



Kolkata Port Trust
कोलकाता पत्तन न्यास



Tfc/CTO/Procedure

Container Terminal Office,
Dated 31st October 2013.

All Concerned

Sub: Simplified Documentation Process for Delivery
of ICD Birgunj Bound Containers by Rail.

The following procedure is to be followed for delivery of ICD Birgunj bound containers by Rail.

1. The Container Agents while uploading COPRARs (Advance Container Information) on Port Community System shall indicate the containers to be dispatched by train.
2. In cases of non-availability of intimation for train dispatch in COPRARs, the Importers or his authorized C&F Agents will be required to submit applications with Asst. Supdt. CPY/Officer on Duty on all working days (excluding Sundays & Holidays) intimating their desire to dispatch containers by train and requesting Port for retrieval & placement of those at the rail loading yard giving the individual container numbers and their corresponding details like Line no, Vessel Name & Rot no. etc.
3. On receipt of the request letter as at point no. 2 above, arrangements will be made for retrieval & placement of the containers at the rail loading yard pending recovery of charges.
4. Jetty Challan (after payment of Port charges), Local Delivery Order/Bill of Lading, 3rd copy of Import Containerised Cargo declaration (ICCD) and Carting Order from Container Agent are required to be submitted with the Shed Foreman CFS/Head Shed Clerk CFS. After acceptance of Jetty Challan, the ICCD will be handed over to the Importer or his Authorised C&F Agent for obtaining Customs 'allow order' for delivery by rail.
5. The ICCD having Customs 'allow order' and container seal particulars is to be submitted alongwith a photocopy of the ICCD (both sides) with Import Shed Writer.
6. The Importer or his Authorised C&F Agent will submit the Forwarding Note, duly filled up, having endorsement of CONCOR and indicating the name of the vessel, Rotation no. and Line no. with the concerned Import Shed Writer after observing the formalities mentioned at point nos. 4 & 5. They will also submit a copy of the Transhipment Permit issued by Customs alongwith a photocopy of the same. The Shed Writer will verify the

photocopy with the original and the photocopies of ICCD and Transhipment Permit will be retained.

7. Import Shed Writer will raise bills for all due port charges including Terminal Charge, Storage Charge (if accrued) and charges for retrieval and placement of containers at the rail loading yard (in case of containers covered under serial no 2 above). On payment of charges he will endorse the Forwarding Note for subsequent submission with the Railway Clerk.
8. The Railway Clerk, on receipt of the Forwarding Note, duly endorsed by the Import Shed Writer, will enter details with the Port Operation and Management System (POMS) and on completion shall give an endorsement signifying completion of formalities. The Forwarding Note will be handed over to the Importer or his Authorised C&F Agent for filing the same with CONCOR.
9. The Railway Clerk will generate a loading list of containers, strictly maintaining priority as per submission of Forwarding Notes. The container nos. appearing in the list will only be loaded.

This revised procedure will be followed with immediate effect and is issued in supersession of all previous circulars on this issue. The procedure will be reviewed as and when required.

(G Gupta)
Terminal Manager