



कोलकाता पत्तन न्यास  
KOLKATA PORT TRUST  
हल्दिया गोदी परिसर  
HALDIA DOCK COMPLEX  
यातायात विभाग  
Traffic Department



Jawahar Tower Complex,  
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Phone No. (03224) 264433

No. GM(T)/51/GMT-590

Dated: 04.02.2019

**TRADE CIRCULAR**

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

In order to streamline and simplify the delivery / receiving of cargo / container and vehicles carrying such cargo / containers as well as to eradicate congestion both inside and outside the Dock, the role of CISF has been properly defined and a Standard Operating Procedure in this regard is appended below :

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

One copy of Loading Order / Loading Permission would be provided to CISF through email till the required software is developed. The Loading Order / Loading Permission would contain details of cargo to be delivered along with the registration number of the vehicle, description of cargo, name of Vessel with VON, name of Importer and name of CHA deployed by the Importer. This information is for reference only and content of the Loading Order / Loading Permission need not be verified by CISF at gate during delivery as the same would be verified by the Port Commercial Clerk in the weighbridge.

Upon observing of all documentation formalities, the concerned C & F agent shall handover the Pass Out Slip duly endorsed under stamp by the Port Commercial Clerk. Prior to allow delivery, Port commercial clerk / Port Commercial Clerk will ensure that the relevant fields in the Pass Out Slip are filled up by the concerned Custom House Agent. CISF will only verify the RFID of vehicle, Driver and Khalasi. CISF will also check vehicle no / container no mentioned in the Pass Out Slip. The following procedure shall be adopted while checking the cargo:

- (a) In case of Break Bulk Cargo, CISF will check the type of cargo. CISF will not physically check the quantity of break bulk cargo as the same has been checked by port commercial clerk.
- (b) In case of Dry Bulk Cargo, the CISF will check the validity of RFID of Vehicle, Driver & Khalasi and also allow delivery only through the gates mentioned in Pass Out slip. They need not check the nature of the cargo or the quantity of the cargo as the same has already been verified by the Port Commercial Clerk while issuing the Pass Out slip.

Entry of empty vehicle for loading of cargo from the plots located in the Western Part of the Dock Basin will be through the 2 lanes in 'O' Gate round-the-clock and entry of empty



vehicle for loading of cargo from the plots located in the Eastern Part of the Dock Basin will be through the Finger Getty round-the-clock.

For the purpose of delivery of Dry Bulk Cargo, generally cargo loaded from the plots located at the Western side of the Dock Basin, will be delivered through the 2 lanes of ODC Gate round-the-clock while the cargo loaded from the plots located at the Eastern side of the Dock Basin, will be delivered through Phosphate Berth Gate round-the-clock and also through the Hindustan Gate through 2nd & 3rd Shifts.

The Pass Out slip would contain the weightment details. In exceptional cases such as "Said to Contain" where the exact weightment details are not there, CISF office would be intimidated in advance before the delivery.

(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 "Cart Ticket cum Pass Out Slip" 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 cum Pass Out Slip" in duplicate duly endorsed under stamp by the Port Commercial Clerk. Port Commercial Clerk ensures the relevant fields in the "Cart Ticket cum Pass Out Slip" are filled up by the concerned CHA. Copy of the sample "Cart Ticket cum Pass Out Slip" is enclosed for ready reference. One copy of the endorsed "Cart Ticket cum Pass Out Slip" will be retained by Port Commercial Clerk and the other original copy of "Cart Ticket cum Pass Out Slip" would be handed over to CISF. CISF will verify the RFID of vehicle, Driver and Khalasi. CISF will also check vehicle no / container no mentioned in the "Cart Ticket cum Pass Out Slip". 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.

**(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 CISF office at the main gate to allow entry of iron ore for a specific period of time. The Commandant CISF or the Officer designated by his office 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 CHA 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 done in presence of the CISF loading witness, which shall be requested by the concerned division one day prior to the loading of the cargo. The CISF personnel shall be deployed at the Lot as Loading Witness on the request of the concerned division. All concerned need to sign on the Proforma of such loading and the same shall be submitted at the gate during exit. Without production of the loading certificate, the delivery shall not be allowed. All other formalities at the gate are same as mentioned in 'A' above. Proforma of loading will be prepared by T.O.(Sh&CH) Division.

**(F) For entry of Ship's Store:**

All documents including payment status related to ship's stores will be checked by the Port commercial clerk and upon verification, he will endorse the Cart Tickets in duplicate. Port commercial clerk ensures the relevant fields in the Cart Ticket are filled up by the concerned CHA. Payment of port charges & customs duty is ensured by the Port commercial clerk/ Port officials only. The CISF personnel at the GCB Main gate shall verify the endorsement done on the cart ticket by the Port commercial clerk, physically check the quantity/number of packages and after necessary security check, retain on copy of the Cart Ticket and allow the entry. Entry of ship store shall be allowed between 6 AM to 6 PM only unless special permission is accorded. Such special permission shall only be allowed by either General Manager (Traffic) or Sr. Dy. Manager (Sh&CH). In case of oil jetties special permission will be given by Manager (M.O.).

In case of any attempt of entry of unauthorized item or unauthorized quantity of any item by the concerned CHA and upon detection of the same by on duty CISF, personnel, the



same will be handed over to the Shipping Division for taking further necessary action against the concerned CHA as per existing Custom Rules as well as legal provisions. SDM (Sh&Ch) -2 will liaison with all the stakeholders. However, CISF will also inform Custom Department as well as Local police about the incident but it will be the responsibility of the Shipping Division for ensuring necessary legal/penal action against such CHAs and blacklisting them immediately under intimation to Office of Commandant.

**(G) When cargo carrying vehicle is not able to pass the gate:**

When the cargo carrying vehicle is not able to pass through the gate due to any reason (Example - Breakdown and Expiry of DDM), the CHA will ensure to remove the vehicle from the gate and place in a location which does not affect the traffic movement. Once the problem with the vehicle is resolved, CHA will take permission from Traffic Department. After verification of documents, concerned officials (authorized by SDM (Sh&Ch) -1) will endorse the pass out of the vehicle to the CISF Gate In-charge and delivery should be permitted based on such permission. However, the pass out cum cart ticket slip already issued will remain valid for during on the next day/subsequent day.

**(H) Exit of Vehicles in Empty Condition without Loading Cargo:**

When a vehicle enter the dock for cargo loading but does not load due to any reasons, the CHA will take permission from Traffic Department. After verification, concerned officials (authorized by SDM (Sh&CH)-I will endorse the pass out of the empty vehicle to the CISF Gate In-charge and exit of empty vehicles should be permitted based on such permission.

**(I) For delivery of condemned Ship's Store:**

The concerned agents / ship chandlers shall submit an application mentioning details of condemned ship's store. After realization of necessary port charges and upon due verification of the relevant documents, the officials of T.O. (Sh&CH) Division shall forward the application to the Office of Commandant, CISF for delivery of such materials. The Commandant CISF shall forward the request with his remarks to the concerned Gate IC for allowing such delivery after following necessary security procedures. Delivery procedure of Condemned ship store's is similar to that of import delivery. Pass Out slip signed by the Port commercial clerk will be produced to the CISF personnel at the gate & after physical verification/checking of the store and pass out slip movement of such ship's store will be allowed.

In addition to the above, the security aspects and the checking of permits/license, as it is mandated and being regularly carried out by CISF personnel, shall be continued prior to allowing entry & exit of the vehicle at the gates. In the event of detention of any vehicle by CISF, the same may be intimated to the office of T.O. (Sh&CH) Division by CISF personnel and the reason for such detention may be communicated to General Manager (Traffic) in writing. On receipt of such communication, the concerned officials and General Manager (Traffic) shall respond in writing within 72 hrs about the action taken to Commandant CISF.

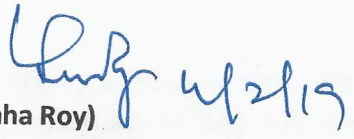


**(J) Special Delivery / Receiving:**

For any other special delivery / receiving, SDM (Sh&Ch) will intimate Office of Commandant – CISF in advance. Delivery / Receiving should be permitted based on approval of SDM (Sh&Ch).

SDM (Sh&CH)-I will be the competent authority to authorize the port officials. The authorization details of port officials will be updated and amended every 6 months and will be provided to CISF.

The aforesaid SOP will be implemented with immediate effect. All concerned are requested to take note of the procedure(s) as stated.

  
(S. K. Saha Roy)  
**General Manager (Traffic)**

cc.: All importers / exporters.

cc.: Steamer Agents / Handling Agents of break bulk cargo / Clearing & Forwarding Agents.

cc.: International Seaports (Haldia) Pvt. Ltd. / T.M. International Logistics Pvt. Ltd.

cc.: Universal Seaport Pvt. Ltd. / Haldia Multi Engineering / Uma Corporation / Ripley & Co. Ltd. / A.M. Enterprises / Orissa Stevedores Ltd. / Netincon Marketing Pvt. Ltd. / Bothra Shipping Services Pvt. Ltd. / OSL Ripley Shipping Pvt. Ltd. / Ripley & Company Stevedoring & Handling Pvt. Ltd. / IRC Natural Resources Pvt. Ltd. / Coresonant-HDC (JV) / Haldia International Container Terminal Ltd. / Hindustan Steelworks Construction Ltd.