



SYAMA PRASAD MOOKERJEE PORT KOLKATA

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता



यातायात विभाग
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Sub: **Standard Operating Procedure for Online Container Receiving & Delivery Process.**

SMP, Kolkata took several initiatives towards ease of doing business and digitization of the Export/Import process is one of them. Submission of export challan along with readiness from Customs has been brought in the online platform successfully. Similarly, the import process has been made ready for the online process and trial of it is going on. Further, in pursuance of process digitization, container receiving and delivery process is digitized by using hand-held devices at various operation points. To implement it successfully, the following process will be implemented on and from 01.12.2020:-

- 1) Notification will start automatically immediately after the actual date and time of entry of trailers updated by the CISF personnel at the entry gate. The above procedure will come into effect on and from 01.12.2020 and will be reviewed after 6 months.
- 2) Supercargoes and /or Cargo Overseers will update Notification end using hand-held device at various operational points where container receiving or delivery will take place.
- 3) Once a container is loaded for delivery or unloaded for shipment in the yard, the date and time stamp including the equipment (RTG/RST) used for the operation are required to be recorded in a hand-held device, which in turn will update the information in POMS for BKCT's billing purposes.
- 4) At the start of every shift, the Labour Supervisor will distribute the works of loading & unloading to the Supercargoes and Cargo Overseers as per operational needs. The Labour Supervisors will also supervise container delivery and receiving within Container Terminal.
- 5) Hand-held devices will be allotted to Supercargoes and Cargo Overseers for exclusively operational purposes and safekeeping of the device shall lie on the allottees.

[Traffic Manager (I/C)]