



भारत सरकार

GOVERNMENT OF INDIA

सीमा शुल्क प्रधान आयुक्त का कार्यालय (बंदरगाह)

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PORT)

सीमा शुल्क सदन, १५/१, स्ट्रैंड रोड, कोलकाता - ७००००१

CUSTOM HOUSE, 15/1, STRAND ROAD, KOLKATA 700001

Date: 10/01/2022

SOP to the PUBLIC NOTICE No. 68/2021

Subject:- 'Standard Operating Procedure' to be followed at Pre-Gate Facility, Netaji Subhas Docks, Kolkata-reg.

Attention of Exporters, Importers, General Trade, Port Terminal Operators, Shipping Lines/ Shipping Agents, CFSs coming under the Jurisdiction of Custom House, Kolkata and all other stake holders is invited to the Public Notice No. 68/2021 dated 16.09.2021 issued by Port Commissionerate regarding the functioning of the pre-gate facility at M & Q Block, Sonai, and the SOP to the Public Notice No. 68/2021 issued on 30.11.2021. Now, in supersession of the SOP previously issued, these amended instructions are being issued for processing of export containers at the Pre-Gate Facility.

2. All road-borne export load containers, including containers stuffed and sealed at Container Freight Stations(CFSs) and Direct Port Entry (DPE)-facilitated cargo, will be routed through the Pre-Gate Facility, with the following exceptions:
 - i. Over Dimension Cargo (ODC) will continue to enter NSD premises directly.
 - ii. Reefer (refrigerated) load containers will continue to enter NSD as usual.
 - iii. Cargo classified as Hazardous-1 category will continue to enter NSD premises directly.
3. Truck trailers eligible for entry to the Pre-Gate Facility will enter the premises through the entry gate on Sonai Road.
4. On arrival of factory-stuffed, RFID-sealed container-laden truck at Pre-Gate Facility, the Preventive Officer shall verify the RFID electronic seal for tampering, if any, en route, through hand held/ fixed reader/scanner along with the "Container No., Seal No., Condition of the Seal, and the other information coded into the RFID E-seal" and endorse the same

either on the Check List of the Shipping Bill or on the Invoice Copy presented by Exporter. After verification of the seal, the trucks may proceed to the parking area within the facility.

5. Based on the endorsement made by the Preventive Officer at 'In Gate', the Shipping Bill would then be processed for registration in the 'Document Processing Area' inside the Pre-Gate Facility. Let Export Order (LEO) shall be granted by Superintendent, Pre-gate Parking facility after verifying and endorsing Form as per the extant procedures following RMS/System/Group instructions.

6. After ensuring the integrity of RFID-seal and after verification of the information tagged along with it, the Preventive Officer will verify the LEO documents, endorse them and clear the container. Then, the container will move towards the Out gate. These containers bearing export cargo given LEO from Pre-Gate Facility shall enter NS Docks through Gate No. 8 (located opposite the exit gate of the Pre-Gate Facility) and head towards the container terminal for dropping off the container.

7. On arrival of containers stuffed and sealed at CFSs, the Preventive Officer will verify the seal number of the Customs One-Time Lock affixed on the container and examine it for any tampering. If seal is found to be intact, shipping permission will be issued and the containers will enter NS Docks through Gate No. 8, as mentioned above.

8. After an export consignment enters the Pre-Gate Facility, the LEO shall not be granted to the same in Pre-Gate Facility in the following scenarios:

- i. The containers are marked for examination by RMS/Group/System, or any alert from investigating agencies;
- ii. Issues are noticed with the RFID seal: Seal mismatch/ RFID reader indicates the e-seal as "tampered"/compulsory details tagged to the RFID seal are found mismatched with the Shipping Bill etc.;
- iii. DPE-facilitated cargo, wherever they examination/inspection before LEO can be granted

9. The containers referred to in para 8 above will be taken to 2-NSD shed inside the docks for conducting examination following due procedures, and further processing thereof. If goods are found to be in order after the examination, the LEO for the same will be processed within NS Docks and the containers will be routed for export. Similarly, if seals of containers arriving from CFSs are found to be tampered, the matter will immediately be brought to the notice of the Deputy Commissioner of Customs, NSD, and the containers shall be ordered for examination at 2-NSD shed inside the docks before further processing.

10. Back to town procedure will continue to be governed by Standing Order No. 08/2021 dated 05.03.2021. In case back to town is requested while the container is still within Pre-Gate Facility, and no examination is required, the container will be permitted to exit the Pre-Gate Facility through the exit gate, once back to town is permitted by Customs after cancelling the Shipping Bill. However, in cases where examination/inspection is required before back to town, as prescribed by System/ RMS/ Group instructions, they will be guided to 2-NSD shed, and further proceedings will be completed within the premises of NSD.

11. Syama Prasad Mookerjee Port (SMP), the Custodian, shall post adequate number of security personnel in the facility for monitoring and security purpose. Truck Trailers (TT) carrying Export containers shall approach Gate No.8 of NSD after exit from Pre gate Parking facility travelling through public road between the two notified areas. It shall be the

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responsibility of the SMP personnel posted at the exit gate to ensure that the truck trailers exiting the Pre-Gate Facility cross the C.G.R. Road and enter the docks through Gate No. 8 without any diversion/pilferage etc.

12. SMP shall take adequate steps to ensure that traffic through the dedicated corridor in the Pre-Gate Facility is smooth so that LEO-granted containers do not miss the vessel (or rotation number) assigned to it.

13. Random check of container as well as the seal verification to the extent of minimum of 10% will be done by the Preventive Officer at Gate No.8 of NSD as a control measure and discrepancies if any, shall be brought to the notice of the Deputy Commissioner, NSD. A record of such checks shall be maintained on a daily basis in a separate register.

General Instructions:

SMP will develop Pre-gate Parking facility with modern facilities and provide all the requisite facilities/amenities to the Customs staff posted at the Pre-gate Parking facility and Gates and to the staff of the CHA/Exporters as per the "Handling of Cargo in Customs Area Regulations, 2009". A simultaneous live feed at Terminal Gate will be made available to Customs officers at Pre-Gate Parking facility Office as well as at Gate No.8 of NSD.

It will be the responsibility of the Customs Staff posted at Pre-gate Parking facility to ensure that the Pre-gate Parking facility is manned round the clock. Sufficient manpower for this purpose shall be provided by the Port Security Officials (PSO) section of SMP, Kolkata. In case of any rush of containers/ TTs at Pre-gate Parking facility, additional staff will be provided from floating strength by PSO section.

Since the concept of RFID E-seals has been introduced by the Board, it is conveyed that the various provisions mentioned in the relevant Board Circulars i.e. Circular No. 26/2017-Customs dated 01.07.2016, 36/2017-Customs dated 28.08.2017, 37/2017 dated 27.09.2017, 41/2017-Customs dated 30.10.2017, 44/2017-Customs dated 18.11.2017 and 51/2017-Customs dated 21.12.2017, and other relevant instructions issued from time to time, must be strictly complied with.

Due precautions must be taken while handling the various Hand held readers provided at the various Parking Plazas and CFS gates for checking the E-seals for Export Containers.

The Customs staff are directed to go through the relevant Public Notices and Board Circulars issued in this regard.

This SOP shall come into force with immediate effect. In case of any difficulty, the specific issue may be brought to the notice of Joint Commissioner of Customs, (Port).

Rajesh Jindal
Principal Commissioner of Customs (Port)
Custom House, Kolkata



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सीमा शुल्क प्रधान आयुक्त का कार्यालय (बंदरगाह)
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PORT)
सीमा शुल्क सदन, १५/१, स्ट्रैंड रोड, कोलकाता - ७००००१
CUSTOM HOUSE, 15/1, STRAND ROAD, KOLKATA 700001

Date:24-02-2022

Addendum to the Standard Operating Procedure (SOP) dated 10.01.2022 of the Public Notice No. 68/2021.

Subject:-'Standard Operating Procedure' to be followed at Pre-Gate Facility, Netaji Subhas Docks, Kolkata-reg.

Attention of Exporters, Importers, General Trade, Port Terminal Operators, Shipping Lines/ Shipping Agents, CFSs coming under the Jurisdiction of Custom House, Kolkata and all other stake holders is invited to the Public Notice No. 68/2021 dated 16.09.2021 issued by Port Commissionerate regarding the functioning of the Pre-Gate Facility at M & Q Block, Sonai, and the SOP to the Public Notice No. 68/2021 issued on 10.01.2022.

Representations have been received flagging the possible congestion when Shipping Bills with multiple containers have to wait for LEO at Pre-Gate Facility.

Therefore, in partial modification of the SOP dated 10.01.2022 to the P.N. 68/2021, the following procedure is prescribed in cases of Shipping Bills having more than four containers:-

"If a Shipping Bill has 4 or more containers, the exporter shall have the option of moving the containers to NS Docks after seal verification at Pre-Gate Facility, but prior to grant of LEO, in lots.

Once all the containers covered in the said Shipping Bill have reached inside Docks, the importer may then approach Customs Officers within NS Docks for grant of LEO. The Customs Officer, after verifying that all containers have arrived and after randomly re-verifying RFID seals of the containers, shall grant LEO, following due procedure.

It shall be the responsibility of Syama Prasad Mookerjee Port, Kolkata to ensure that no container without a valid LEO will be loaded on to a vessel".

This addendum to the Standard Operating Procedure (SOP) dated 10.01.2022 to the Public Notice No. 68/2021 shall come into force with immediate effect.

This issues with the approval of the Principal Commissioner of Customs (Port), Custom House, Kolkata.

I/503817/2022

PIYUSH KATIYAR
JOINT COMMISSIONER

ADC/JC-II-O/o Pr Commissioner-

Customs-Port-Kolkata

An ISO 9001 : 2008 Port



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Tfc/GZZY-241/SOP/Pre Gate

Dated, the 4th February, 2022

Trade Circular

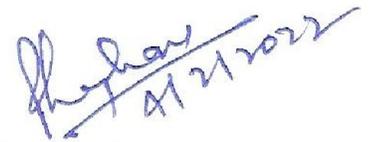
Sub: **Standard Operating Procedure (SOP) for commencement of Pre-Gate facility for Road Bound Containers at M&Q Block, Sonai**

Standard Operating Procedure (SOP) for commencement of Pre-Gate facility at erstwhile M&Q Block, Sonai as per notification issued by **Customs vide Notification No. 68/2021, dated 10.01.2022** to be followed for movement of all Road borne export load containers would be as mentioned below from **11.02.2022**. The facility however shall be under trial from 06.02.2022 and would run full fledged w.e.f. **11.02.2022** :-

- 1) The Pre-Gate facility will have only one entry gate towards the Sonai Road which will be manned by PSO personnel who will check the availability of Truck Chit (TCN) before allowing entry.
- 2) All road-borne export load containers, including containers stuffed and sealed at Container Freight Stations (CFSs) and Direct Port Entry (DPE) - facilitated cargo, will be routed through the Pre-Gate Facility, with the following exceptions:
 - i) Over Dimension Cargo (ODC) will continue to enter NSD premises directly.
 - ii) Reefer (refrigerated) load containers will be continued to enter NSD as usual.
 - iii) Cargo classified as Hazardous-1 category will continue to enter NSD premises directly.
- 3) All the formalities and paper work related to Customs shall be carried out at the Pre-Gate container office which will be manned by Customs officials round the clock. Seal check and any other activities that are required by Customs to generate **Let Export Order** and **Allow Shipment** will be carried out at this facility.
- 4) After that the trucks will move along the designated route towards the 8 NSD Gate to enter the Container Terminal for dropping off the container by travelling for 30 meters on the public road between the two notified areas. Entry of trucks into the Dock through 8NSD Gate from Pre Gate will be on 24X7 basis. No road restriction is applicable for those trucks routing through Pre Gate.

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- 5) The facility has only one exit gate directly opening on CGR Road opposite to 8NSD Gate. The concerned CHAs accompanying the container shall cooperate with the PSO/Police to ensure that the trailers exiting the Pre-Gate facility cross the 30 meter stretch of CGR Road and enter the Docks through Gate No.8, NSD without any diversion / pilferage etc.
- 6) SMPK shall take adequate steps to ensure that the traffic through the dedicated corridor in the Pre Gate facility is smooth so that LEO granted containers do not miss the vessel cut off time. However, it will be the responsibility of the concerned CHA to ensure entry of container to the Docks through Gate No. 8 within cut off time of the vessel.
- 7) The time of reckoning for entry of container in the Dock shall be the time recorded at the 8 NSD Gate.
- 8) CISF posted at 8 NSD entry gate will update the TCN and check the correctness of other documents as per existing procedure.
- 9) After entry in the Container Terminal, the laden trucks will directly go to the unloading point for unloading through Tablets based interface.
- 10) Empty trucks will directly go to the Exit gate for gate out. Truck drivers will hand over one copy of TCN to the CISF posted at exit gate.
- 11) CISF on checking the correctness of the document will allow exit of the Trucks.
- 12) For Back loading – Truck will go to the loading point for loading of import containers and follow the existing procedure.



(R. S. Rajhans)
Traffic Manager
SMP, Kolkata