



कोलकाता पोर्ट ट्रस्ट  
KOLKATA PORT TRUST  
हल्दिया गोदी परिसर  
HALDIA DOCK COMPLEX  
शिपिंग एंड कार्गो हैंडलिंग प्रभाग  
Shipping & Cargo Handling Division



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No. MTO/G/553A/Pt. II/1243

April 20, 2017

### CIRCULAR

With effect from April 24, 2017, the present system of issuing printed dock entry permits will be dispensed with and a system issuing RFID based dock entry permits and vehicle/ equipment tracking will be introduced. For the said purpose, Haldia Dock Complex has engaged a contractor, namely Coresonant Systems Pvt. Ltd. The process of issuing RFID based permits and vehicle/ equipment tracking devices are as follows –

#### **REGISTRATION:**

- Specimen signatures and photographs of authorised signatories of the sponsoring firms will be captured digitally by the aforesaid contractor. This will be done free of cost.
- Upon successful registration, log-in credential will be issued to each sponsoring firm for using the web-based module created for generation of RFID based permits.

#### **REQUISITION:**

- Through web-application: The sponsoring firms will be allowed to place permit requisition after logging-in. They will also be allowed to make payment online against the requisition submitted by them. After successful payment, a receipt will be generated against their requisition.
- At permit counters: The sponsoring firms may also approach the permit counters for placing permit requisitions in hard copy. After scrutiny of the requisition, a payment advice will be generated from the permit counter. Payment will be collected by the aforesaid contractor at the permit offices. After successful payment, a receipt will be generated against their requisition.

#### **PERMIT GENERATION – FREQUENCY DAILY:**

- Man Permit: RFID based permits will be issued from the permit counters after payment and on scrutiny of ID proof.
- Vehicle/ Equipment Permit: RFID based permits as well as GPS device will be issued from the permit counters after payment. The GPS device to be kept inside driving cabin for the entire period of stayal inside dock.

#### **PERMIT GENERATION – FREQUENCY OTHER THAN DAILY:**

- Man Permit: RFID based permits will be issued from the permit counters after payment and on scrutiny of ID proof.
- Vehicle/ Equipment Permit: RFID based permits will be issued from the permit counters after payment and on scrutiny of various relevant documents like registration/ certificate of fitness, PUC, Payment of road tax, insurance etc. A GPS device will be mounted with engine system of the vehicle/ equipment. This device shall remain till validity of the permit.


#### **RETURNING OF RFID TAG AND GPS DEVICE:**

- Man Permit: At the time of exit, the RFID tag to be dropped at the designated drop box installed at the gates.
- Daily Vehicle/ Equipment Permit: At the time of exit, the GPS device to be dropped at the designated drop box installed at the gates. GPS device also to be dropped at the designated collection box at the designated drop box installed at the gates.
- Annual Vehicle/ Equipment Permit: At the time of exit, the GPS device to be dropped at the designated drop box installed at the gates. GPS device will be uninstalled at the permit offices.

#### **LOSS OF PERMIT/ GPS DEVICE:**

- The sponsoring firm is liable to pay @ Rs. 500/- for loss of each RFID tag. The said payment will be collected by the contractor.
- The sponsoring firm is liable to pay @ Rs. 5,000/ for loss of each GPS device. The said payment will be collected by the contractor.

The process of annual registration of sponsoring firms shall remain unchanged for the time being.

  
20/04/2017

**(A. K. Mahapatra)**

**Sr. Deputy Manager (Sh & CH)**

#### **Distribution:-**

- Copy to the President, Calcutta Customs House Agents' Association (CCHAA), 23. R.N. Mukherjee Road, Kolkata- 700 001 (Fax: 033-22159387), for information please
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