



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/104/Pt.IX/1661

Date: May 28, 2017.

### TRADE CIRCULAR

**Sub:** Compulsory submission of Berthing Application by Steamer Agent through PCS msg.[BERMAN]

At Haldia, Vessel Operating Agents (VOA)/Steamer Agents (SA) are already registering their vessel through PCS and Vessel Calling Number (VCN) is allotted by the Port through PCS only.

However, it has been found that after registering through PCS, the vessels are arriving at Sandheads before completion of formalities by the Importer/Exporter or their C&F Agents which are mandatorily required for calling the vessel at the port. The above situation is leading to increased PBD (Pre Berthing Detention)/ TAT (Turn Around Time) on which port has no control.

In order to arrive at actual Turn Around Time of the vessel calling at the port, it has been decided that the Turn Around Time shall start from the time the vessel is ready in all respects to commence the cargo handling which includes but not limited to the following:

- a. Vessel's readiness [Time of actual arrival/ submission of NOR (Notice of Readiness)]
- b. Cargo readiness
- c. Ullage
- d. Payment of Port dues (Cargo Related)
- e. Application for allotment of land with adequate fund for processing for application
- f. i) For Import Cargo: Submission of IGM & other related delivery documents including processed Bill of Entry and Customs Pass Out (in case cargo is delivered directly from hook point)  
ii) For Export Cargo: Submission of processed Shipping Bill along with Customs Allow Order for shipment of cargo

In this regard, all the Vessel Operating Agents/Steamer Agents are directed:

- a) to mandatorily submit their berthing application through PCS.
- b) the berthing application in PCS shall be submitted after obtaining VCN and only when the vessel is ready in all respects to commence cargo handling operations.

- c) any VOA/SA applying in PCS for berthing without complying with above norms besides losing seniority of the vessel for berthing, shall be liable for penal charges for the wrongful declaration and/or any other action as may be deemed fit by the port authority.
- d) in case of request of cancellation of calling of ship by VOA/SA after filling the BERMAN though PCS, vessel will lose her seniority and new berthing application has to be filed by VOA/SA upon further readiness of vessel.

The above circular will be strictly implemented w.e.f. 15.06.2017.

  
28/05/2017

**(A.K. Mahapatra)**  
**Sr. Deputy Manager (Sh&CH)**

Copy to the President, The Association of Shipping Interest in Calcutta (ASIC), 6, Netaji Subhas Road, Kolkata-700 001 (Fax: 033-40128989) for information please.

Copy to all VOA/SA, for information and necessary action please.

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Copy to PS to Deputy Chairman, HDC for favour of information of Deputy Chairman.

Copy to General Manager (Marine) / General Manager (Traffic), I/C for information please

Copy to Manager (MO), I/C for information please.

Copy to Sr. Deputy Manager (Admn.), for information please.

Copy to Deputy Manager (Sh&CH), G.C.Berth for information please.