

- 1) SOP regarding the work done in import operations from discharging of cargo till delivery.

Response:

## **CARGO ACCOUNTAL- IMPORT PROCEDURE**

### **i Submission of IGM**

Vessel Agent uploads the Import General Manifest (IGM) copy on IceGate portal of Customs and submits hard copy of Import General Manifest (IGM) at Integrated Port Operation System (IPOS) section of MbPA at Ambedkar Bhawan as well as in the shed, where the vessel is expected to berth. IGM copy is thereafter, transferred from IPOS to Central Documentation Office (CDO).

### **ii. Trucking/Storage permission for import cargo**

Vessel Agent obtains storage permission for storage of cargo which is to be discharged from the vessel from Sectional Assistant Traffic Manager. Storage permission is given in consultation with Sr. Deputy Traffic Manager, OD as per availability of space.

### **iii. Discharging operation at berth**

While discharging cargo/container, discharging tally is maintained by the MbPA/Private Surveyor Tally Clerks. If no MbPA tally clerk is posted at discharging point, tally is recorded by Surveyor, who is appointed by the Vessel Agent.

The cargo discharged from the vessel is trucked down to various locations in docks in case the same cannot be accommodated at the discharging location. Cargo is transferred from the hook point (wharf) to the respective storage locations directly, where the respective shed superintendent takes the custody of the cargo stored under his jurisdiction. In case of import operations, the Shed Supdt. at the discharging point does not take custody of the entire cargo being discharged from the vessel.

### **iv Storage of cargo at sheds/open areas**

The movement/shifting of cargo from discharging location to storage location and the storage of cargo at sheds and open area is carried out, entirely by Vessel Agent/Surveyor or the transporter hired by the Vessel agent. The Vessel Agent/Surveyor is expected to store the cargo mark-wise/party-wise for effecting proper delivery.

Accountal of cargo (Finalization of Outturn) in the Port is carried out Vessel-wise and not location-wise.

Due to the above mentioned facts, discrepancy, if any arising out of nonrecording of the above data by MbPA is not a lapse on part of any individual MbPA employee.

#### **v. Completion of vessel operations**

Upon completion of discharging operations, Shed Supdt. updates the Vessel Completion Date (VCD) in Integrated Port Operation System (IPOS), Tonnage discharged is also recorded daily in Integrated Port Operation System (IPOS) to facilitate the generation of General Landing Date (GLD) by system itself. Based on this, Last Free Date (LFD) is declared for the vessel. At present, Last Free Date (LFD) for non- containerized cargo is 6 calendar days and for containerized cargo is 10 calendar days from VCD.

#### **vi. Customs Out of Charge**

Agent delivery order/Bill of Lading duly discharged in favour of Traffic Manager, MbPA showing ownership of the goods is issued by the Vessel Agent to the Consignee/Custom House Broker (CHB).

After filing of Bill of Entry in Customs, examination of goods is carried out by Customs. Thereafter, Customs NOC/Out of Charge is issued by Customs.

#### **vii. Payment of MbPA charges at the Cash Office**

The Importer/CHB then approaches the Cash Office for payment of Port Charges. Staff at Cash Office verifies relevant documents such as Bill of Entry, Customs out of Charge etc., and recover wharfage charges and demurrage charges, if applicable.

#### **viii. Shed Passing and Shed Delivery Order**

The Importer/CHB then approaches the shed where the cargo is stored. The importer/ CHB identifies their respective cargo and informs the Shed Supdt. accordingly. At shed the Shed Supdt. verify the Agent Delivery Order, Bill of entry, Bill of Lading, Customs out of charge and payment of Port charges and issues the shed delivery order, duly signed.

#### **ix. Delivery gate pass by the delivery clerk**

The party then produces the shed delivery order to the delivery clerk who physically verifies the marks, numbers and description of the packages. Upon loading the cargo on truck/vehicle and verification of packages, he prepares the delivery chit

The delivery chit/Gate pass is prepared in duplicate, the counterfeit of which remains in the delivery chit book. The delivery clerk also enters on the reverse of the shed delivery order the date, delivery chit/Gate pass book number, shift during which the delivery is effected, the number of packages delivered during the shift, description against which he affixes his signature. If during a shift, more than 1 delivery chit/Gate pass is issued for the same consignment, the delivery clerk keeps an account of each such quantity and the total of the number of packages is entered in the relevant column above at the end of the shift, after tallying the number of packages with the total as per delivery chit

counterfoils. The shed delivery order is retained by the delivery clerk. At the end of the shift, the shed delivery orders both complete and incomplete are handed over to the shed superintendent. The shed delivery orders are dispatched to the Central Documentation Office (CDO) directly by the concerned Shed Superintendent. At the end of the shift, the delivery clerks return the balance delivery chits to the shed superintendent and enters in the delivery chit entry book the total number of delivery chits used by them during the day. The shed Superintendent ensures that all delivery chits are properly accounted for.

#### **x Operations at the Out Gate of MbPA**

The Importer/CHB then proceeds to the gate where he hands over the copies of the Bill of Entry and the delivery chits to the outside Gate keeper. The same is passed on by him to the inside Gate keeper who in turn hand over the bill of entry to the Gate Inspector. The Gate Inspector compare the Port Trust copy of the Bill of Entry with the customs Out of charge copy and satisfy himself that the documents are in order. Thereafter, the Gate Inspector returns the Bill of Entry to the inside Gate Keeper who compares the entries in the Gate Pass with the entries in the Bill of Entry and after satisfying himself that the same are in order and return the same to the outside gate keeper. The outside gate keeper then compares the particulars such as marks, quantity etc. as appearing in the gate pass with the packages on the truck/vehicle by carrying out a physical check and satisfy himself that the goods confirm to the particulars as shown in the gate pass. On completion of the formalities as above, the outside Gate keeper allows the vehicle with the goods to be passed out of the gate.

#### **xi Operations at the OUT gate of docks manned by Customs**

The loaded truck/vehicle then approaches OUT leaf of OUT gate, which is manned by Custom Officials. The Customs carry out the necessary checks at the gates, as per their respective procedures for the import cargo. The truck loaded with import cargo then proceeds for CISF checking.

#### **xii Operations at the OUT gate of docks manned by CISF**

After check from the Customs, the truck loaded with import cargo reaches the exit gate manned by CISF. CISF personnel carry out the necessary checks of the cargo as per their respective procedures.

After completion of the above checks by the above mentioned agencies, the truck loaded with import cargo is allowed to exit from MbPA.