

**HALDIA DOCK COMPLEX  
KOLKATA PORT TRUST**

**T. O. (Sh&CH) Division,  
Operational Building.**

NO: MTO/G/11D/Pt. XII/1632

October 18, 2010

**CIRCULAR**

**Sub: Consideration of seniority of ships scheduled to berth in port.**

It has been seen that many ships anchor at Sandheads or tender NOR inside the dock for back loading of cargo before they are actually ready to work in the port. Such ships generally have to wait for some time either due to non readiness of documents, delay in aggregation of export cargo or ullage constraints etc.

KoPT has been considering the seniority of ships as per arrival time at Sandheads/ NOR time inside the port. This has created various operational and administrative problems. Moreover, genuine importers/ exporters who have their ships ready for cargo operation from the time of arrival/ NOR get deprived while phony vessels jump the queue by virtue of anchoring earlier.

In order to streamline ships' seniority for working berths, in terms of the Ministry's guideline on the matter, approved by the appropriate authority of KoPT, unless a ship is ready both in respect of cargo as also the documentation, she should not be considered as having been reported at the port and should not be granted any priority for working. The priority shall be considered only from the date of readiness of the cargo, date of readiness to receive the cargo and the documents for the ship.

In order to avoid any ambiguity and confusion, the following checklist for seniority of ships for working berths has been prepared for guidance of all concerned.

For Import Ships	For Export Ships
<ol style="list-style-type: none"> <li>1. Acceptance of vessel through PCS.</li> <li>2. Submission of Import General Manifest (IGM) or declaration of coastal cargo.</li> <li>3. Payment of port charges.</li> <li>4. Availability of storage area.</li> <li>5. Submission of delivery documents in case of direct delivery cargo.</li> <li>6. Submission of Customs' Pumping Guarantee in case of liquid cargo (specifically for foreign imports).</li> <li>7. Submission of ullage certificate, stating the rate at which cargo can be received.</li> </ol>	<ol style="list-style-type: none"> <li>1. Acceptance of vessel through PCS.</li> <li>2. Availability of export cargo inside dock as per requirement.</li> <li>3. Payment of port charges.</li> <li>4. Submission of Pre-shipment Stock Survey Certificate. (for iron ore)</li> <li>5. Submission of Dock Challan &amp; Customs Shipment Order.</li> </ol> <p><b>N.B.</b> For shipment of Iron Ore (particularly during monsoon or rains), the shipper as well as the Ship's Agent for the ship has to submit TML Certificate as per the DG Shipping guidelines on the matter from time to time and also required undertaking as per HDC's circular on the matter.</p>

A vessel shall be considered ready, if all the above documents have been submitted in the office of Manager (Sh & CH) / Manager (P&E)/ Manager (M.O.) regarding all the above as applicable by 1100 hrs and the same has been intimated to Manager (M.O.) & General Manager (Ops.) by 1200 hrs on any day for consideration for arrival on the next day.

The above guideline will come into effect from 08.11.2010.

(D. Nayak)

Manager (Sh & CH)