



SYAMA PRASAD MOOKERJEE PORT KOLKATA

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता



यातायात विभाग
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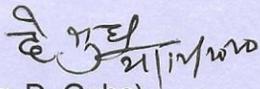
Dated, the 21st December, 2020.

Sub: Standard Operating Procedure (SOP) for operation of NTWCL leased plot.

The following procedure will be followed for operation at the space leased out at CGR Road to M/s Nepal Transit & Warehousing Co. Ltd. (NTWCL).

1. Representative of NTWCL will attend Planning Meeting for facilitating the operation of their bonded area at CGR Road.
2. In case of container – list of containers has to be submitted to the Container Terminal 48 hours before arrival of the vessel to enable Port to take those containers directly to the space allotted to M/s NTWCL from vessel hook point. Authorization letter from the concerned **Importer** and No Objection from the concerned **Shipping Line** has to be submitted along with list of containers.
3. Authorization letter from the concerned Importer has to be submitted at the time of attending Planning Meeting for break bulk cargo before arrival of vessel as the case may be.
4. Delivery of cargo will be allowed by Port with the consent of Customs and on recovery of Port charges, if any.
5. De-stuffing of cargo from containers at their leased plot will be the sole responsibility of NTWCL at their own cost. There will be no involvement of CDLB gang for de-stuffing of containers. Hence, no charge will be realized from NTWCL.
6. In case of de-stuffing of cargo from container – information one day in advance has to be given to Port to enable for deploying of staff for preparing de-stuffing tally. De-stuffing tally will be prepared by NTWCL. Any cost and consequence arising out of it in future, M/s NTWCL shall be held full responsible.
7. Import Application (Formerly Jetty Challan) duly countersigned by NTWCL accepting the belly of the cargo, has to be submitted by the concerned CHA engaged by the concerned Importer through ONLINE portal along with other relevant documents to give effect of delivery of cargo.

8. No Shore Handling charges will be realized by Port from M/s NTWCL in case of break bulk cargo if Port equipment not used. The same has to be paid to the Shore Handling Agency engaged by the concerned Feeder Operator.
9. For container - shore handling charges will be realized by Port from the concerned Shipping Line as handling of container at Terminal is done by Port.
10. The responsibility, liability and security of the cargo/container shall lie with NTWCL once it is in NTWCL enclosure.
11. At the time of delivery of the cargo/container from NTWCL leased plot, the vehicle carrying the cargo will be issued a delivery receipt by authorised personnel of NTWCL. List of those authorized persons of NTWCL to be submitted to Port.
12. The cargo/container carrying truck/trailer from NTWCL leased plot will move out of through exit gate on the basis of delivery receipt endorsed by Port official.
13. Customs Out of Charge for the cargo shall be examined by Port official and allowed delivery after ONLINE submission of the relevant documents at Port's Portal.
14. A Joint Committee representing the SMP, Kolkata and NTWCL representative will monitor and review the procedures of cargo movement within the leased area for further facilitation of the operation.


(Er. D. Guha)
Traffic Manager (I/C)