



HALDIA DOCK COMPLEX

KOLKATA PORT TRUST

[An ISO 9001: 2000 Organization]

Traffic Operations (Sh & CH) Division

Operational Building

(Ground-floor)

Chiranjibpur, HALDIA-721604

Dist. Purba Medinipur.

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Regd. No. 2466
Date 18/03

G.C. Berth

M.D.C.

NO: MTO/G/104/PE-V/446

March 17, 2009

CIRCULAR

Of late it has been noticed that the local representative of the Steamer/Charterer Agents are not submitting the daily discharge/loading figure of the vessels (preceeding 3 shifts) early in the morning shift to the On-duty officers at G.C. Berth. Non-availability of discharge/loading figure in time is creating a lot of problem in preparing the Daily Report.

Therefore, all the Steamer/Charterer Agents operating at Haldia are once again advised to instruct their local representatives to submit the daily discharge/loading figures, particularly for dry bulk/liquid bulk/break-bulk cargo vessels by 7-30 a.m. daily to the On-duty Officer at G.C. Berth.

Non-availability of discharge/loading figure by 7-30 a.m. without any valid reason will be seriously viewed and Port may consider to stop the vessel's operations for which the vessel/agent will be fully responsible. The Master/Chief Officer of vessels should be advised accordingly on their arrival at Haldia.

(Signature)

(S. K. Saha Roy)

Deputy Manager (Sh & CH)

For Manager (Sh & CH)

Distribution:-

All Steamer Agents.

All Charterer Agents

Cc: ASIC for information and distribution among their Members.

Cc: The Asst. Manager (Sh & CH), G.C. Berth – For information and necessary action please.