoulik.hdc@nic.in) , [snchaubey.hdc@nic.in](mailto:snchaubey.hdc@nic.in)
- 2) Contractor will indicate to the agent by e-jmail his schedule for removal of waste oil and used oil, as the case may be and he will also mark a copy of the same to the above three addressees.
- 3) Compliance of the requisition will be submitted to the Marine Office by e-mail in usual course and a confirmation will be sent to the above three addressees also.

The used oil and waste oil contractor will intimate his schedule within 24 hours of receiving requisition. In case of non-receipt of schedule, Manager (MO) I/C may arrange with other contractor as per approved procedure.

The above will be in addition to the procedure presently being followed.

(एस.एन. चौबे)  
(S.N. CHAUBEY)  
महाप्रबंधक (नाविकीय)  
General Manager (Marine)  
Haldia Dock Complex.

Distribution :

All used oil & waste oil contractors.  
All Agents.  
Dealing officers and staff concerned.