



कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
शिपिंग एंड कार्गो हैंडलिंग प्रभाग
Office of General Manager (Traffic)
Jawahar Tower, Annexe Building,
Haldia-721 604, West Bengal, India



No. MTO/G/17/Pt.V/GMT-201

July 26, 2017

Trade Circular

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

With a view to streamline the procedure for checking of cargo/container as well as vehicles carrying such cargo/containers by CISF at the entry/exit gates of the docks, the Competent Authority of HDC has approved the following Standard Operating Procedure (SOP) in respect of receiving/delivery of cargo/containers, entry / exit of ship's stores, tools/tackles etc.

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

Upon observing of all documentation formalities, the concerned C & F agent shall handover the Pass Out Slip duly endorsed under stamp by the Gate Warder. Prior to allow delivery, Gate Warder will ensure that the relevant fields in the Pass Out Slip are filled up by the concerned C&F agent. CISF will verify the vehicle no / container no mentioned in the Pass Out Slip and then carry out physical checking of type of cargo mentioned in the Pass Out Slip and with the load vehicle. The following procedure shall be adopted while checking the cargo:

- (a) In case of Break Bulk Cargo, the type of cargo as well as quantity loaded must be physically checked. The loading of the Break Bulk Cargo must be done in such a way that, physical checking of its quantity could conveniently be done to avoid any delay in checking. Any delay in checking of the quantity of the cargo due to haphazard loading shall be the responsibility of the concerned C&F agent. The vehicle shall not be allowed without confirming the exact physical quantity with the quantity mentioned in pass out slip.
- (b) In case of Dry Bulk Cargo, the type of cargo as mentioned in the pass out slip must be physically checked at the gate. The concerned agents shall be directed by the Sh&CH section to ensure that the tarpaulin shall be tied in such a way that, the CISF personnel could easily check the type of cargo. The quantity of the dry bulk cargo shall not be verified by CISF personnel as these are on "SAID TO CONTAIN" basis.
- (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 Pass Out 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 in duplicate duly endorsed under stamp by the Gate Warder. Gate Warder ensures the relevant fields in the Cart Ticket are filled up by the concerned C&F agent. Copy of the sample Cart Ticket is enclosed for ready reference. Both copies of the endorsed Cart Ticket will be handed over to CISF. CISF will physically verify/check the vehicle no, type of cargo as well as the exact quantity mentioned in the Cart Ticket, with the loaded vehicle. The procedure mentioned above shall be followed while physical checking of the quantity and type of cargo. In case of container, the CISF personnel must verify the container no. with the Cart Ticket. 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 and other will be handed over to Gate Warder.

(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 Commandant, CISF to allow entry of iron ore for a specific period of time. The Commandant, CISF 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 C&F agent 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 Gate Warder and upon verification, he will endorse the Cart Tickets in duplicate. Gate Warder ensures the relevant fields in the Cart Ticket are filled up by the concerned C&F agent. Payment of port charges & customs duty is ensured by the Gate Warder/ Port officials only. The CISF personnel at the GCB Main gate shall verify the endorsement done on the cart ticket by the Gate Warder, 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.).

(G) Overstay of empty as well as load cargo vehicles:

The concerned Agents/Transporters shall take prior permission for all the overstayed vehicles (Empty & Load) from the T.O. (Sh&CH) Division. The permission letter shall be forwarded to the Office of the Commandant for information. The concerned agents/transporters shall furnish the permission letter before the CISF personnel posted at gates during delivery. Other formalities mentioned in "A" above shall remain the same.

(H) 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 stores is similar to that of import delivery. Pass Out slip signed by the Gate Warder 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.

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

Encl: As stated


(S. K. Saha Roy)

General Manager (Traffic), I/C

Distribution:

- All Importers/Exporters
- Steamer Agents / Handling Agents of break bulk cargo / Clearing & Forwarding Agents.
- International Seaports (Haldia) Pvt. Ltd. / T.M. International Logistics Pvt. Ltd.
- 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 Private Limited / IRC Natural Resources Pvt. Ltd. / Coresonant-HDC (JV) / Haldia International Container Terminal Ltd.

Copy to Deputy Chairman, for favour of information please.

Copy to General Manager (M&S) / General Manager (Marine) / General Manager (Engg.) for information please

Copy to Commandant, CISF, for information & necessary action please

Copy to Sr. Dy. Manager (Sh&CH), for & necessary action.

Copy to Dy. Manager (Sh&CH),⁶⁴⁶ for information & necessary action

Copy to Traffic Officer, Permit Office, for information.

Line No.-

KOLKATA PORT TRUST
Haldia Dock Complex

PASS-OUT SLIP

(To be handed over to the CISF by the Gate Warder only after being satisfied that lorries / carts and the cargo carried therein may be passed out of KoPT control)

Incharge

C.I.S.F. G.C.B.(H)

Please pass out the following _____

Nos lorries/carts loaded at G.C.B.(H)

Shed a/c : _____

Under jetty /Dock Challan/R.R. No. :- _____

<u>Lorry/Cart No.</u>	<u>GPL No</u>	<u>Marks & Nos.</u>	<u>Quantity</u>
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1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Received one copy

Checked

For CISF _____
(Signature with date)

(Signature with date)
(Gate Warder)

(To be prepared in Two Copies)