

यातायात विभाग

Traffic Department

Traffic manager's Office

40, C. G. R. Road, Kolkata – 700 043

Phone: 033- 2439 2926

Fax : 033- 2439 2647

Website: www.kolkataporttrust.gov.in

Tfc/GZZY 241/ Online Import Process.

Dated, the 11<sup>th</sup> January, 2021.

**TRADE CIRCULAR**

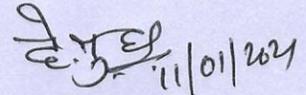
**Sub: Online Import process for Containers under Ease of Doing Business.**

**Ref: Circular No: Tfc/GZZY241/ Online Import Process dated 25/11/2020  
(Copy enclosed).**

Further to this office Circular on the subject referred above, the following are being informed to all registered Shipping Lines / Container Agents and CHAs for taking necessary action towards implementation of subject process with a view to make the total process contactless:-

- (i) Online Import application submission without any need for CHA to visit Port, will be mandatorily implemented from 15.01.2021.
- (ii) Tab based delivery and receiving at the container yards will be mandatorily implemented from 01.02.2021.

Encl.: As stated.



(Er. D. Guha)

Traffic Manager (I/C)



## SYAMA PRASAD MOOKERJEE PORT KOLKATA

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

यातायात विभाग  
Traffic Department  
यातायात प्रबन्धक कार्यालय  
Traffic Manager's Office

(Erstwhile Kolkata Port Trust)

An ISO 9001: 2008 PORT

ईमेल / Email : [tm@kolkataporttrust.gov.in](mailto:tm@kolkataporttrust.gov.in)



Phone : 2439 2926 (D)  
Fax # 033- 2439 2647  
40, Circular Garden  
Reach Road,  
Kolkata-700 043

Tfc/GZZY 241/ Online Import Process

Date: 25.11.2020

### ALL CONCERNED CIRCULAR

#### **Sub: - Online Import Process for Containers under Ease of Doing Business initiative.**

Online processing of all documents related to container import process has been developed and made available in SMP, Kolkata website under POMS Online Services for all container import discharged.

Below official URL link of POMS ONLINE SERVICE may be used to access the New Import Process through web portal URL: <http://203.153.37.38/ccuPomsPosWeb/>

All registered shipping lines and CHAs who already have the user ID and PASSWORD for POMS Online Services may send the attached undertaking **Annexure I** by email to [ct.nsd@kolkataporttrust.gov.in](mailto:ct.nsd@kolkataporttrust.gov.in)

For any assistance and follow up regarding new registration, generation of user ID and Password, please contact above email ID or contact NIC :Mail : [nic@kolkataporttrust.gov.in](mailto:nic@kolkataporttrust.gov.in) / Ph: +91 33 71003377.

All the registered users will submit the required information through newly developed online web interfaces along with supporting scanned copies of documents. There are two modules for respective users, which are given below.

- "Import Application" for CHA nominated by MLO/Importer
- "Import Ready Application" for the CHA nominated by the MLO/Importer

The details of the above functionalities are given as under:-

- 1) The nominated CHA will file "Import Application" with Bill of Entry, Cargo & Container details along with a scanned copy of Actual Bill of Entry and other documents in pdf format.

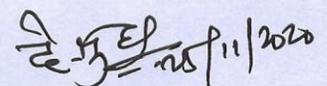
- 2) SMP, Kolkata staff will complete Bill of Entry and accept Import Application in POMS after verifying attached documents and data entered electronically.
- 3) Now CHA can generate Truck Chit as per current standard practice. After loading of containers at yard, Cargo Overseer (CO) will update all the relevant information like container loading date & time along with equipment in POMS through Handheld Device at yard.
- 4) After the container is allowed to pass out by Customs, CHA will file “**Import Ready Application**” or OOC along with scanned copies of actual Out of Charge of Customs.
- 5) SMP, Kolkata staff will allow the delivery after due verification of attached documents.

**Note: -**

Data once submitted through the online portal will be treated as final and processed accordingly. Users will be fully responsible for all costs and consequences for any incorrect or incomplete submission. Users also hereby agree to indemnify SMP, Kolkata and hold it harmless against any claims, costs or consequences arising at any point of time due to incorrect or incomplete data submission.

Registered Shipping Lines & licensed CHAs, having PD accounts are requested to use this facility for all import containers. It is intended to make this mandatory after 0630 AM on 01.12.2020.

For any other issues, complications or clarifications port users can email to: [nic@kolkataporttrust.gov.in](mailto:nic@kolkataporttrust.gov.in) or contact on phone: +91 33 7100 3377. Issues remaining unresolved may be escalated to the officers at the NSD Container Terminal.



(Er. D. Guha)

Traffic Manager(I/C)

**Encl : Annexure I**

**Distributions:-**

Sr. P.S. to Chairman for favour of kind information of Chairman.

P.S to Dy. Chairman for favour of kind information of Dy. Chairman.

FA&CAO / Secretary / Jt. Dir(P&R) / : for information

CHE: for information - with a request to upload in the KoPT website.

Importers / Exporters / CNF Agents / CFS operators/MLOs.

BNCCI/BCCI/MCC/ICCI/CCCI/BCCI/HCCI: for information

ASIC/NECHAA/CCHAA/NACFS/CSLA/MSA/EEPC/FIEO/CII/CSLA: for information and wide circulation.

All Notice Boards / Website and Port Users

All officers of Traffic Department.

**Annexure I to TFC / GZZY 241 / Online Import Process dated 25.11.2020**

**Draft undertaking to be submitted by Container Agent / CHA on company letter head signed by authorized signatory, with a certified copy of the authorization to sign.**

**Soft Copy may be mailed to [ct.nsd@kolkataporttrust.gov.in](mailto:ct.nsd@kolkataporttrust.gov.in) and hard copy sent by hand to NSD Container Terminal Office or by post to Officer of the Traffic Manager.**

The Board of Trustees of Syama Prasad Mookherjee Port, Kolkata (SMP, Kolkata)  
Syama Prasad Mookerjee Port, Kolkata,  
15 Strand Road  
Kolkata – 700 043

Sub : Undertaking for use of the web portal.

Dear Sir,

1. I / We, .....(Name of the party) have fully understood that any cost of consequence for incorrect or incomplete data entry when using the web portal will be for my account, so far as the responsibility for data submitted by me or any employees on the web portal.
  
2. I / We, ..... (Name of the party) undertake to indemnify SMP, Kolkata and hold harmless against any claim(s) from any party(or parties) arising at any point of time for incorrect or incomplete data entry when using the web portal so far as responsibility for data submitted by me or any employees on the web portal.

Signature and Seal of the Party

We are submitting this undertaking as required for the use of the online web portal.

Yours faithfully,

Signature of Party:.....

Name: .....

Designation: .....

Date : .....

Seal of the Party: .....