



भारत सरकार

GOVERNMENT OF INDIA

सीमा शुल्क प्रधानआयुक्त का कार्यालय (बंदरगाह)

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PORT)

सीमा शुल्क सदन, १५/१, स्ट्रैंड रोड, कोलकाता - ७००००१

CUSTOM HOUSE, 15/1, STRAND ROAD, KOLKATA 700001

30/11/2021

### **SOP to the Notification No. 68/2021**

Subject:- **‘Standard Operating Procedure’ to be followed at Pre-Gate Facility, Netaji Subhash Docks, Kolkata–reg.**

Attention of Exporters, Importers, General Trade, Port Terminal Operators, Shipping Lines/Shipping Agents, CFSs coming under the Jurisdiction of Custom House, Kolkata and all other stakeholders is invited to the Notification No. 68/2021 dated 16.09.2021 issued by Port Commissionerate regarding the functioning of the Pre-Gate Facility at M & Q Block, Sonai.

2. Only road-borne RFID-facilitated export load containers will be routed through the Pre-Gate Facility, with the following exceptions:

- i. Consignments like Tea, Over Dimension Cargo (ODC) etc. will continue to enter directly to NSD premises as usual for inspection / examination. Containers stuffed and sealed at CFS will enter NSD premises directly.
- ii. Reefer load containers will continue to enter NSD as usual.

3. Truck trailers eligible for entry to the Pre-Gate Facility will enter the premises through the entry gate on Sonai Road.

4. On arrival of container-laden truck at Pre-Gate Facility, the Preventive Officer shall verify the RFID electronic seal for tampering, if any, en route, through handheld/fixed reader/scanner along with the “Container no., Seal no., Condition of the Seal, and the other information coded into the RFID E-seal” and endorse the same either on the Check List of the Shipping Bill or on the Invoice Copy presented by Exporter. After verification of the E-seal, the trucks may proceed to the parking area within the facility.

5. Based on the endorsement made by the Preventive Officer at ‘In Gate’, the Shipping Bill would then be processed for registration in the ‘Document Processing Area’ inside the Pre-Gate Facility. LEO shall be granted by Superintendent, Pre-Gate Facility after verifying

and endorsing Form as per the extant procedures following RMS/System/Group instructions.

6. After ensuring the integrity of RFID-seal and after verification of the information tagged along with it, the Preventive Officer will verify the LEO documents, endorse them and clear the container. Then, the container will move towards the Out gate. These containers bearing export cargo given LEO from Pre-Gate Facility shall enter NS Docks through Gate No. 8 (located opposite the exit gate of the Pre-Gate Facility) and head towards the container terminal for dropping off the container.

7. After an export consignment enters the Pre-Gate Facility, the LEO shall **NOT** be granted to the same in Pre-Gate Facility in the following scenarios:

- i. The containers are marked for examination by RMS/Group/System, or any alert from investigating agencies;
- ii. Issues are noticed with the RFID seal: Seal mismatch/ RFID reader indicates the e-seal as “tampered”/compulsory details tagged to the RFID seal are found mismatched with the Shipping Bill etc.;

8. The containers referred to in para 7 above will be taken to 2-NSD shed inside the Docks for conducting examination following due procedures, and further processing thereof. If goods are found to be in order after the examination, the LEO for the same will be processed within NS Docks and the containers will be routed for export.

9. Syama Prasad Mookerjee Port (SMP), the Custodian, shall post adequate number of security personnel in the facility for monitoring and security purpose. Truck Trailers (TT) carrying Export containers shall approach Gate No.8 of NSD after exit from Pre-Gate Parking facility travelling through public road between the two notified areas. It shall be the responsibility of the SMP personnel posted at the exit gate to ensure that the truck trailers exiting the Pre-Gate Facility cross the C.G.R. Road and enter the docks through Gate No. 8 without any diversion/pilferage etc.

10. SMP shall take adequate steps to ensure that traffic through the dedicated corridor in the Pre-Gate Facility is smooth so that LEO-granted containers do not miss the vessel (or rotation number) assigned to it.

11. Random check of container as well as the seal verification to the extent of minimum 10% to 15 % will be done by the Preventive Officer at Gate No.8 of NSD and discrepancies if any, shall be brought to the notice of the Deputy Commissioner, NSD. A record of such checks shall be maintained on a daily basis in a separate register.

**General Instructions:**

SMP will develop Pre-gate Parking facility with modern facilities and provide all the requisite facilities/amenities to the Customs staff posted at the Pre-gate Parking facility and Gates and to the staff of the CHA/Exporters as per the "Handling of Cargo in Customs Area Regulations, 2009". A simultaneous live feed at Terminal Gate will be made available to Customs officers at Pre-Gate Parking facility Office as well as at Gate No.8 of NSD.

It will be the responsibility of the Customs Staff posted at Pre-gate Parking facility to ensure that the Pre-gate Parking facility is manned round the clock. Sufficient manpower for this purpose shall be provided by the Port Security Officials (PSO) section of SMP, Kolkata. In case of any rush of containers/ TTs at Pre-gate Parking facility, additional staff will be provided from floating strength by PSO section.

Since the concept of RFID E-seals has been introduced by the Board, it is conveyed that the various provisions mentioned in the relevant Board Circulars i.e. Circular No. 26/2017-Customs dated 01.07.2016, 36/2017-Customs dated 28.08.2017, 37/2017 dated 27.09.2017, 41/2017-Customs dated 30.10.2017, 44/2017-Customs dated 18.11.2017 and 51/2017-Customs dated 21.12.2017, and other relevant instructions issued from time to time, must be strictly complied with.

Due precautions must be taken while handling the various Hand held readers provided at the facility for checking the E-seals for Export Containers.

The Customs staffs are directed to go through the relevant Public Notices and Board Circulars issued in this regard.

This SOP shall come into force with immediate effect. In case of any difficulty, the specific issue may be brought to the notice of Deputy Commissioner of Customs, (NSD), Custom House, Kolkata.

Rajesh Jindal  
Principal Commissioner of Customs  
(Port)  
Custom House, Kolkata.

Copy to:

1. The Chief Commissioner of Customs, Kolkata Zone, Kolkata.
2. The Chairman, Syama Prasad Mookerjee Port, Kolkata, 15, Strand Road, Kolkata- 700 001.
3. Deputy Commissioner of Customs (EDI), Custom House, Kolkata for uploading on the Kolkata Customs website.
4. Assistant Commissioner of Customs, SCH, for displaying on the Notice Board.

Rajesh Jindal  
Principal Commissioner of Customs  
(Port)  
Custom House, Kolkata.