



## **Kolkata Port Trust**

### **कोलकाता पत्तन न्यास**

Tfc/CTO/Procedure

Container Terminal Office,  
Dated 24<sup>th</sup> November 2010

सभी संबंधीत

All Concerned

Sub: Simplified procedure for amendment of documents of Left Behind containers.

The following simplified procedure shall be followed for amendment of Left Behind containers with effect from 1<sup>st</sup> December 2010. All concerned are requested to take note of the same for their necessary action.

- Application of the Container Agent/C&F Agent for amendment of documents of 'Left Behind' containers shall be placed before Assistant Superintendent CPY/ Assistant Superintendent 2 NSD/ Officer on Duty, as the case may be, for necessary permission.
- The application having the permission shall be placed before the Export Shed Writer along with necessary permission from Customs. The Export Shed Writer, upon verification of the documents, shall raise bills through the Port Operation & Management System (POMS) for recovery of charges. The bill shall be sent 'online' to Superintendent of Collection for recovery/debit.
- Upon receipt of the debited bill 'online' from Superintendent of Collection the Export Shed Writer shall print two copies of debited bill and shall put his signature on both the copies. He shall handover one copy of the same to the representative of the Container Agent/C&F Agent after obtaining acknowledgement on the 2<sup>nd</sup> copy. This 2<sup>nd</sup> copy shall be attached to the dock challan prior to dispatch to Audit Section for subsequent verification.
- The Export Shed Writer shall thereafter carry out necessary amendment in POMS to facilitate shipment on the designated vessel and shall put a note on the dock challan to that effect.

A flow chart of the simplified procedure is available on page 2.

  
( जी गुप्ता ) / ( G Gupta )

उप टर्मिनल प्रबंधक / Deputy Terminal Manager

## FLOW CHART FOR SIMPLIFIED AMENDMENT PROCESS

