



कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
शिपिंग एंड कार्गो हैंडलिंग प्रभाग
Office of General Manager (Traffic)
Jawahar Tower, Annexe Building,
Haldia-721 604, West Bengal, India



No. MTO/G/17/Pt.V/GMT-201

July 26, 2017

Trade Circular

Re.: **Standard Operating Procedure (SOP) for checking of cargo/container as well as vehicles carrying such cargo/containers by CISF.**

With a view to streamline the procedure for checking of cargo/container as well as vehicles carrying such cargo/containers by CISF at the entry/exit gates of the docks, the Competent Authority of HDC has approved the following Standard Operating Procedure (SOP) in respect of receiving/delivery of cargo/containers, entry / exit of ship's stores, tools/tackles etc.

(A) For delivery of Cargo / Container on account a vessel / stock / shut out:

Upon observing of all documentation formalities, the concerned C & F agent shall handover the Pass Out Slip duly endorsed under stamp by the Gate Warder. Prior to allow delivery, Gate Warder will ensure that the relevant fields in the Pass Out Slip are filled up by the concerned C&F agent. CISF will verify the vehicle no / container no mentioned in the Pass Out Slip and then carry out physical checking of type of cargo mentioned in the Pass Out Slip and with the load vehicle. The following procedure shall be adopted while checking the cargo:

- (a) In case of Break Bulk Cargo, the type of cargo as well as quantity loaded must be physically checked. The loading of the Break Bulk Cargo must be done in such a way that, physical checking of its quantity could conveniently be done to avoid any delay in checking. Any delay in checking of the quantity of the cargo due to haphazard loading shall be the responsibility of the concerned C&F agent. The vehicle shall not be allowed without confirming the exact physical quantity with the quantity mentioned in pass out slip.
- (b) In case of Dry Bulk Cargo, the type of cargo as mentioned in the pass out slip must be physically checked at the gate. The concerned agents shall be directed by the Sh&CH section to ensure that the tarpaulin shall be tied in such a way that, the CISF personnel could easily check the type of cargo. The quantity of the dry bulk cargo shall not be verified by CISF personnel as these are on "SAID TO CONTAIN" basis.
- (c) The CISF personnel shall also check the padlocked / sealed condition of the Container. In case of any tampering or damage, the same shall immediately be intimated to the on duty official of T.O. (Sh&CH) Division for taking further necessary action.
- (d) Copy of the sample Pass Out Slip is enclosed for ready reference.

(B) For receiving of Cargo / Container on account a vessel/ stock / shut out:

- (a) Upon observing all documentation formalities, the concerned C & F agent shall handover the Cart Ticket in duplicate duly endorsed under stamp by the Gate Warder. Gate Warder ensures the relevant fields in the Cart Ticket are filled up by the concerned C&F agent. Copy of the sample Cart Ticket is enclosed for ready reference. Both copies of the endorsed Cart Ticket will be handed over to CISF. CISF will physically verify/check the vehicle no, type of cargo as well as the exact quantity mentioned in the Cart Ticket, with the loaded vehicle. The procedure mentioned above shall be followed while physical checking of the quantity and type of cargo. In case of container, the CISF personnel must verify the container no. with the Cart Ticket. CISF personnel have to also check whether the container is in padlocked / sealed condition or not. However, detail of the seal is not required be checked by The CISF personnel. In case of any tampering or damage, the same shall immediately be intimated to the on duty TO official for taking further necessary action. After verification, one copy of the Cart Ticket will be retained by the CISF and other will be handed over to Gate Warder.

(C) For entry of Iron Ore:

The exporter or his authorised representative shall intimate the office of T.O. (Sh&CH) Division about the entry of iron ore inside dock. Upon verification of relevant documents, the designated/authorised officials of T.O. (Sh&CH) Division shall forward the request with specific recommendation to the Commandant, CISF to allow entry of iron ore for a specific period of time. The Commandant, CISF shall forward the request letter with his remark and signature to the concerned Gate IC for allowing such entry after following necessary security checking as per the existing laid down procedure. The C&F agent shall submit the permission letter along with the Cart Ticket in duplicate to the CISF personnel deployed at the gate. Upon successful physical verification/checking of the vehicle no, type of cargo and quantity of cargo mentioned in the Cart Ticket with the load vehicle, the CISF personnel shall retain one copy of the cart ticket for their record and allow the vehicle entry.

(D) For entry & delivery of Cargo Gears, Pipe lines, Tools & Tackles:

The concerned cargo handling agents/suppliers/contractors shall specifically mention the list/details of the items which need to be taken out or brought inside the dock. The officials of T.O. (Sh&CH) Division shall forward the request to Commandant CISF for his permission. The Commandant, CISF shall forward the request letter after his remarks to the concerned Gate IC for allowing entry following the necessary security procedure. CISF personnel at the gate will physically check the equipment/tools tackles and verify the same with the permission letter and allow the entry.

(E) For delivery of Auction Cargo:

The details of Auctioned Cargo such as Description of Cargo, Quantity of Cargo, Lot no, Name of Buyer etc. will be intimated to the Office of the Commandant with the recommendation of T.O. (Sh&CH) Division for allowing delivery of such auctioned cargo within a specified period and from a designated gate. Commandant CISF or on his absence authorised CISF officials shall permit such delivery during the period from the requested gate and forward the request letter to the concerned Gate IC for further necessary action. Whenever the Auctioned Cargo shall be loaded, the same must be

