



ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ
ನವ ಮಂಗಳೂರು ಪತ್ತನ ಪ್ರಾಧಿಕಾರಣ
NEW MANGALORE PORT AUTHORITY
(Fully Solar Powered)

ಭಾರತ ಸರ್ಕಾರ (ಪತ್ತನ, ಪೊತ ಪರಿವಹನ ಔರ ಜಲಮಾರ್ಗ ಮಂತ್ರಾಲಯ)
Govt of India (Ministry of Ports, Shipping and Waterways)
ಪಣಂಬೂರು ಪಗಂಬೂರು Panambur / ಮಂಗಳೂರು ಮಂಗಳೂರು Mangalore - 575010



No.NMPA/DTM/(N)/2023

Date: 29-08-2023

TRADE CIRCULAR

Sub : Standard Operating Procedure (SOP) for Gate-in/Gate-out of
Materials deployed / generated out of cargo handling (Dunnage)
at New Mangalore Port Authority.

The Standard Operating Procedure (SOP) for Gate-in/Gate-out of Materials
deployed / generated out of cargo handling (Dunnage) at New Mangalore Port
Authority is enclosed herewith, which shall be applicable with immediate effect.

TRAFFIC MANAGER

To

All Port Users

Copy to :

All HODs/ D.C(CISF) – for information
Addl.Asst. Director, Inspectorate of Dock Safety, Mangalore.
Sr.DTM/DTM/Sr.ATM/ATM-Gr.I(Op.)/ATM-Gr.1(R)/SO – for necessary action.
Sr.Dy.Director(EDP) – for publishing in the NMPA website.
PS to Chairperson / PS to Dy.Chairperson – for kind information.

ದೂರವಾಣಿ / ದೂರಭಾಷ / Phone : 0824- 2407341, 2887399

आईएसओ 9001:2015, 14001:2015, 45001: 2018 एवं आईएसपीएस अनुपालनकर्ता पत्तन

An ISO 9001:2015, 14001:2015, 45001: 2018 & ISPS Compliant Port

NEW MANGALORE PORT AUTHORITY**STANDARD OPERATING PROCEDURE (SOP) FOR GATE-IN/GATE-OUT OF MATERIALS DEPLOYED /GENERATED OUT OF CARGO HANDLING (DUNNAGE) AT THE NEW MANGALORE PORT AUTHORITY:**

1. The sop will govern the movement of materials (other than Cargo) generated/deployed for Cargo handling operations through NMPA Gates.
2. The materials pertaining to/generated out of cargo handling at all berths & Cargo handling equipment shall be permitted to Gate-in/Gate-out based on the approval of authorized officers of the Traffic Department, subject to Customs Permission.
3. The non-biodegradable waste materials required for Cargo Handling such as plastic waste, and waste Tarpaulins may be stacked in the designated area and may be taken out by the concerned agents/Port user on a periodical basis for recycling/treatment/disposal.
4. The materials pertaining to construction/maintenance works and other if any carried out by NMPA may be permitted to Gate-in/Gate-out based on the approval by the authorized officer of the work executing department (Civil/Mechanical/Marine).
5. The discharge/delivery of Scarp, Unserviceable items, and used scarp of all types generated by the vessels shall be permitted as per notified SOP dated 09.03.2016 for discharge of Scarp, unserviceable and used scarp of all types (Annexure - I).
6. The Ship stores supply except Customs Bonded Goods shall be permitted to Gate-in based on the notified SOP for the supply of Ship Stores dated 24.02.2016 (Annexure - II).
7. The materials required for hot work activities (i.e. welding items & oxygen cylinders) shall be permitted to Gate-in/Gate-out based on the permission for Hot work/entry of materials for hot work issued by DC/DFSO.
8. The movement of materials related to PPP Operators shall be as per the SOP notified vide Trade Circular dated.10.04.2023 (Annexure - III).
9. The Materials brought in on a returnable basis shall indicate the retention period. If the material is returned beyond the mentioned period, the concerned Company has to again obtain specific permission from NMPA & CISF for taking material outside of the port.
10. The loading of the dunnage/materials generated out of cargo handling shall be carried out during daylight hours i.e. from 06:00 Hrs to 18:00 Hrs in the presence of CISF. The agent shall submit the request for deployment of CISF at the loading point to the DC(CISF)/CISF control room and the concerned CISF personnel needs to be deployed at the loading point within one hour of receipt of the request on priority.

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10. After the approval /Permission of Port and Customs as applicable, the party has to produce the permission document to the CISF In charge at Mallya Gate. The same shall be subject to Physical verification by the CISF personnel posted at the Gates.

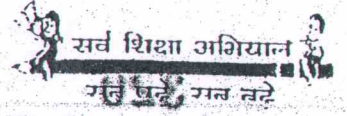
11. The Dy. Conservator and the Traffic Manager, NMPA are empowered to add, delete, or change any of the above procedures in consultation with the concerned to ensure safety, security and Ease of Doing Business (EoDB).

TRAFFIC MANAGER

sd/-

New Mangalore Port Authority

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नव मंगलूर पत्तन न्यास



NEW MANGALORE PORT TRUST



ಮಂಗಳೂರು	ದೂರವಾಣಿ : ಕಛೇರಿ	- 2407341
575 010	ಫೋನ್ : ಕಾರ್ಯಾಲಯ	- 2407341
ಮಂಗಳೂರು	Phone : Office	- 2407341 (24 Lines)
575 010	ಫೇಕ್ಸ್ : ಕಛೇರಿ	- 2408390
Mangalore	फैक्स : ಕಛೇರಿ	- 2408390
575 010	Fax : ಕಛೇರಿ	- 2408390

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Date 09-03-2016

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No.

NMPT/SRDTM/SOP/2016

TRADE NOTICE

Sub : Standard Operating Procedure for notifying the proposal for discharge of Scrap unserviceable, used scrap of all types generated by the vessel when alongside the Port.

On perusal of request from the Steamer Agent and the Master of the vessel calling at New Mangalore Port with regard to grant of permission for unloading the unserviceable, used and materials generated during maintenance of the vessel / tankers to discharge / unload at New Mangalore Port, it is decided to permit on case to case basis upon request from the Master of the vessel / Steamer agent representing the vessel. In order to facilitate and to streamline and simplify the procedure to carry out these activities in line with the Ease of Doing Business, the following Standard Operation Procedure(SOP) is proposed for implementation w.e.f. 9-3-2016.

- 1) Prior / after nomination or on arrival of the vessel, the Steamer Agent representing the vessel or Master of the vessel shall notify / declare to the Customs and to the Traffic Manager about the proposal for disposal of scrap material generated by the vessel for landing / disposal while alongside the berth.
- 2) This intimation has to be declared in writing to the Customs / Traffic Manager and also to the Port Control(VTMS).
- 3) The agents representing the vessel shall nominate the licenced C&F Agents or Ship chandlers to carry out this operation to the Traffic Manager and Customs. On the basis of this request, permission shall be granted by Customs and on the strength of the same, the Traffic Manager or his sub-ordinate Officers i.e. Sr.DTM /DTMs shall permit to discharge of scrap and intimate the D.C.(CISF).

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- 4) On receipt of the landing permission from the Customs / Port, the Agent representing the vessel shall appoint Custom broker (CHA) for following Custom procedure for filing of Bill of entry under Sec. 46 of Customs Act 1962 and payment of duty under Sec. 47 of Customs Act 1962.
- 5) On receipt of the landing permission from the Port / Customs, the item shall be unloaded under Customs supervision under Sec. 34 of Customs Act 1962 and the CHA and C&F Agents authorized by the buyer shall file the import application along with the related documents to the Port for the remittance of wharfage dues. On completion of discharge, the items discharged in random shall be quantified and hence same shall be weighed in Port weighbridge and kept at designated place i.e. at Mallya Gate till completion of all formalities.
- 6) On completion of entire discharge operation of scrap from the vessel, all the formalities of Customs and Port shall be complied with and upon receipt of Out of Charge from the Customs and Shed Delivery Order (SDO) from the Commercial Section, the scrap shall be re-weighed and only then Delivery Note shall be issued by the Asst. Traffic Manager(OP), which will be prepared in quadruplicate to be submitted to the gate i.e. Customs, CISF, Traffic Check-post and to the Consignee.
- 7) The permission to discharge of unserviceable and used scrap generated from vessel shall be granted by the Traffic Manager on case to case basis and DC(CISF) shall be duly intimated.
- 8) At the time of delivery of the said consignments shall be weighed again prior to issue of Delivery Note by the ATM(OP).
- 9) The unloading of the unserviceable scrap from the vessels / tankers shall be carried out only during the day light hours i.e. 06:00 to 18:00 hrs. under the supervision of CISF.
- 10) In case of the violation of the SOP by the Ship Chandler / C&F Agent, they shall be liable for suspension of licence / dock entry permit for all its employees of the company for the period of six months.


 TRAFFIC MANAGER
 New Mangalore Port Trust

To
 The President,
 Steamer Agents' Assn. &
 All Steamer Agents

- Copy to : Sr.DTM – for compliance
- Copy to : DTM(A/RCHW)
- Copy to : ATM-Gr.1(OP/A)
- Copy to : ATMs(OP) – for information
- Copy to : DC(CISF) – for information & compliance.
- Copy to : DC / HM / DM – for information.
- Copy to : Ship Chandlers Assn. of NMP – for information.
- Copy to : Supdt.(Docks), Customs – for information.
- Copy submitted to : Dy.Commissioner/Asst.Commissioner, Customs – for information
- Copy submitted to : Chairman / Dy.Chairman, NMPT

Annexure - II

ನವ ಮಂಗಳೂರು ಬಂದರು ಮಂಡಳಿ
नव मंगलूर पत्तन न्यास

NEW MANGALORE PORT TRUST

सर्व शिक्षा अभियान
सब पढ़े सब बढ़े

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ಮಂಗಳೂರು	ದೂರವಾರ್ತೆ	ಫೋನ್	- 2407341
575 010	ಫೋನ್	ಫೋನ್	- 2407341
ಮಂಗಳೂರು	ಫೋನ್	ಫೋನ್	- 2407341 (24 Lines)
575 010	ಫೋನ್	ಫೋನ್	- 2408390
Mangalore	ಫೋನ್	ಫೋನ್	- 2408390
575 010	ಫೋನ್	ಫೋನ್	- 2408390



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ಸಂಖ್ಯೆ

No. NMPT/SRD TM/SOP/2016

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Date 24-02-2016

TRADE NOTICE

Sub : Standard Operating Procedure for carrying out the operation of supply of ship stores provisions.

With a view to streamline and simplify the procedure of operation and conduct of supply of ship stores by the ship chandlers at New Mangalore Port, which is in line with the Govt. policy of Ease of Doing Business, following SOP is proposed for implementation w.e.f. 1-3-2016.

- 1) The agents representing the vessel shall intimate to the Customs and Port duly authorizing the ship chandlers to board the vessel in the prescribed format.
- 2) On the strength of the authorization letter, wherein names of two persons should be mentioned authorizing to board the vessel to transact the business during the stay of the vessel alongside berth at New Mangalore Port.
- 3) Request of the agent representing the vessel should be addressed to the Traffic Manager and Supdt.(Docks), Custom intimating the proposal for supply of ship stores / provision / bunker / equipment.
- 4) On the basis of the same, Traffic Manager, Sr.Dy.Traffic Manager and Dy.Traffic Manager shall endorse to the Inspector(CISF) at gate to permit boarding / admittance of the designated ship chandler.

...2/-

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3/11

- 5) Custom formalities relates to Shipping bill or Customs special permission (public holidays) and Port formalities is Export application or special permission on public holiday or emergency pass). (Copy of Shipping bill Customs, export application of TM/NMPT, Deck stores order of Master and Authorisation letter of Steamer Agent to be enclosed).
- 6) The permission is only for two persons of the Company by name.
- 7) The Ship Chandler shall not indulge any other activities other than the approved activity of supply of ship stores.
- 8) The ship stores, which is permitted to be supplied to the vessel by the Customs as per the Customs Act shall be checked by the CISF only after following proper protocol i.e. after notifying to the designated officer of the Customs, since the activity is carried out under the supervision of Customs.
- 9) Ship stores which are perishable in nature shall not be stopped, detained or any other person other than Custom officers.
- 10) Any person other than the designated personnel authorized to board the vessel is valid and is on the basis of vessel to vessel only. The respective ship chandler shall be responsible for any consequences and for violation of the SOP. And for violation of said SOP, the permission / dock entry passes shall be suspended for a period of 3 months.
- 11) The permission to board the vessel shall be on the basis of vessel to vessel operation only, which is valid from date of berthing to sailing of the vessel.


TRAFFIC MANAGER

To
The President,
Steamer Agents' Assn. &
All Steamer Agents'

Copy to : Sr.DTM – for compliance
Copy to : DTM(A/RCHW)
Copy to : ATM-Gr.1(OP/A)
Copy to : ATMs(OP) – for information
Copy to : DC(CISF) – for information & compliance.
Copy to : DC / HM / DM. for information.
Copy to : Ship Chandlers Assn. of NMP – for information.
Copy to : Supdf.(Docks), Customs – for Information.
Copy submitted to : Dy.Commissioner/Asst.Commissioner, Customs – for information
Copy submitted to : Chairman / Dy.Chairman, NMPT

Form No.

REQUEST LETTER

323
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Ref. No. _____

Date: _____

To

The Traffic Manager
New Mangalore Port Trust
Panambur

Dear Sir,

Sub : M.T / M.V. _____

This is to inform you that the subject vessel has arrived at New Mangalore Port on _____ for loading / discharging _____ MT at Berth No. _____.

The owners have appointed M/s. _____ to supply ship stores to the subject vessel as per Master's requirement.

Therefore, you are requested to kindly permit them to board the vessel after obtaining necessary permission of Customs.

Thanking you,

Yours faithfully,

For (NAME OF THE STEAMER AGENT)
With duly signed & stamped

CC: Custom / Dy. Commandant (CISF)

NAME OF THE VESSEL :

DECK STORES ORDER

Date:

32498

Sl.No.	Item Code	Item Name	Tender Qty	Unit

MASTER OF M.V. / M:T. -----
With duly signed & Stamped

CUSTOMS PERMISSION

SOP for PPP/BOT Concessionaires, Terminal Operators for Entry and Exit of Material/s (other than Cargo) through NMPA Gates

1. The SOP will govern the Entry and Exit of Material/s (other than cargo) required for carrying out Terminal operations and will be applicable to/from the customs bonded area of NMPA for the PPP/BOT/Captive Terminal Operators for use in the respective terminal.
2. Definition: The following terms used in this SOP are defined as under,
 - i. **Issuing Authority** means Dy.Conservator, NMPA
 - ii. **Appellate Authority** means Chairperson, NMPA
 - iii. **Operator** means PPP/BOT/Captive concessionaires and Terminal Operators
 - iv. **Material** means any item other than cargo such as machinery, equipment, spare parts, tyres, consumables, provisions and store items for office canteen/cafeteria, tools & tackles, etc. required for functioning of terminal operation including items for disposal like garbages / scrap(metal/ non-metal) / wastages / used oil etc.
 - v. **Gate** means KK Gate , Mallya Gate and SJ Gate of NMPA
 - vi. **Cargo** means Import/Export/Coastal cargo handled inside Custom bonded area of NMPA
3. The Operator shall request for the permission to the issuing authority. The following mandatory documents are to be submitted by the applicant along with the request letter.
 - a) Master List of Materials as per format in Annexure-1.
 - b) One time Indemnity Bond as per format in Annexure-2 which shall be valid for the concession/lease/agreement period.
 - c) Acceptance of Terms and conditions as per the SOP as per Annexure-3.
4. The operator shall submit List of Authorised Gate pass signatories (Upto 6 persons) as per Annexure-4 to the Issuing Authority, Customs and CISF. The party may submit a fresh list of Authorised Gate Pass signatories as and when changes are required.
5. The permission period shall be co-terminus with the validity period of custodianship issued to the Operators by the Customs. In case of other terminal operators, the permission shall be for a period of one year.
6. The Operators shall take necessary permission from the Customs.
7. The Operator shall issue gate pass as prescribed in Annexure-5.
8. The movement of Material/s to/from Port under this permission shall be limited to the list of Material/s as mentioned in Annexure-1 only. For any items not furnished in this list, the operator has to take separate permission.
9. Each time during the of Movement of the Material/s as per the attached list, the operator has to submit the Gate pass duly mentioning the item description as per the format provided and signed by any of the authorized signatories to the CISF at the gate along with Customs permission. The same is subject to physical verification by the CISF at the gates during the movement.
10. The record of Entry/Exit of the Material/s should be produced to the CISF or the issuing authority by the operator as and when requested.

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Annexure-1

MASTER LIST MATERIAL/S (OTHER THAN CARGO)

(On Letter Head of Operator signed by an official not below the Terminal Head)

Sl. No	Name of the Item	Brief Description/Remarks
1		
2		

Authorised Signature
Name
Designation
Company Seal

858
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Annexure-2

INDEMNITY BOND

(To be executed in Non Judicial Stamp paper of not less than Rs. 200)

This deed of indemnity is executed by (Firm Name) Represented by its (Designation) (Name) Duly authorized under(board reso./ Partnership Deed dated:..... / Power of Attorney dtd:..... having its office at....., herein after referred to as 'Indemnifier' which expression shall unless repugnant to the context or meaning thereof, include its successors, Administrator, representatives and permitted assignees in favour of New Mangalore Port Authority, Panambur, Mangalore 575010, herein after referred to as 'Indemnified' which expression shall unless repugnant to the context or meaning thereof include its representatives and assignees etc.

Whereas the indemnified herein has permitted the indemnifier herein for movement of Material/s (other than Cargo) in and out of NMPA on terms and conditions as per the Standard Operating Procedure set out inter alia in the Trade Circular No.dated

AND Whereas, the clauses in the terms and conditions of the above mentioned permission letter provides for indemnifying the indemnified by the indemnifier for any loss, damage, claim or action arising out of the acts of Indemnifier during the activities performed during such movements.

AND Whereas, the Indemnifier hereby irrevocably agrees to indemnify the indemnified and keep harmless from and against all or any claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto and the indemnified shall be at liberty to deduct or adjust or penalise the said loss or costs as the case may be from the security deposit amount or any other amount/s of the indemnifier by the indemnified for an amount that the indemnified may be called upon to pay towards claims, demands, proceedings, costs, charges and expenses whatsoever in respect of or in relation to the permission referred to above without any reference to the indemnifier.

The Indemnifier agrees to comply with all rules, terms and conditions and directions issued by Port from time to time and strictly adhere to Standard Operating Procedures on Safe handling as per Dock Safety Regulations. The Indemnifier agrees to ensure that the Workers /labourers deployed by them are wearing adequate PPE while handling and transporting.

The Indemnifier agrees to ensure that the vehicles and equipment used for transportation and handling have valid Fitness Certificate and are manned by the driver and cleaner/helper at all times during the stay at the Port.

The Indemnifier shall comply with all or any other applicable legislation or other statutory Rules and Regulations whatsoever in force if these are applicable. Any obligations finding or otherwise missed under any statutory enactments rules & regulations there under shall be the responsibility of the Indemnifier and the Indemnified will have no responsibility for the same.

In addition to complying of the above, the Indemnifier hereby undertakes to indemnify the indemnified against all dispute arising out of movement of the said Material/s and including the consequences of the proceedings passed by Civil or Criminal courts in respect of the movement of the Material/s. The Indemnifier hereby undertakes that the Material/s carried is free from all encumbrances including attachments/injunction/decrees/orders passed by any Civil or Criminal courts or statutory authorities restraining the movement of the said Material/s including Legal and Financial obligations also covering claims arising out of accidents, overloading of the vehicles and/or third party property damage for which the indemnified and its officers / representation are in no way responsible.

For.....

INDEMINIFIER

(Signature with Name and Designation)

Company Seal

Station:

Date:

Witness:

1.....

Signature with Name, Designation & Address

2.....

Signature with Name, Designation & Address

ACCEPTANCE OF TERMS AND CONDITIONS

(On Letter Head of Operator signed by an official not below the Terminal Head)

Date:

We as Terminal Operator hereby unconditionally accept the below mentioned **Terms and Conditions** in its totality / entirety for Entry and Exit of Material/s (other than Cargo) through NMPA Gates as per the Standard Operating Procedure notified by the Port.

1. The Permission is strictly restricted only for the Entry/Exit of Material/s (other than cargo) as mentioned in the Annexure-1, for the purpose of Operations and Maintenance of the Terminal and not for import or export purposes subject to periodical review by the Issuing Authority.
2. The permission is terminable on written notice by the Port without assigning any reasons thereof. Neither party shall have any right of any claim on the other on account of such termination.
3. The operator shall agree to comply with all rules and directions issued by Port from time to time for the movement and should strictly adhere to Standard Operating Procedures on Safe handling as per Dock Safety Regulations.
4. The operators have to ensure that the Workers /labourers deployed by them are wearing adequate PPE while handling and transporting and use the toilets and follow proper method for waste disposal in the wharf. Strict action will be taken if the workers/labourers are found indulging in open defecation.
5. The operators have to ensure that the vehicles and equipment used for transportation and handling are having valid RFID entry passes and Fitness Certificate and are manned by the driver and cleaner/helper at all times during the stay and operations at the Port.
6. The operator shall have to comply with all stipulations and requisitions which may from time to time may be made by Govt. or any other statutory authority for the movements undertaken. The operator shall obtain all statutory clearances required for the movements. Port would not take any responsibility in the matter.
7. The operator shall follow safety norms as may be prescribed by competent authority and take all necessary measures for ensuring safety of men, Material/s and machines.
8. The operator has to take all necessary measures to cover/secure the Material/s during handling/transportation and follow anti-pollution, anti-spillage and environmentally friendly measures. Failure to observe the environmental and safety norms can lead to cancellation of the permission. The party shall make arrangements to clean the spillage (if any) regularly.
9. The operator should not create any inconvenience to the Port Operations, in any form during the movement.
10. The operator shall be solely responsible for any accidents/untoward incidents leading to any casualties/damage caused in the Port are as a result of the movement of the Material/s and indemnify NMPA against any liabilities arising out of such incidents. Further, any damage to Port property or any cost to Port arising out of such incidents will be recovered from the operator.

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11. If it is observed at any stage that the operator has indulged in corrupt/fraudulent /collusive/coercive practice/ unauthorized entry of personnel or Material/s including contraband Material/s or has produced forged/misrepresented documents or has sufficiently violated the aforesaid terms and conditions of the SOP, the permission of such agency shall be terminated with immediate effect. Further, such operator shall not be issued with such long term permission.
12. In case of withholding or termination of permission by the issuing authority, the operator may appeal to the appellate authority whose order shall be final and binding on the Operator.

Authorised Signature
Name
Designation
Company Seal

588

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Annexure-4

SPECIMEN SIGNATURES OF THE AUTHORIZED SIGNATORIES
(On Letter Head of Operator signed by an official not below the Terminal Head)

Date:

The specimen signatures of the following employees of our terminal may be considered as Authorized Signatures for movement of Material/s (other than cargo) INSIDE/OUTSIDE Port premises.

Sl.No	Name and Designation	Specimen Signature
1		
2		
3		
4		
5		
6		

Authorised Signature
Name
Designation
Company Seal

332

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Annexure-5
(Gate Pass Format)

(Printed Letter Head of the Operator)
GATE PASS

Gate Pass No...
Date:

To,
The CISF Incharge
NMPA

The below mentioned Material/s (other than cargo) may be permitted INSIDE/OUTSIDE port premises through KK Gate/Mallya Gate/SJ Gate which are required to perform the O&M activity of the terminal.

Sl.No.	Item Description	Quantity	Returnable/ Non-Returnable	Remarks
1				
2				

Authorized Signatory