

SOP for the container operation in Port

Import Cycle:

- Prior to the arrival of the container vessel the vessel agent submits the IGM / advance list through system.
- On receipt of the IGM / advance list the MLO files the application and remits the wharfage.

Export cycle:

- After submitting shipping bill by the CHA the LEO order is issued by the customs.
- The yard incharge i.e the ATI/TI/ATM permits the loading of the container to the vessel on production of LEO by the agent.
- On producing LEO the container is accepted by the vessel and received onboard.
- After completion of the loading, the respective MLO files the application towards payment of wharfage.
- The same is compared against the container number mentioned in the EGM or the loading list submitted by the agent of the vessel.

Delivery of container for house destuffing and stuffing for export:

- On receipt of the port related charges as per SOR and OOC by the customs, Shed delivery order(SDO) is issued by the commercial section of traffic dept. and on request by the CHA /C&F agent issues a request application to the ATI/TI of container yard to effect the delivery.
- The Delivery Note is issued by the ATI/TI and affix the “checked and passed” along with authorised signature for permitting the container to gate out through the dedicated SJ gate / Mallya gate.

Billing cycle for collection of ground rent:

- After the completion of delivery the report is sent from the yard along with the container history for the collection of ground rent as per SOR.
- For refer containers the electric plug in details will be enclosed to collect the electrical plug in charges.
- Same is reconciled with the EGM/IGM of the vessel and bill is raised by the finance department.

Process of House stuffing:

- The CHA / C&F / MLO request the customs to permit the empty container to exit port premises for house stuffing.

- The Agent approaches the TI traffic commercial for stamping No dues seal on the endorsed permission letter of the customs.
- On receipt of permission from the customs & No dues authentication from the TI, the agent approaches the ATI/TI at the container yard with the request letter copy for the delivery note for taking out the empty container for House stuffing through SJ gate.

Export container gate In:

- The CHA / C&F agent completes the shipping bill procedure at the customs for export bound factory stuffed container which is tagged with the e-seal from the factory, admits the laden container with a admittance request / cart ticket in triplicate.
- The document is scrutinised and recorded and same is endorsed with the checked and passed order with signature of TI at the main gate check post.
- On admittance the slot is allotted and recorded in the system for collection of ground rent from the date of admittance till the date of export.
- Container history will be forwarded to the traffic revenue section for forwarding the same to finance dept for collection of ground rent.

Pure storage:

- After the factory destuffing the empty container will be sent back to the port.
- The empty container is admitted inside the port on the basis of cart ticket issued by the CHA / C&F agent.
- The empty container is shifted to the empty container yard where it will be stacked.
- The gate in details of the empty container will be recorded by the ATI/TI in the container yard based on the admittance cart ticket details.
- Every month the bill to collect ground rent will be raised by the finance department based on the monthly report of pure storage sent by the ATI/TI container yard to TI Commercial section.

Port inhouse stuffing:

- As per the request by the CHA/C&F agent the cargo in trucks will be admitted to port premises for stuffing the cargo inside the port. The CHA/C&F agent has to obtain permission from the customs and ATM(Container) for the admittance of the trucks laden with cargo.
- On producing the permission letter the trucks will be permitted admittance into the port for stuffing.