

**SHIPPING CORPORATION OF INDIA**  
**Procedure for issuance of D/O in Lock down Period**

**Exim shipments:**

a. Port Delivery

Case 1: OBL issued by POL : The same can be submitted at SCI office – alternatively at stevedore m/s Kamal Mookerjee office inside port. Upon fulfillment of other requirements viz payments, CHA authorization etc., E-DO through IPA PCS (Port Community System of KoPT) is issued along with shipping line's empty slot letter.

Case 2: Express/Telex release or the BL is surrendered at POL, then D/O is released basis copy BL and upon fulfillment of other requirements viz payments, CHA authorization etc. over mail.

b. CFS Delivery

Case 1: OBL is issued at POL: The same needs to be submitted at SCI office – alternatively respective CFS while obtaining D/O. Upon fulfillment of other requirements viz payments, CHA authorization etc. SCI issues in house delivery order, cart-in order and empty return slot letter thru mail.

Case 2: Express/Telex release or the BL is surrendered at POL, then D/O is released basis copy BL and upon fulfillment of other requirements viz payments, CHA authorization etc. over mail.

**Coastal shipments:**

a) All coastal boxes are delivered from Port.

b) The original BCG or its copy along with associated documents against each container is sent through mail to the CHA . Upon payment of relevant charges and CHA authorization by consignee/forwarder, E-DO through IPA PCS is issued for Kolkata shipments . For Haldia shipments , in house DO is sent through mail to the CHA.

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