



## **MUMBAI PORT TRUST**

### **DOCKS DEPARTMENT : WAREHOUSING SECTION**

#### **WORKING MANUAL**

#### **OBJECTIVE AND PURPOSE**

The transit sheds need to be kept always clear of old packages so that import cargoes of fresh vessels have sufficient space for orderly stacking and export cargoes have enough space for storage prior to shipping. Under the Dock Bye Law No.102, the Traffic Manager is authorised to remove the uncleared goods immediately after expiry of free days without any previous notice to the owner of the goods. Further under Docks Bye Law 60-A, the Traffic Manager is authorised to remove containers or any other cargoes landed in the Docks; at the cost of the consignee, owner or importer without any previous notice, for the safe and convenient working of the Docks. However import cargoes are generally allowed to remain in the transit sheds till the Last Free Day. If the cargo is not cleared, warehousing of the same is carried out. Warehousing before the Last Free Day is also done if contingencies of traffic or the nature of cargoes calls for. Hazardous cargoes if discharged by overside or cargo with permissible hazardous nature storage of which is allowed inside docks have to be warehoused to the Hazardous Goods W/H. at Haji Bdr. immediately. Similarly unaccompanied baggage and motor cars are removed to the Unaccompanied Baggage Centre and No.4 Frere Basin respectively, on the day after landing for safe custody as well as to accommodate similar type of fresh cargo.

#### **PROCEDURE**

As [Mb.P.T.](#), is not equipped with necessary trailers, cranes to warehouse the cargoes, Sealed Tenders are invited for transportation of normal packages without gear and equipment and oversized packages with gear and equipment within the areas located in Indira Docks, P & V Docks and outlying areas such as Frere Basin W/H., [M.O.D.](#), [S.T.P.](#), Wadala Up-departure Yard, New Sewri W/House etc. or any other premises under the jurisdiction of the Traffic Manager. Contract for normal packages is awarded for supply of only motor lorries /trailers. The gear and equipment required for loading/ unloading and the manpower required is supplied departmentally. Contract for oversized packages is awarded for supply of trailers alongwith gear and equipment required for loading / unloading, with manpower.

The term normal package denotes the packages which is individually weighing less than 10 M.T. and/or measuring 20 Feet or below in length and denotes height or width upto 8 ½ Feet. The term oversized package denotes package which is individually weighing 10 M.T. and above and/or measuring beyond 20 Feet in length and/or height or width beyond 8 ½ Feet.

The programme is planned and intimated one day in advance to the Sheds and Warehouses concerned by Labour Inspector of the warehousing section. The Labour Supervisor, Sorter from Warehousing Section visit the sheds and ensure from the shed staff that the cargo is kept ready for warehousing so that no time is lost in searching the cargo at the time of actual warehousing.

Cargo requiring covered storage from various sheds of I.D and P & V Docks is warehoused to 5 W/H.P.D. Similarly cargo from Frere Basin sheds is warehoused to New Frere Basin W/H. and cargo from [S.T.P.](#)/M.O.D. to New Sewri W/H..

Cargo which can be stored in open is warehoused from all locations to Wadala Updeparture Yard/New Sewri W/H.yard. Shed Supdt. Should place the requisition for suitable warehousing point as per the nature of cargo. The lorries/trailers, gear and equipment and tally clerks all report to the Shed Superintendent concerned at the commencement of the shift. The Shed Superintendent makes immediate arrangements for loading the lorries/trailers. The Tally Clerks prepare proper loading Tally Sheets with correct details of vessel, [I.G.M.](#)/Item No. etc.

The removal of cargo is done under the escort of Tally Clerks, who take loading tally and escort the vehicle. A separate tally is taken at the unloading point. The loading tally clerk checks the tare weight of lorry /trailer and certified at the beginning of the week by weigh bridge clerk and gross weight every time after loading at weigh bridge. If the weight is available on the; packages or in the [I.G.M.](#) , the Asstt. Shed Superintendent certifies the same on the lorry slip and there is no need to weigh the loaded lorry / trailer.

On the day after the Last Free Day of a vessel, the Asstt. Shed Supdt.of the shed informs the Warehousing Section, either telephonically or by a written note ( D 272 F specimen Vol. III/52 ) the number of packages lying uncleared commodity wise which are to be warehoused. In regard to Unaccompanied Baggage, the Asstt. Shed Supdt. informs W/H section every morning the number of pkgs. discharged during the three previous shifts for arranging warehousing. In regard to Motor Cars, the Gear Branch is informed immediately on discharge for removal. Hazardous goods are removed to hazardous goods W/H, by the Agents.

In addition to the intimation given by the Asstt. Shed Superintendent of the shed, the Warehousing Section Labour Inspector takes daily round of all the sheds and take down the warehousing requirements, for planning the next day warehousing. After the Last Free Day of the vessel, all import packages of the vessel are segregated and shifted to rear side of the shed to avoid mixing up with the import cargoes of subsequent vessels and also with the export cargoes of the same vessel.

On the basis of the Asstt. Shed Superintendent's intimation and the information gathered by the Warehousing Inspector during his rounds, the warehousing programme for the entire docks is drawn up by the Warehousing Section. The unit of Warehousing operation is a "Warehousing Point" which generally consists of 1 gang at the loading point, ½ Gang at the unloading point, i.e., the warehouse, 2 lorries and the required staff. If the packages are heavy and require mechanical gear for handling, the warehousing section arranges for the suitable gear

both at the loading and unloading ends in consultation from [R.B.T.Section](#) and Mobile Gear Section.

Asstt. Shed Supdt., points out the packages to be warehoused to the Warehousing Labour Supervisor. The Labour Supervisor, directs the gangs to load the packages from the lot pointed out. Packages warehoused are tallied, by Tally Clerk. The Warehousing Tally (D 1153 B specimen Vol.III/53) is prepared in four copies by carbon process. Proper remarks of the condition of the packages are passed in the Tally sheet. If at the time of warehousing, the vessel's name and [I.G.M.Number](#) are not appearing on the packages, the same are marked before loading. For packages of different vessels, different loading sheets are prepared, though loaded in the same lorry. It is the duty of the Sorter booked for each point to sort out packages vessel wise. For this purpose the Sorters refer to the container load Plan ([C.L.P.](#)) / I.G.M. of the manifest which is available in the shed. The Labour Supervisor ensures that the packages are handled carefully and safely without causing any damage and that the Lorries are loaded to their fullest capacity. If the packages are bulky, they are properly secured by ropes.

Thereafter the lorries move to the warehouse concerned with the Tally Clerks concerned with 2 carbon copies of the loading sheets. The Loading Sheets are handed over at the Warehouse to the Receiving Clerk. The Receiving Tally Clerk (who is different from the Receiving Clerk) tallies the unloading of the lorry. He also passes appropriate remarks about condition of the packages. On completion of offloading, the tally sheet is handed over to the Receiving Clerk who compares the receiving tally with the 2 copies of the loading tally. If there are discrepancies between the loading and unloading tally as regard remarks or condition/ marks of the packages, the Shed Supdt., of the transit shed and warehouse consult each other and amend the loading/unloading Tally Sheets immediately under the Shed Supdt.'s signature. Out of the 2 copies of loading sheets handed over at the Warehouse, 1 each is duly signed by the Shed Supdt., or Asstt. Shed Superintendent of the warehouse in token of having received the packages and forwarded to the Manifest Clerk concerned at the Central Documentation Office. The other copy is retained by the Warehouse concerned as unloading tally. The original of the shed loading sheet is retained as shed copy.

In case the warehousing is to be done by lorries deployed to a point outside the docks, i.e. Frere Basin, the loading sheets are prepared in 6 copies. The extra two copies are disposed of as follows. One at the exit gate of the Docks and the other at the entry gate of the Warehouse concerned. On completion of warehousing during a shift, the sorter attached to the point gives a summary of the total number of packages warehoused by the point to the delivery clerk of the shed to enable these figures being entered by him in the shed "delivery chit entry book".

In case of packages, involved in the theft the same procedure is followed. However such pkgs., are exclusively removed to the theft compartment after passing detailed remarks in the loading sheet regarding punch-nama and reference of the report to the Deputy Manager concerned. Warehousing of packages carried out as per nature of cargo. For instance, open space cargo warehoused at Up departure Yard, Wadala and cargo required covered area stored at New Sewari Warehouse and if there are special type of cargo viz. Hazardous cargoes which is warehoused to Haji Bunder Hazardous W/H. Unaccompanied Baggages to 1 U/C.W/H.I.D. Billing is prepared on weightment basis by Warehousing Section upon presentation of invoice

by warehousing contractor for supply of lorries on monthly basis. The invoice is compared with lorry slip, prepared by Tally Clerk at the time of warehousing. The bills are forwarded to F.A.& [C.A.O.](#), through the Dy. Manager, Cargo Accountal.

### **UNACCOMPANIED BAGGAGE**

Items of unaccompanied baggage manifested in [I.G.M.](#), of the vessel are removed / warehoused as soon as they are discharged / destuffed at different sheds inside the Docks and outlying areas to 1 uncleared W/H ID. The Shed Superintendent of the shed concerned arranges for immediate removal of Personal Effects to the Baggage Centre by Warehousing section for the convenience of the passengers. Formalities like Custom noting of the BDF forwarding, passing, receiving cash, payment of duty, octroi clearance etc. are centralized in the Baggage Centre itself for convenience of the passengers, hence all the Personal Effects are removed to 1 U/C.W/H ID from allover the Docks and from outlying areas.

### **JURISDICTION**

The Warehouses located in I.D. and P.& V. Docks are looked after by the Dy.Manager, Cargo Accountal, Whereas the warehouses located outside the Docks in [C.F.Ss](#) are looked after by the Sectional Asstt. Manager of the respective CFS. However, the Dy. Manager, Cargo Accountal is the overall In- charge for operational purpose of all the warehouses in the Docks as well as outlying areas, including clearance of cargo.