

दूरध्वनी : ९१-२२-२२६१४३९१
: ९१-२२-६६५६४०५१
फॉक्स नं. : ९१-२२-२२६१९०१६
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मुंबई पोर्ट ट्रस्ट
Mumbai Port Trust



यातायात प्रबंधक का कार्यालय,
पत्तन भवन,
शूजी वल्लभदास मार्ग,
मुंबई - ४०० ००१.
Traffic Manager's Office,
Port House,
Shoorji Vallabhdas Marg,
Mumbai - 400 001.

No.: TM/M/13-5/RTI/197/24/1633 of 2019-20

25 JUL 2019

Shri Darshan H.L.
Hosakere, Gubbi Taluk,
Tumakuru District,
Karnataka - 572222.

Sub:- Your online RTI application under registration
no.MPTRS/R/2019/50023 dated 13.07.2019.

Sir,

Vide your online RTI application dated 13.07.2019 you have sought information about the procedure to be followed while importing personal goods.

2. Accordingly, assistance from concerned section of Traffic Department, was sought under Section 5(4) of the RTI Act, 2005.

3. On the basis of the information received from the concerned section of Traffic Department the information of Mumbai Port Trust is as under :

A) Personal goods are received in Mumbai Port as unaccompanied baggage. All procedures of Shipping Agents / Carriers, Customs and Mumbai Port Trust are required to be completed for importing and clearance of personal goods. The procedure of Mumbai Port Trust (MbPT) is as follows :

- i) Importer approaches Shed Superintendent, Central Documentation Office (CDO) alongwith hard copy of Bill of Lading / Agent Delivery Order, Baggage Declaration form (BDF) to obtain CDO forwarding.
- ii) Bill of Lading / Agent Delivery Order is lodged/deposited with Shed Supdt.
- iii) Importer approaches Shed Superintendent of the location with Baggage Declaration form (BDF) and Shed Delivery Order (SDO) where his cargo is lying to obtain shed forwarding.
- iv) Importer obtains Customs out of charge on BDF from Customs.

..2/-

- v) Importer approaches Cash Office to make payment of MBPT charges i.e. wharfage and demurrage.
 - vi) After payment of MbPT charges, Importer approaches Shed Suptd. for completing formalities to obtain Shed passing and Gate Pass.
 - vii) Importer then proceeds to Gate Inspector, Out Gate, with BDF and Gate Pass for delivery of the cargo (unaccompanied baggage) out of Port.
- B) Personnel goods can be imported and cleared by the importer himself without appointing any Custom House Broker by completing all procedures of the Shipping Agents/Carriers, Customs and Mumbai Port Trust.
- C) The necessary documents required for the processing of clearance of imported personal goods are Bill of Lading / Agent Delivery Order, Packing List, Baggage Declaration Form.

4. In case you are not satisfied with the reply, you may appeal to Smt. S.G. Patwardhan, Sr. Dy. Secretary, MbPT and the First Appellate Authority, 2nd Floor, Port Bhavan, Shoorji Vallabhdas Road, Ballard Estate, Mumbai - 400 001 against the same. Her email ID and contact number is spatwardhan@mbptmail.com and 022-66564047. The period within which appeal could be preferred is 30 days from the date of this communication. The prescribed format of appeal/petition (Annexure D) is enclosed.

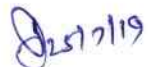
DA : As above.

Yours faithfully,



(S.H. TIWARI)

**DY. TRAFFIC MANAGER (GEN.) &
CENTRAL PUBLIC INFORMATION OFFICER
TRAFFIC DEPARTMENT
Tel.no. 022-66564053
Email ID - tm@mbptmail.com**



MUMBAI PORT TRUSTFormat of Appeal under Section 19(1) of the Right to Information Act, 2005

From :-

Appellant's Name and address

To,

Smt. S.G. Patwardhan,
 Sr. Dy. Secretary,
 Mumbai Port Trust,
 Port House, 2nd Floor,
 S.V. Road, Ballard Estate,
 Mumbai – 400 001.
 Contact No. 6656 4047.

- 1) Name & Address of the Appellant
- 2) Application Ref. No., If available
- 3) Name of the Public Information Officer
- 4) Date of receipt of the order appealed against
- 5) Particulars of information sought
 - a) Nature and subject matter of the information required :-
 - b) Name of the office/department to which the information relates to :
 - c) Nature of Appeal :
- 6) Brief facts leading to the appeal and the grounds for appeal :-

DA:

Place :

Date :

SIGNATURE OF THE APPELLANT

DECLARATION

I, _____ (Name of the Appellant),
 son/daughter/wife of _____ hereby declare that the
 particulars furnished in the appeal are, to the best of my knowledge and
 belief, true and correct and that I have not suppressed any material facts.

Place :

Date :

SIGNATURE OF THE APPELLANT