



MUMBAI PORT TRUST

DOCKS DEPARTMENT : INDIRA DOCK AND PRINCESS & VICTORIA DOCKS

WORKING MANUAL

Indira Dock and Princess & Victoria Docks comprise one of the important sections of Docks Department of Mumbai Port Trust. The important functions of this section are as follows

ALLOTMENT OF BERTH

**1) Berthing Application:**

**Vessel Agent submits the application for berth in format DKS/OPN/FO/01 giving the size of the vessel, draft and nature of cargo operations etc. to the Deputy Conservator's office and get VCN number generated in IPOS and also submit the same with VCN number at Deputy Manager, Indira/P&V Docks Office.**

**Berthing application is registered in ID office and put up to the Berthing Assistant, who on verification, passes it on to Computer Section wherein the details of application are entered in the system and berthing application is returned to the Berthing Assistant. Berthing Assistant makes entries in the 'Berthing register' maintained by him.**

**Similarly request for carting is made by the Vessel Agent and permission in the form of 'Carting Slip' is given by the Deputy Manager depending upon the nature of cargo and availability of open/covered space.**

**Rotation No. of the vessel, VCN No. and ETA are necessary for giving carting permission. Details of carting for vessel are entered in IPOS. Forms of carting permission are available with Berthing Asstt. Carting permission is given in**

**two copies. One copy is retained in the office and other copy submitted to Shed Supdt. concerned by the Agent. From office copy, entries are made in IPOS and computer system at ID office.**

## **2) Vessel Readiness:**

Following documents/payments are necessary to be submitted by the Vessel Agent before berthing of vessel :-

- (i) IGM
- (ii) Hazardous cargo declaration
- (iii) Advance payment/advice for berth hire charges
- (iv) Cargo document (commodity like dry bulk)
- (v) Advance payment receipt/advice for stevedoring charges

On every working day at 3.30p.m, Bills Supervisor, OSC intimates the details of payments made by the Vessel Agents towards stevedoring and berth hire charges. Details of receipt of IGM, payments made are entered in system by TCCC. Thereafter, Berthing Asstt. marks in the vessel list against vessels due in next 36 hrs., regarding fulfillment of the above requirements. Vessel can be treated as "not ready" if these requirements are not fulfilled.

One copy of IGM is forwarded to CDO and the other copy to the berth/shed where vessel is due. Sometimes shed copy of IGM is directly submitted by the Agent at respective shed.

Vessel details and details of payment made etc. are fed in the Computer System and also maintained by the Berthing Asstt. in 'Berthing Register' in Alphabetical manner.

## **3) Daily Vessel List:**

Vessel arrival information is obtained from Port Signal Station at BPX by deputing staff and docking/undocking information is obtained from Shed Supdt. of the berth and Dock Master's office telephonically by Gr. I clerks posted in ID Office. Vessel arrival details are entered in the system by TCCC and report with full details of vessels and their operation are submitted to Asstt. Manager (O) by TCCC.

Daily vessel list (draft) showing vessels arrived, berthed, waiting for berth and vacant berths is prepared on the basis of the above information and on the basis of berthing applications received from the Agents, by the Asstt. Manager (O), ID. For Princes and Victoria Docks vessel list is prepared by Berthing Asstt. List of vessels which are not appearing in the vessel list due to their long schedule or due to late receipt of berthing applications are declared in 'zero list'. Draft vessel list and zero vessel list along with

docking/undocking and arrival reports are sent to Deputy Chairman, Traffic Manager, Deputy Conservator by 10.30a.m. Zero list is distributed to the Agents in OG Meeting.

#### **4) Operation Group Meeting:**

Allotment of berths is made in Operation Group Meeting attended by Deputy Manager, ID/P&V Docks, Sr. Dock Master and the Vessel Agents. Taking into account the requirements of vessel, draught, size of vessel, berth available, tidal conditions, etc. berths are allotted and docking/undocking schedule of the vessels are planned in the meeting.

'Berthing slip' is prepared by the Berthing Asstt. on the basis of docking/undocking programme in format DKS/OPN/FO/05 and signed by Deputy Manager ID/ P & V Docks is issued to the Vessel Agent indicating the berth allotted to the vessel. The berthing slip is required to be submitted by the Vessel Agent to the Sr. Dock Master and the Vessel is berthed by the Sr. Dock Master at the berth allotted.

#### **5) Operation Planning Meeting:**

After OG Meeting, Operation Planning meeting is held by Deputy Manager, ID along with Vessel Agents, Vessel Supervisors and Sectional Asstt. Managers. Operation Planning is done by the Sectional Asstt. Managers and Vessel Supervisors after:-

- (a) Obtaining cargo/container information
- (b) Obtaining vessel related information
- (c) Determining shore crane requirement
- (d) Determining mobile equipment requirement
- (e) Determining space requirement
- (f) Assessing other material requirements (handcarts/ tarpaulins, etc.).
- (g) Determining vessel's ETF
- (h) Allocating space for cargo/containers.
- (i) Determining hatches/bays to be worked in the shift.
- (j) Assessing and indenting shore and On Board Labourers.
- (k) Assessing and indenting shore cranes.
- (l) Assessing and indenting mobile equipment.

Allocation of resources is done in Operation Planning Meeting.

#### **6) Monitoring Vessel Operations:**

**Monitoring and supervision of vessel operations, shift to shift, is done by shore and On Board supervisory staff. For this purpose shiftwise planning is done. Shift output planned and achieved is recorded in 'shiftwise plan'. Reasons for shortfalls in achievement or excess output are analysed and suitable measures taken to improve performance in the next shift.**

**Upon sailing of the vessel, vessel performance report is forwarded to ID Office by the Sectional Asstt. Manager within 48 hrs. of sailing of the vessel indicating the following.**

- (a) Turnaround time of vessel**
  - (i) berth to berth
  - (ii) Port to Port
  
- (b) Output**
  - (i) per ship hour
  - (ii) per gang hour
  
- (c) Reasons for shortfall/excess in estimated output.**
- (d) Analysing idle.**

Vesselwise performance reports are entered in the system by TCCC and monthly analysis of productivity viz. 'executive summary' is prepared separately for break bulk and dry bulk cargo vessels.

## **DISCHARGE OF CARGOES**

### **1) Submission of IGM:**

**Under Section 30 of Customs Act 1962 the Vessel Agents are required to lodge Import General Manifest of all cargoes brought forward by their vessels for discharge at this port with the Customs. The manifest contains a signed declaration of the Agents that the particulars furnished are "full and true account" of the goods.**

**A true copy of the manifest which is checked and countersigned by the Asstt. Collector of Customs, Import Department is submitted by the Agents to the office of Deputy Manager, Indira Dock office. A soft copy of IGM is also submitted at Computer Centre, 6<sup>th</sup> floor, Ambedkar Bhavan which is down loaded in IPOS (Integrated Port Operations**

**System). The Berthing Asstt. dispatches one copy of the IGM to the Shed Superintendent of the berth where the vessel is allotted and one copy to CDO for outturn purpose. A copy of Import General Manifest is sent to the transit shed/berth concerned to enable the Shed Superintendent to ascertain the quantity and type of goods to be discharged, prepare the Cargo summary for planning, storage and for arranging proper handling gear. Sometimes the shed copy of the IGM is directly submitted by the Vessel Agent at the Shed.**

## **2) Recording of Tally:**

The Tally clerks are provided with Tally sheets numbered on the counterfoil on which they are required to sign each time a Tally sheet is collected. The Tally clerks record hatchwise, the marks and counter marks and specific numbers (when appear) of the packages discharged, as also the sling no., time of landing of sling, description of packages, condition of the packages, total no. of packages and weight (gross) in the separate columns provided in the Tally sheets. The stroke Tally method is adopted only for recording the Tally of identical packages which are discharged from the same sling in large numbers. Groups of five strokes are made with four vertical and one diagonal stroke over them in the space provided. The total number of packages are indicated in the relevant column. If no marks appear, the Tally may be recorded under marks 'NIL'. Tally should be recorded directly on the Tally sheets and not by first noting down on a slip of paper and thereafter transcribing on the Tally sheet.

The Tally clerks are also required to pass appropriate remarks in the Tally sheets against the packages discharged in damage/broken/loose/dented/leaking/contents exposed, torn, repaired onboard/onwharf etc. at the time of discharge.

Under no circumstances the Tally clerk should be away from the hatch/hook where he is posted, while work is in progress, without ensuring availability of a reliever and without informing the Shed Superintendent.

If the vessel is discharging cargo overside for transhipment or for subsequent discharge at other berth or for delivery by barges, the tally of packages is maintained by the OBL Tally clerks on board the vessel. No tally receipt is issued for cargo discharged overside unless subsequently landed in the Docks at an off-loading point allotted by the Deputy Manager, Indira Dock.

Tally is maintained in duplicate, original copy being for shed work and duplicate is handed over to OBL supervisory staff, who in turn hand it over to the Agent as a 'Tally receipt'.

## **3) Entries in System/Hook Processing:**

A set of Tally sheets of the cargo handled by a particular gang along with the labour form forms a hook. Item Nos. are written on the Tally sheet by the Asstt. Shed Supdt. comparing with the IGM and details are entered in IPOS and in the computer

system of hook processing separately. Details like gang no., shore crane/ship's crane, shore crane no. ticket No. of the Shore Crane driver, tonnage of cargo handled, idle hours etc. are entered in hook processing programme at the shed itself.

After entering Tally sheet details in IPOS, the computer system automatically connects packages to item nos. if full marks and numbers, type of pkgs. etc., tally with the IGM details. Other pkgs. are shown as 'Excess' in IPOS, which Asstt. Shed Supdt. has to connect in IPOS by selecting the item nos. from the manifest, after which IPOS shows such connected quantity of packages lying against the particular item.

Thereafter the hook is dispatched to Labour Office at Hamallage where photocopies of the Tally sheets are taken out and two copies are sent to CDO for the purpose of issuing Landing Remark Certificates and for the purpose of finalisation of outturn of the Vessel.

### **GENERAL LANDING DATE AND VESSEL COMPLETION DATE**

As per Section III A (a) of the Docks Scale of the Rates, the date on which 2/3<sup>rd</sup> of the cargo brought by a vessel has been discharged is declared as the General Landing Date (GLD). If figure "two-third" is reached on a night shift viz. II or III shift, the following working day is fixed as the General Landing Date whereas the vessel completion date (VCD) is the actual date of completion of discharging operation of vessel.

The General Landing Date of a vessel is determined by the Dy. Manager of the Docks concerned on the strength of a statement known as D 223 F 'GLD Return' submitted by the Shed Superintendent of the berth where the vessel discharged the cargo. Particulars such as manifested tonnage, quantity of heavy lifts discharged and quantity discharged overside are indicated in this advice. At the beginning of the Day Shift the Superintendent records in the GLD Return the tonnage of cargo discharged shiftwise during the previous three shifts and adds to the tonnage handled earlier. Once the 2/3<sup>rd</sup> tonnage figure is reached, the GLD Return is forwarded to the Dy. Manager, Cargo Accountal through the Sectional Asstt. Manager. Day-to-day tonnage figures are furnished by the OBL supervisory staff from the daily stevedoring reports which are signed by the Chief Officer of the Vessel

In case, a vessel discharged a part of her cargo at a particular berth and gets shifted to another berth in the same Dock or another Dock, the Shed Superintendent of the parent berth should keep track of the movement of the vessel and forward the GLD Return / VCD report to the Shed Superintendent of the latter berth who in turn forwards the GLD return /VCD Report to the Dy. Manager, Cargo Accountal through the Sectional Asstt. Manager after the GLD is reached and after discharging operations of vessel are completed, respectively.

As the heavy lift packages discharged overside by heavy lift cranes fall within the purview of GLD rule, these figures be reckoned with for calculation of General Landing Date. These figures are also indicated in red with a remark 'Heavy Lift'.

The berthing clerk in the Dy. Manager's Office makes total of the daily discharge and indicates in the shed advice itself the date on which the vessel has completed discharge of 2/3<sup>rd</sup> of the cargo and Vessel Completion Date. Dy. Manager, Cargo Accountal, approves the General Landing Date on verification. The General Landing Date/Vessel Completion Date is thereafter declared and intimated to the following offices: -

Cash Supervisor ID, Asstt. Cash Supervisor P & V Docks, Sr. Asstt. STP Cash Office, Shed Supdt., 1 U/C WH, ID, Asstt. Manager, C.D.O. ID, Dy. Manager, Container Terminal/CFS, Shed Supdt, Hay Bunder, Asstt. Manager Computers, Asstt. Manager Warehousing, Jr. Accounts Officer, Revenue Audit and Sectional Asstt. Manager, concerned.

In case, the overside discharge is more than 50% of the total manifested quantity, the same is brought to the notice of Dy. Manager, Cargo Accountal by the Berthing Clerk for obtaining orders to exclude the overside cargo for declaration of General Landing Date.

In case Special Landing Date is to be declared, the Shed Superintendent endorses the landing particulars with the Tally sheet nos., Dates and No. of packages on the reverse of the Port Trust copy of Bill of Entry verified and attested by the Sectional Asstt. Manager. Thereafter, the party presents the Bill of Entry to the berthing clerk at Dy. Manager's office who examines and fixes the Special Landing date and endorses it on the Bill of Entry to be signed by the Dy. Manager, Cargo Accountal, if approves.

A certificate indicating the landing particulars of the packages in respect of which Special Landing Date was declared is forwarded to the Cash Office, for verification by the Pre-Audit staff of the Revenue Audit at the time of assessment of charges.



## **OUTLINE OF IMPORT PROCEDURE**

Import procedure includes all activities from the submission of Import General Manifest at the Indira Dock Office till delivery of cargoes from the Docks either for home consumption or for Bonding. The process involves innumerable individual formalities and operations. Therefore, it is essential to have a brief outline of this vast subject before embarking into the details of each procedure.

A vessel calling at the port of Mumbai for discharging/ loading cargoes is allotted a suitable berth by Deputy Manager of the Docks concerned on the basis of the cargo to be handled and the vessels arrival turn. For this, the master, owner or Agent furnishes to the Deputy Manager concerned a summary of cargoes before arrival of the vessel.

On or before the arrival of the vessel, the Vessel Agent lodges two hard copies and soft copy of the Import General Manifest showing the ports of loading, Bills of Lading No., description, quantity, marks and numbers of packages etc. of all the consignments brought for discharge at Mumbai. Copy of IGM is forwarded to the Central Documentation Office for the outturn purpose. Soft copy of IGM is down loaded in the integrated ports operations system (IPOS). Sheds, Gates, Cash Offices, CDO are interlinked in IPOS.

The goods discharged are recorded under Port Trust Tally and taken charge of by the Traffic Manager. Tally Receipts are issued to the vessels Agents. The consignee gets the Bill of Lading discharged in his favour by the Agents of the vessel, authorizing the Traffic Manager to deliver the goods to him, or to his assignee, or Agent. He thereafter proceeds to obtain Customs Clearance of the goods in the following stages :

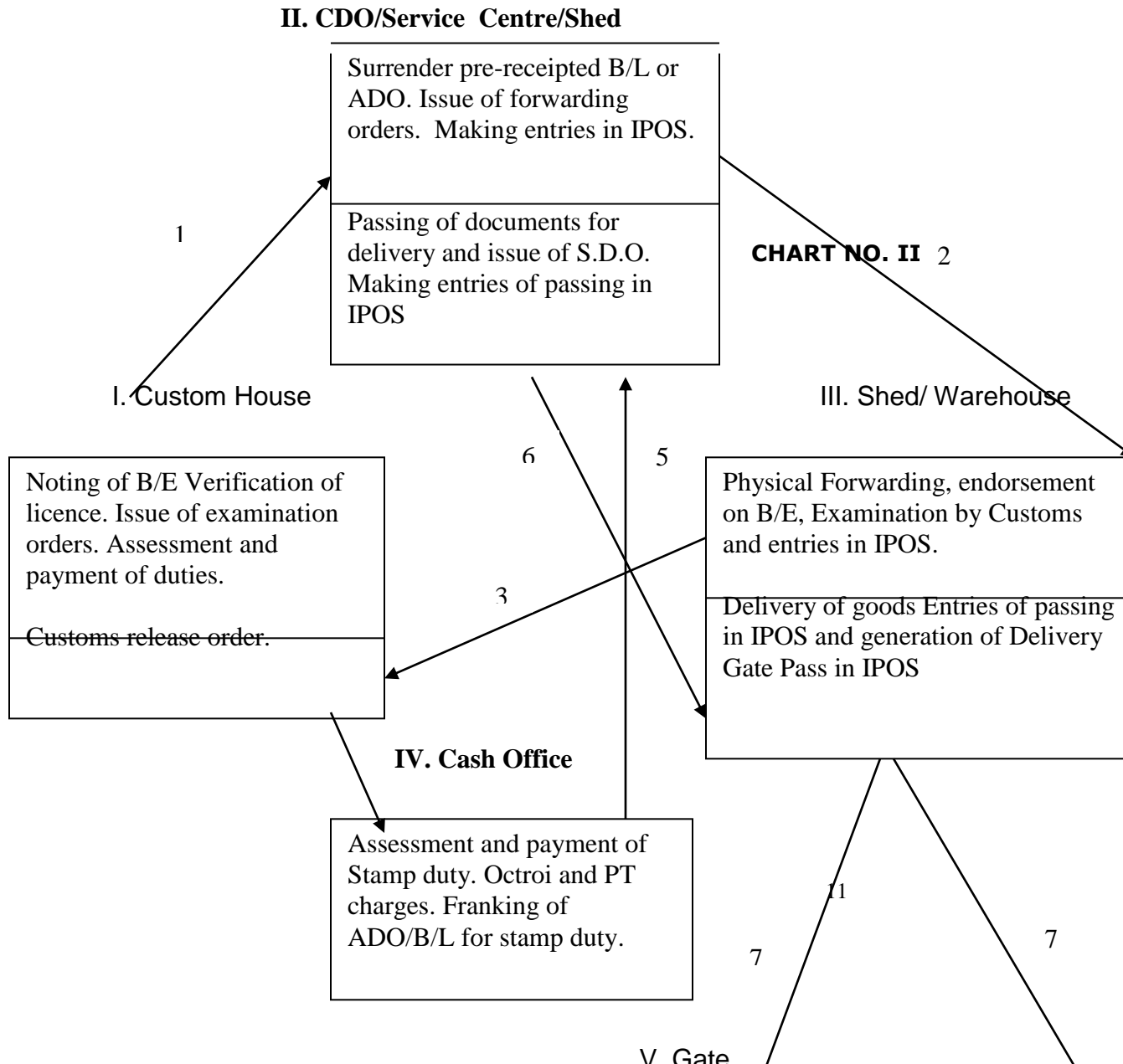
- a) Noting the Bill of Entry at the Customs House.
- b) Verification of licence
- c) Examination of goods.
- d) Assessment of duty.
- e) Payment of duty and
- f) Release of the Bill of Entry. Payment of Port Trust charges by the Importer/ Clearing Agent before the goods are passed out of the Docks.

If the goods remained uncleared by the Last Free Day the same may be removed by the Port Trust to the uncleared goods warehouse from where the above procedure is required to be followed for clearance. Port Trust may dispose of the goods with Customs permission in Tender/Auction Sale, if the consignee or their Clearing Agent fails to take delivery of the consignment within 2 months of landing.

The following two charts give the stages of procedure for clearance of import cargoes for home consumption (Chart 'I') and the documents required at these stages (Chart 'II').

**CHART NO. I**

**Procedural stages for clearance of goods for home consumption**



Passing the goods out of the Docks for home consumption  
Confirmation of delivery in IPOS.

**VI. Rly. Wagons**

Delivery of packages by railway wagons

1. In case of 'First check', B/E, assessment and payment of duty is made after examination of cargo
2. Stamp duty may be paid to the Agents and duly franked ADO/BL may be surrendered at time of forwarding.

**I**

**of cargo for home consumption**

| Sr. No. | Location     | Documents required    | Action taken                                                                                                                                                                                                                          |
|---------|--------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Custom House | B/E, Invoice, Licence | i) B/E is noted.<br>ii) Examination order is given (under 1 <sup>st</sup> check examination procedure)' or<br>iii) Duty is assessed and recovered and examination order is given (under 2 <sup>nd</sup> check examination procedure). |
| 2.      | CDO/Service  | B/E,B/L duly          | i) i) Pre-receipted B/L or                                                                                                                                                                                                            |

|    |                     |                                                     |           |                                                                                                                                                   |
|----|---------------------|-----------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|    | centre/Shed         | discharged by Vessel Agent or ADO and Shed D/Order. | ii)       | Agents' D/Order is lodged. Forwarding Order is noted on the P.T. Copy of B/E and B/L or ADO                                                       |
| 3. | Shed                | Bill of Entry                                       | i)<br>ii) | Forwarding Order is noted in the shed register. Examination of goods is made at shed.                                                             |
| 4. | Customs EDI Centres |                                                     | i)        | Out of charge is made and details are entered in the system. Customs and custodian copy of customs out of charge is handed over to CHA/consignee. |
| 5. | Custom House        | B/E, Invoice, packing list.                         | i)<br>ii) | Duty is assessed and recovered under 1 <sup>st</sup> check /examination procedure. B/E is released.                                               |

|    |                           |                             |                                                                                                                                                                                                                                                                                                                                                      |
|----|---------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Octroi / Cash Office      | B/E, Invoice, packing list. | <ul style="list-style-type: none"> <li>i) Octroi charges are assessed; either octroi amount is recovered or necessary exemption stamp is put on B/E.</li> <li>ii) Assessment of stamp duty, P.T. charges and recovery is made along with octroi if due.</li> </ul>                                                                                   |
| 7. | C.D.O/Shed/Service Centre | B/E, Shed D/O               | <ul style="list-style-type: none"> <li>i) B/E is passed and handed over to the consignee/CHA with the Shed D/Order.</li> </ul>                                                                                                                                                                                                                       |
| 8. | Shed                      | B/E, Shed D/O               | <ul style="list-style-type: none"> <li>i) Goods are loaded into a lorry and a gate pass is issued or</li> <li>ii) Goods are loaded into Rly. Wagon and a rly. Loading sheet is prepared.</li> <li>iii) Particulars of delivery are noted in the Shed D/Order and is dispatched to CDO for record.</li> </ul>                                         |
| 9. | Gate                      | B/E, Gate pass              | <ul style="list-style-type: none"> <li>i) Goods are checked and the lorry is allowed to pass out.</li> <li>ii) Gate pass and the B/E are retained at the gate.</li> <li>iii) B/E is returned with endorsement and passed out to the C.D.O for record.</li> <li>iv) Gate pass is forwarded to the ship's General Record Office for record.</li> </ul> |

**B/E – Bill of Entry, B/L – Bill of Lading, Shed D/Order – Shed Delivery Order, C.D.O – Central Documentation Office.  
A.D.O. – Agents Delivery Order**

- Note (1) If delivery is not completed on the first day, the incomplete documents are collected by the consignee/CHA from the Gate under acknowledgement. In case CHA/consignee does not turn up till next day, B/E is forwarded to the C.D.O. The procedure is repeated from stages 6 to 9 mentioned above for further delivery.
- (2) After completion of delivery, the particulars of delivery, charges paid etc. are entered by the Manifest Clerk in the C.D.O in the vessel's Import Manifest and the documents are dispatched to Revenue Audit for checking, whereafter they are forwarded to the ships' General Record Office for record.

## **LOGGED ENTRIES AND ENQUIRY SECTION OF THE CENTRAL DOCUMENTATION OFFICE**

In regard to the untraceable packages, importers/clearing Agents lodge a logged entry (D 706 B Specimen Vol. III/AC) at the Shed where the vessel is berthed originally and discharged packages. If the vessel was shifted from one berth to another, the Shed Superintendent of the original shed passes remark on the log entry allowed at his shed that the vessel was shifted to another shed for further discharging.

The logged entry is the only recognized form of making enquiry for untraceable packages on the basis of which the party will be eligible for spot remission for the period of untraceability of packages and 2) to make the party eligible for spot remission.

The logged entry books are available in the transit shed and warehouses. A logged entry consists of 4 parts 1) Enquiry, 2) Action to be taken by the Docks-Department staff, 3) Report of the Shed Superintendent and 4) Intimation to the party. The party fills in the details as per columns provided. He has to specify the nature of enquiry such as untraceability, jamming etc. under his name, address and signature with date. Before allowing a logged entry, the Shed Superintendent has to establish non-availability by the following actions 1) make all efforts for tracing the packages 2) if the package/packages are jammed make arrangements to get necessary labour and gear and extricate the packages for delivery 3) check the warehousing loading sheets to confirm whether the packages were removed to the warehouse. If so furnish the details of warehousing to the party. 4) Confirmation is sent to locations wherever cargo was trucked down. Thereafter the Shed Superintendent puts his signature on the logged entry with date. If some of the packages enquired for have been removed to the warehouse, the Shed Superintendent passes this remark in the column provided for Shed Superintendent's report. The logged entry is I 3 copies and all the three copies are simultaneously filled in by carbon process. The Shed Superintendent thereafter hands over to the party the first copy of the logged entry and obtains his acknowledgement on the shed copy. Before the dispatch the sectional Asstt. Managers should examine the logged entries in the sheds under their jurisdiction and ensure that the logged entries are justified in token of which they should initial all the logged entries. In the absence of an Officer, the logged entries may be forwarded without his signature.

As CDO Enquiry Section is discontinued tracing job is done by Asstt. Shed Supdt. and reply is given on the confirmation circulated as lying/not lying Manifest clerk approached Asstt. Manager, Section for finalisation of O/T as per the confirmation Tally/Clearance position. It O/T is drawn as landed but missing Shed Supdt. from where the cargo pertaining to logged Entry was cleared will lodge a police complaint for missing cargo. If cargo is traced CHA is intimated by Manifest Clerk to clear the cargo .



## **SURVEY OF GOODS BEFORE DELIVERY**

Surveys of Import goods is held in the Docks before clearance for the purpose of claiming compensation from the underwriters for damaged or lost goods as per the terms of Insurance and also for claiming refund of Customs duty. Further, according to Docks By-Law No. 80, the Port Trust is not liable for loss or deficiency which are not pointed out and acknowledged by the Docks Manager before clearance of Cargoes from the Docks. All surveys are initiated by importers or their clearing Agents and depending on the nature and timing when the damage or loss occurred. The vessels surveyors and the Customs are also joined in the surveys in addition to the insurers. Participation of the vessel's Surveyors is to estimate the extent of liability, if any of the carrier for the damage or loss. Similarly, if Customs Duty is sought to be refunded or waived, the customs participation and certification of the survey findings is also essential. The different types of Surveys for different purposes are known as Insurance Survey, Marine Survey and Customs Survey.

The remarks noted by the Tally clerks on the Tally Sheets indicating the condition of packages at the time of landing is vital factor determining the Port Trust liability on damaged or deficient goods. Recording of proper landing remarks will be documentary evidence of the condition of the packages received into Port Trust custody, thereby absolving the Port Trust of liability for deficiencies which had occurred prior to taking custody of the packages.

It is necessary that surveys is held and claim is lodged with the underwriters within the period specified in the insurance terms. Once the insurance company settles the claim, all rights to the loss or deficient goods are subrogated to the underwriters who lodge claim against the vessel's Agents or Port Trust, depending on when the loss/damage occurred, i.e. prior to landing or after. Most such cases result in litigation.

An importer or his clearing Agent who desires to hold survey of packages applies to the Dy. Manager of the Docks concerned to direct the concerned Shed Superintendent to attend the survey. The application is registered and forwarded to the Shed Superintendent with a survey form No. DKS/CA/FO/14. The party thereafter arranges with the Insurance representative, Marine Surveyors and Customs, if required to hold the survey. It is essential that the invoice is produced at the time of survey to ascertain shortage if any. The survey is attended by Asstt. Shed Superintendent/ Shed Superintendent and findings are recorded in shed survey register wherein the following informations is entered: 1) Date of Survey, 2) Deputy Manager's Office reference and date, 3) Vessel's Name, IGM No. and date, 4) Item No. .5) Marks and numbers of packages surveyed, 6) Surveyors Report, 7) Shed Superintendent's observation, 8) Shed Superintendent's signature. In case, shortage is detected, the Asstt. Shed Superintendent / Shed Superintendent lodges a police complaint immediately and survey particulars with the Police Station Diary No. are reported to the Deputy Manager in form No. DKS/CA/FO/14. It may be mentioned here that when if the party approaches Shed Superintendent directly for survey without first registering his Survey application with the concerned Deputy Manager, the Shed Superintendent should attend the Survey and follow the procedure as explained above.

On receipt of the report from Shed Superintendent , the Deputy Manager concerned will write to the Inspector of Police, Police Station concerned pointing out the survey shortage and with a request to investigate the same. The copies of the letter are also endorsed to the party, the Asstt. Collector of Customs, Manifest Clearance Department and the Asstt Manager, Central Documentation Office, Indira Dock.

Subsequently when the party approaches for delivery of the packages surveyed , he is directed to approach the Police Station to obtain "No Objection Certificate" incase the same has not been received by this office. On receipt of 'No Objection Certificates' the other formalities such as spot remission, etc. are completed, Port Trust charges recovered and the packages are delivered after the usual formalities. Thereafter the papers underlying the survey report are recorded by this office.

Survey certificate is issued to the party on application for remission of Customs Duty under Public Notice No. 22 of 1964 in form No. DKS/CA/FO/14.

## **DESTRUCTION CERTIFICATE**

As and when import and export goods are found to be unfit for human consumption, destruction is done by this department either at the instance of the party or the department itself, in case no party claims the goods. In case the party initiates the destruction, necessary certification that the goods are unfit for human consumption is obtained by the party on the Bill of Entry itself either from the Asstt. Drug Controller or Port Health Officer and produce to the Dy. Manager's Office alongwith the application for destruction of the goods covered by the said under the Bill of Entry. On receipt of the application, the party is directed first to pay P.T. charges including the demurrage on the consignment. Thereafter, a letter is addressed to the Asstt. Collector of Customs and the copies are endorsed to the Dy. Manager, Hamallage as well as the Supervisor, Sanitary Branch, etc. fixing the time and date of destruction of the goods. The goods are destroyed by the Sanitary Supervisor on the appointed date and time. After destruction of goods, destruction charges are worked out by the Dy. Manager, OSC and forwarded to this office for recovery from the party. Accordingly, the party is directed to the Cash Supervisor, Indira Dock to pay the charges and thereafter the party is given destruction certificate mentioning the date and no. of packages destroyed and their description.

In case the goods are lying uncleared/unclaimed for a long time and certified by Port Health Office, Asstt. Drug Controller as unfit for human consumption during the course of sale, Dy. Manger, Auction Sale arranges for destruction by issuing necessary advice to Customs/Importers etc. and proceeds with the destruction. If the packages are connected, the charges are recovered from the importers/Agents, and if unconnected the charges are written off.

If the packages are connected, recovery advice is sent to the office Dy. Manager, Cargo Accountal who forwards the papers to Bills Supervisor, OSC for preparing bill. Bill is prepared and forwarded to the Importer/ Agent (as the case may be) and papers with file are returned to the office of Dy. Manager, Cargo Accountal. Office of Dy. Manager, Cargo Accountal pursues recovery from the importers/Agents and if necessary files a suit for recovery after obtaining advice from Chief Law Officer and Advocate.