MUMBAI PORT TRUST

DOCKS DEPARTMENT : CENTRALIZED DOCUMENTATION OFFICE (CDO)

WORKING MANUAL

The Central Documentation Office is one of the important offices of Docks Department obviously related to other departments of Mumbai Port Trust as well as the Customs, Vessel Agents and the Clearing Agents. All the regarding finalization of outturn of the vessel is made from C.D.O. The work carried out at C.D.O., starts with I.G.M. allotment to the Manifest Clerk. The out-turn report for container and break-bulk cargo is generated at C.D.O. , and sectional sheds respectively. The copy of out-turn report is being forwarded to Customs Department and the Vessel Agents through IPOS by e-mail.

WORKS CARRIED OUT AT C.D.O.

1.Import General Manifest Allotment :

i)**Maintaining** the register of I.G.M., received from berthing Clerk and binding the I.G.M. , and P/E or final entry. After binding the same allotted to Manifest Clerk, as per the turn GroupWise as follows:

.... only container.
.... only oil (in Bulk, Liquid)
.... scrap,
.... fertilizers.

2.Verifying the shed, IGM Date, Vessel Call Number and subsequently allotment of IGM as follows:

i)Container – CDO I.D.
ii)Break-Bulk as per shed.
iii)Oil – In Bulk to fixed Manifest Clerk.
iv)JNPT. IGMs to fixed Manifest Clerk.

Bill of lading/ Bill of Entry

The two primary documents on the strength of which import goods received in to the custody of the Port Trust are delivered are the Bill of Lading and Bill of Entry. Though Bill of Entry is essentially of Customs document, no imported goods can leave the Docks premises without the necessary release order of the Customs which is passed on the Bill of Entry. The Port Trust also relies on an extra copy of the Bill of Entry for carrying out all its procedural formalities in connection with clearance of goods such as forwarding, recovery of Port Trust charges, passing, delivery of goods etc. the transits shed/warehouse and final passing out at the Dock Gates. The Bill of Lading is the

document of title which empowers the Port Trust to deliver the goods to the importer or the party who in possession of the Bill of Lading. The Bill of Lading is a negotiable document. The Bill of Lading is a document signed by the Master of the ship or as agent of the owner, acknowledging that goods have been received on board and stating the terms on which they are to be carried. It is a receipt for the goods shipped, a contract between the owner of the ship and the shipper of the goods, a document title to the goods. It is also a negotiable instrument if the Bill of Lading terms permit delivery of the goods to the consignee's "order of assigns". As far as the Port is concerned, in its role as bailee of the goods received into its custody, the Bill of Lading is perhaps the most important single document in the whole delivery procedure. It is on the strength of the Bill of Lading that the Port Trust delivered the goods to the consignee or the assignee. Even if the Customs releases a consignment, the Port Trust will not allow with to be removed from the Trustee's premises without a proper Bill of Lading establishing the title. In fact no one except the Customs is allowed by the Port Trust as bailee, to interfere with the goods unless a pre-receipted Bill of Lading is surrendered.

C.D.O.FORWARDING

An importer or his Clearing Agent desiring to take delivery of his obtains EDI copy of the Bill of Entry (or custom noted manual Bill of Entry) and examination order from the Customs for physical examination of the packages. He presents the Port Trust copy and customs duplicate copy of the Bill of Entry along with the Bill of Lading duly discharged by Vessel Agent or Agent's Delivery Order at the Forwarding Counter of the Central Documentation Office (CDO) or the shed. The Bill of Lading has to be discharged by the Vessel Agent before presentation at the CDO or at the shed. If Bill of Lading is discharged in the name of the consignee then the consignee in turn authorizes his Clearing Agents on the reverse of the bill of lading to clear the goods on his behalf from the docks. The bill of lading or Agents Delivery order had to be pre-receipted when presented at the CDO for Forwarding. the Bill of Lading or the Agent's Delivery Order thereupon becomes a Port Trust document. At CDO the following checks are carried out:

1. Whether the Bill of Entry has been noted in the customs and Sr. no. and date of noting has been given by the customs Import Department.
2. Whether the Bill of Lading No. agrees with that in the IGM.
3. Whether the details on B/L or ADO tallies with the IGM.
4. Whether the details declared on the Bill of Entry matches with the Bill of Lading or Agent's Delivery Order.
5. Whether the Bill of Lading or Agent's Delivery Order is duly franked for recovery of Stamp Duty, in case of 2nd check Bill of Entry and as for 1st check examination forwarding can be allowed without payment of stamp duty.
6. The customs forwarding order on the Customs Bill of Entry (The order of the Customs may be on the Customs original copy of Bill of Entry in case first check and on the duplicate copy where second check is permitted).
7. Asstt. Shed Superintendent/Shed Spud. Puts the forwarding stamp on the Port Trust copy and fills in the number or percentage of the packages that are to be forwarded inside the body of the stamp and initials therein. Simultaneously date of forwarding and of forwarding are noted on the Bill of Lading or A.D.O. and initialed. While presenting the Bill of Entry and Bill of Lading or A.D.O., the party also submits a shed delivery order duly filled in with the details of the consignment and signed by the representative of the Consignee/ CHA who presents the document with his DEP No. The details on the Shed Delivery Order are also verified by the Asstt. Shed Superintendent /Shed Supdt. along with the DEP of the person who thereafter returns the copies of Bill of Entry to the party

but retains the Shed Delivery Order and the Bill of Lading or Agent's Delivery Order.

8. At times Consignee /CHA may surrender Examination D.O. Which is valid only for Examination of cargo.

C.D.O.PASSING :

After payment of charges the party presents both the copies of the Bill of Entry to the respective counter of the C.D.O/ Shed. The passing Asstt. Shed Superintendent/Shed Superintendent thereupon takes out the relevant Bill of Lading or ADO and the Shed Delivery Order which already with him and verifies the details of the consignment as appearing on the Customs Bill of Entry and the Bill of Lading or A.D.O. He thereafter compares both the Customs and Port Trust Copy of the Bill of Entry and puts the compared stamp on both the copies. He also verifies the following points:

1. Whether the General Landing Date (GLD) and Last Free Day (LFD) have been put on the Bill of Entry.
2. Whether Port Trust charges have been paid up to date.
3. Whether Customs duty have been paid and the duty paid challan is attached.
4. Whether the Customs out of charge is there.
5. In case the Examination D.O. is surrendered at the time of examination, Consignee /CHA is required to surrender the Final D.O. for delivery. Any of these ADOs should have franking for recovery of stamp duty.
6. Asstt. Shed Superintendent/Shed Superintendent thereafter reconfirms whether the Bill of Lading or ADO is franked for recovery of stamp duty. Since in the case of 1st check custom examination Bill of Entry, forwarding has been permitted without recovery of stamp duty, it has to be verified that the Bill of Lading/ADO is duly franked for recovery of stamp duty. He then transcribes on the Port Trust copy, the customs chappa No. date and amount and also notes down the date of passing out of Customs charge. Similarly, he also transcribes on the Port Trust copy any alterations in marks and numbers that are noted on the Customs Bill of Entry. He also writes on the face of the Bill of Lading the chappa No./Date under which the Port Trust charges are paid, at this stage. He thereafter puts the " please pass" stamp on the reverse of the Port Trust copy of Bill of Entry under his signature and date. He also puts the CDO stamp on the Shed Delivery Order and signs the same with date. When Bill of Entry is not Customs out of charge, he puts the stamp of 'As per Custom order' above passing endorsement on B/E. Both the copies of the Bill of Entry and the Shed Delivery Order are then handed over to the party who takes them to the Shed concerned and presents to the Shed Superintendent
7. In case the Bill of Entry bears the stamp of advance payment of cash office viz. charges paid before customs out of charge/forwarding, then it should be verified if there is change in B.T.N. No., value, weight and if found, party be diverted to cash office for re-assessment and payment of actual charges. In case where the CHA /Consignee has declared on the reverse of the Bill Of Entry that he has paid the stamp duty to the Vessel Agent, the Asstt.Shed Superintendent/ Shed Superintendent. at CDO / shed should invariably verify whether the B/L is duly discharged by the Vessel Agent and the Bill of Lading / ADO has been franked for Recovery of Stamp Duty.

PAYMENT OF STAMP D

In respect of payment of stamp duty, it is reiterated again that the forwarding Asstt.Shed Superintendent/ Shed Superintendent at CDO /Shed should ensure that the importer / CHA has paid the stamp duty and has obtained stamp duty franking either on the Bill of Lading or on the ADO before giving forwarding for custom. Since in the case of 1st check custom examination Bill of Entry, forwarding has been without recovery of stamp duty, it has to be verified that the Bill of Lading/ADO is duly for recovery of stamp duty at the time of passing. At cash office the stamp Duty can be recovered on final D.O., Customs Examination D.O. and even on unsigned D.O issued by the respective vessel agent and in the last case endorsement of noted Bill of Entry No. and date on the D.O. Should be made by the debtor. While giving forwarding, CDO and shed passing, the DEP of the representative of the importer /CHA who is applying for delivery should be verified. In case there is any doubt about the bonafides of the person applying for delivery, he should satisfactorily prove his authority to apply for delivery.

BILL OF LADING RECEIVING TABLE

2ND GRADE CLERK

i)Receiving Bill of Lading from various sheds and CDO I D./ P & V forwarding, allotting the same I.G.M.'s wise to manifest clerk in CDO and sheds.

ii)Receiving Custom B/Es from B/E receiving table and forwarding to M.C.

iii) Collecting vessel berthing and unberthing statement from Port (BPX).

SORTER :

Sort out IGM and B/L to be forwarded to manifest clerks.

BILL OF ENTRY TABLE :

2ND GRADE CLERK :

i)Receiving Bill of Entries from various gates and sheds.
ii)IGM wise allotment of Bill of Entries to various manifest clerks and dispatch.
iii)Recording IGMs in IGM book manifest clerk wise.

SORTER : To sort out and arrange Bill of Entries IGM's wise for Manifest Clerks

SHED DELIVERY ORDER TABLE :

SORTER : Receiving Shed Delivery Orders from shed and warehouse and dispatch to Manifest Clerk IGM wise.

MANIFEST POSTING AND DRAWING OF OUT TURN.

On receipt of Final Import General Manifest, from Agents, IGM Clerk distributes the IGM to Manifest Clerk, as per turn of the respective manifest clerk. Once a Manifest is allotted to a particular Manifest Clerk, the Bill of Entry, Bill of Lading, Agent's Delivery Order and Shed D.O. Pertaining the vessel are sent to the same Manifest Clerk. Also all amendments, additional entries, discrepancy report are sent to said Manifest Clerk.

The Bill of Lading or Agent's Delivery Order are sent to the Manifest Clerk after the Passing at the counter by the counter staff. The shed delivery order in respect of completed deliveries of the previous day from the transit shed / C.F.S. area are passed on to respective Manifest Clerk next morning.

Completed Bill of Entries, which are received in the CDO Office everyday in the evening from the Gate Staff posted in a register by the 2nd Grade Clerk, who is posted for this purpose. The original out-turn of every vessel should be sent within 20 days from the date of GLD and should be finalized within 28 days as per the ISO. After finalization of IGM, all Bill of Entries will be forwarded to B/E dispatch clerk for onward dispatch to Revenue Audit under Transfer Memo number. The final outturn should be submitted not later than 28 days from the date of GLD as per the ISO.

Packages are outturned as short landed if they appear in the Manifest, but are not tallied, not physically available in the Docks or in regard to which no concrete evidence of discharge is available. Packages which are not appearing in Manifest but tallied or lying physically are out-turned as excess. Clearance of excess packages are allowed only after the vessel agents obtains an additional entry to the Manifest from the Customs.

UNACCOMPANIED BAGGAGE :

Items of unaccompanied baggage are manifested in the I.G.M., of a vessel. As soon as these are discharged the Shed Superintendent of the concerned Transit Shed for immediate removal to the baggage center by warehousing. For then convenience of, formalities like forwarding, passing, receiving cash, Customs noting section, clearance, payment of duty, octroi etc. are all centralized in the baggage center itself. Unaccompanied baggage is cleared on a Baggage Declaration form instead of the Bill of Entry. The Baggage Declaration Form is prepared in duplicate with information such as passengers name, vessels name, IGM/Item No., nationality and passport number of passenger, date of shipment and the relevant information as per columns provided in the Baggage Declaration Form. In addition, if the Clearing Agent of a passenger is able to furnish the detailed inventory of the Baggage, these particulars are also entered in the Baggage Declaration Form. Thereafter, the party produces the Baggage Declaration Form, the Bill of Lading, Passport and Landing Certificate at the Customs Counter at the unaccompanied Baggage Center. The Baggage Declaration form is thereupon, noted by customs by stamping the serial number and date. The Customs then give the forwarding endorsement on the Port Trust Copy of the Baggage Declaration Form. Asstt. Shed Superintendent verifies the following:

1)That the details on the Bill of Lading or Agents Delivery Order, specially the Marks and numbers tally with those declared in the Baggage Declaration Form.
2)The Bill of Lading or Agent's Delivery Order is discharged by the Agents and if the clearance is to be done by Passenger himself, obtains his signature is token of receipt of goods in full. The signature has to be verified with his signature appearing on the passport. The passport number is also recorded in the Bill of Lading or Agent's Delivery Order.
3)If the Clearance is done by a Clearing Agent, the Bill of Lading or Agents Delivery Order in addition to being discharged by the Steamer Agents, has to be endorsed by the Passenger himself, authorizing the Clearing Agents to take delivery. The Passenger's signature and Passport number as appearing in the passport is verified by the forwarding Asstt. Shed Spud. If the Passport number is not recorded on the Bill of a Lading, it has to be noted on the Bill of Lading at the time of forwarding. In some cases, the Bill of Lading or Agent's Delivery Order issued by the Steamer Agents directly favoring the Clearing Agents as per instructions of the passenger. In both the above cases the forwarding Asstt. Shed Superintendent obtains the receipt in full from the clearing agents representative with his Dock Entry Permit Number.
4)If the forwarding Asstt. Shed Superintendent, has any doubt about the correctness of the Bill of Lading/Agents Delivery Order due to correction, alteration, addition, etc. on the Bill of Lading or Agents Delivery Order, he should obtain an approval stamp and signature of the Steamer Agent on the Bill of Lading/Agents Delivery Order itself.
5)That the consignment bears an unaccompanied Baggage number.
6)In case the unaccompanied baggage item is an additional, the party is directed to the Central Documentation Office concerned for certification by the Asstt. Manager, Central Documentation Office, that the item has been out-turned as additional entry or that the forwarding and clearance may be allowed pending the drawing of outturn.
7)The forwarding endorsement of the customs is noted on the Bill of Lading / Agents Delivery Order along with the IGM and Item number and it is retained.

8)The Baggage Declaration Form as endorsed by the Forwarding Asstt. Shed Superintendent, as per the Customs examination requisite.

9)Verifies the details on both the copies of Shed Delivery Order and ensures that they are as per the Baggage Declaration Form and Bill of Lading.

10)Copies down on the original Shed Delivery Order the forwarding order under his signature and notes down weight of the packages as per Bill of Lading and also the customs Baggage Declaration Form No. On the Duplicate Shed Delivery Order, only the Baggage Declaration Form No., is noted.

11) All the documents except the Bill of Lading or Agent's Delivery Order are thereafter returned to the party.

The Party thereafter produces all the documents to the Asstt. Shed Superintendent, of the Baggage Center who carries out checks as in the case of normal import consignment, that instead of 2 copies of Bill of Entry, 2 copies of Baggage Declaration Forms are produced in the case of Baggage. He gives the forwarding order on the Baggage Declaration form and the Shed Delivery Order. The Forwarding Register is operated as in the case of normal imports. The packages are thereafter removed by the party for customs examination. After Customs Examination, assessment and payment of duty if any, he obtains the customs release order on both the copies of the Baggage Declaration Form. The packages are then brought back to the Baggage Center. The return of the packages is entered in the forwarding register and relevant entries closed by the Asstt. Shed Superintendent, Baggage Center. He does the following. Verifies whether the packages have been examined and in token thereof the "scrutinized" stamp of the Customs has been put.

1)Whether Duty and Fine have been paid if they are due and the concerned are put on the Baggage Declaration Form.

2)Whether all the packages examined have been sealed by Customs.

3)Compares both the copies of the Baggage Declaration Form and puts the compared stamp on the Port Trust Copy under his signature. Thereafter the party returns all customs documents along with the original of the Baggage Declaration Form, to the customs. The documents are then produced to the Octroi Inspector, the Port Trust Assessor & Cashier, when the Municipal and Port Trust charges are recovered as in the case of normal imports. The Port Trust Copy of the Baggage Declaration Form and both the copies of shed delivery order are thereafter produced to the forwarding and passing Asstt. Shed Superintendent, who checks and does the following.

a) Whether the Baggage Declaration Form has been released by the customs.

b) Whether Octroi and Port Trust Charges are paid up to date and the paid stamp for Octroi and Port Trust Charges are appearing on the Baggage Declaration Form and the original Shed Delivery Order.

c) The Port Trust Chhapa No. & Date is written down on the face of both copies of the Shed Delivery Orders and the Bill of Lading or Agents Delivery Order.

d) Then the passing endorsement is made on both the copies of the Shed Delivery Order with his signature and stamp.

e) Except the Bill of Lading, the rest of the documents are handed over to the party. He then proceeds to the Asstt. Shed Superintendent, of the Baggage Center, who permits delivery as in the case of normal imports except that the duplicate of the shed delivery order is retained by the shed. The party proceeds to the gate with the original of the shed delivery order, Port Trust Copy of the Baggage Declaration

Form and Gate Pass. After checking as in the usual course, delivery is allowed. The complete and incomplete Baggage Declaration Forms with the shed delivery orders are sent by the Gate Inspector to the Central Documentation office concerned in the evening. The copies of the Shed Delivery order retained at the Baggage Center are recorded there itself. The Bill of Lading or Agents Delivery Orders are forwarded to the Central Documentation office every week. If forwarding / passing has been obtained only for part of a consignment, such Bill of Lading is retained for, say, a maximum of one month to enable the party to trace and clear the remaining packages, failing which the Bill of Lading is forwarded to the concerned Central Documentation Office. (See rate No. 7 under Section 1 of the Docks Scale of Rates and General Rule No.12 there under.)

CERTIFICATE ISSUED BY C.D.O.

Procedure regarding issue of Landing Remark Certificate (LRC):

1)The concerned Importer / CHA approaches CDO office with a request letter to issue LRC.
2)On receipt of the letter, Shed Superintendent CDO ID affixes the stamp on the reverse of letter to recover the necessary charges for issue of LRC. Accordingly CHA approaches to Cash Office regarding the same and make the payment of charge and produces the same letter to LRC Section along with copy of Bill of Entry etc.
3)On receipt of Port Trust Chappa we are feeding the IGM /Item in the IPOS system and the copy of the same printed in the IPOS we are verifying the content of IPOS with the party's letter and Mb.P.T. Tally sheet. Thereafter we are verifying the remarks of packages appeared on the tally sheet and remarks we are passing on the copy of LRC to be issued to the CHA.

If there is no any landing remarks passed in the Tally Sheet, we prepare a letter, that no landing remarks appear in the Tally Sheet, hence LRC cannot be issued to the importer/CHA.

SHORT LANDING CERTIFICATE.

When the party becomes aware that one or more packages consigned to him have been short landed, he requests the Central Documentation Office to issue a short landing certificate. This application is registered in the Central Documentation Office and passed on to the Manifest Clerk concerned, who after verification of the up to date out-turn and satisfying that the packages concerned are short landed, prepares the certificate in the prescribed form D 634 F (specimen Vol. III/41). He must invariably ensure that the Bill of Lading or the Agents Delivery Order or the Bill of Entries are surrendered before the issue of the certificate. The Certificate is issued under the signature of the Asstt. Manager, Central Documentation Office, after payment of charges. The Certificates can be issued in as many copies, as desired by the party on payment of the prescribed charges. One copy is retained as Office copy. If subsequently this package is traced, the party has to surrender all copies of the short landing certificate issued to him and a no objection certificate from the customs should be produced. In case the party is unable to surrender all the copies of short landing certificate, they produce an undertaking that any claim on the Port Trust arising out of the delivery of the concerned packages will be the party's liability. Along with this, they also produce letter from steamer agents and Insurance Company that they have no objection to the delivery of goods.

NON-DELIVERY CERTIFICATES

Non delivery certificates are issued in respect of packages which are landed as per the tally but not available for delivery. For the issue of Non-Delivery Certificate the outturn should have been drawn of the packages as landed but missing. On a request for non delivery certificate, the Manifest Clerk ensures that wharfage on the concerned package is paid and also that the B/E or B/L or ADO are surrendered, where after a reasonable number of copies of the certificate are issued as required by the party. There are no charges for the issue of Non Delivery Certificate. Non Delivery Certificates are issued in 2 different forms, A & B. 'A' is issued when delivery has been applied for on completed documents within 7 clear working days of discharging or notice of loss or damage given within this period. 'B' is issued when delivery has not been applied within 7 clear days of landing, nor notice of loss given.

PROCEDURE OF PRESERVING TALLY SHEETS.

On receipt of bunch of tally sheets from Tally Copying Section, tally sheets are out according to IGM and one copy to be preserved in the LRC Section /one copy to be to concerned M.C., as per IGM..

DISPATCH TABLE :

1)Receiving of various letters from sheds, Agents, CHAs, Offices and arrange them as per IGM number.

2)Enter the letter in Inward Register.
3)Forward these letters to Shed Superintendent, for necessary action.
4)After the remarks, letters are dispatched to the concerned Manifest Clerk.
5)Give Outward number for dispatch of various letters forwarded from the office.
6)Give PO/2 number to vessel outturn report and dispatch the same to the concerned Manifest Clerk.
7)Entry of IGM numbers, Vessel Name and Manifest Clerk in IGM Register as per their allotment.
8)Give Import Confirmation Number to letter received from Manifest Clerk for confirmation and send them to concerned sheds.
9)Send Customs Amended letters to Asstt. Manager, Sales, received from Manifest Clerk.
10)Send copy of supplementary outturn report to Asstt. Manager, Sales and Customs.

TALLY SHEET RECEIVING SECTION. :

1)Receive and check original tally sheet, dispatch sent from processing section; New Labour Office.
2)Sort out the Tally Sheets from various bundles vesselwise, IGM wise and Manifest Clerk wise.
3)Dispatch Tally Sheets to the concerned Manifest Clerk.

RECORD SECTION C.D.O.I.D. :

Letters received from sale branch, container division, Manifest Clerk requesting to supply IGM copies or various concerned letters kept in vessel bundles.

We should go through the Register maintained at C.D.O.I.D. , to find out the record of relative vessels is lying with C.D.O.I.D., or sent to 1-2 V.D. W/H., or Ships General Record Office (SGRO).l f it is lying with 1-2 V.D.W/H or SGRO, when required we have to request them in writing to supply the same or search out it ourselves with the help of Mazdoor.

Records are normally shifted from record section C D O I D. to Ship's General Record office after seven years as per order of Dy.Manager C.A.

The Ship's General Record office destroys records after 15 years as per order of Dy.Manager C.A.