

# TRAFFIC MANUAL

# CHITTAGONG PORT AUTHORITY

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## CHAPTER - 1

### DEFINITIONS

#### 1. Definitions

1. DEFINITIONS/ABBREVIATIONS- In this Regulations, unless there is anything repugnant in the subject or context :-

- (1) **“Port”** means the Chittagong Port as per Declaration of limits of Port under Section 3 of the Chittagong Port Authority Ordinance, 1976 (Ordinance No. LII OF 1976) as amended from time to time.
- (2) **“Authority”** means the Chittagong Port Authority established under section 4 of the Chittagong Port Authority Ordinance, 1976 as amended from time to time for the management, maintenance, improvement and development of the Chittagong Port and for matters connected therewith or incidental thereto.
- (3) **“Board”** means the Board of the Authority constituted under Section 6 of the Chittagong Port Authority Ordinance, 1976 and consisting of Chairman and Members approved by the Government to which the general directives and management of the Port Authority and its affairs vest and which may exercise all powers and do all acts and things which may be exercised/done by the Authority
- (4) **“Chairman”** means the Chief Executive Officer of the Chittagong Port Authority.
- (5) **“Member”** means a Member of the Board, required to perform such functions and discharge such duties as are assigned to him by or under the Chittagong Port Authority Ordinance, 1976 as amended from time to time.
- (6) **“Director (Traffic)”** means the Officer appointed by the Authority as Incharge of the Traffic Department for operational and functional control of the jetties, CFSs, Transit sheds, Warehouse , Open yards, Mooring, Anchorage, Stages/ramps and place assigned for landing and/or shipment of cargo/container, etc. and embarkation or disembarkation of persons etc. and includes any official acting on his behalf.
- (7) **“Deputy Conservator”** means the Officer appointed by the Authority as Incharge of the Harbour & the Conservancy Department for operational and functional control of Navigation, pilotage, Berthing/Unberthing of vessels etc. and includes any official acting on his behalf.
- (8) **“Chief Finance and Accounts Officer”** means the officer appointed by the Authority as Incharge of finance and Accounts Department for functional control of Finance and Accounts matters and includes any official acting on his behalf.
- (9) **“Director (Security)”** means the officer appointed by the Authority as Incharge of the Security Department for operational and functional control of security measures of the Port Protected Area and/or any other place within the Port Limits and includes any official acting of his behalf.
- (10) **“Pilot”** means a person in the service of the Authority for the time being authorized to pilot vessels to and from or within the port.
- (11) **“Licencing Authority”** means the Board/Chairman/Member or any officer of the concerned department to be designated and authorised by the Authority to accord approval to or grant Licence and/or enter into agreement with any service organisation.

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(12) **“Licence”** means approval accorded or Licence granted and/or Agreement entered into by the Licencing Authority under the procedures relating to Shipping Agent, C & F Agent, Stevedore, Shore Handling contractor, jetty Handling Contractor, Lighterage Contractor, Ship Chandler, Chipping and Painting Contractor and Vendors etc.

(13) **“Anchorage”** means a place where a vessel can anchor or stay on her own anchor and/or authorised for landing, loading and shipment of cargo.

(14) **“Berth”** means jetty, mooring, pier, stage, ramp, anchorage or any other place authorised for landing, loading or shipment of cargo or waiting/ repairing etc of vessels.

(15) **“Pier”** includes any stage, ramp, stair, landing place, jetty, floating barge, or pontoon or any bridge or other works connected therewith usually extending seaward at right angle to the line of the shore and authorised for landing, loading or shipment of cargo.

(16) **“Dock”** includes basin, lock, quay, wharf, warehouse, railways and other works and things appertaining to any dock.

(17) **“Jetty”** means where a vessel can be moored and which is provided with the facilities of Platform, Stage, Ramp, Quay/Wharf etc. Authorised for landing, loading or shipment of cargo/container.

(18) **“Jetties”** include all wharves, Quays, Transit sheds, Warehouses, Storage Sheds, Open yard, Mooring, Piers, Stages, Ramps, or other places authorised for landing, loading, shipping, storage/handling of cargo/container under the Chittagong Port Authority Ordinance, 1976 (Ordinance No. LII of 1976). as amended From time to time, and the Sea Customs Act (Act No. IV) of 1969.

(19) **“Wharf”** means any bank of the river which may be improved to facilitate the loading, unloading or shipping of cargo/container, and any foreshore used for the same and any wall enclosing or adjoining such bank or foreshore.

(20) **“Mooring”** means a place where anchors, chains and buoys have been laid down for a vessel to be moored to and authorised for landing, loading or shipping of cargo/container.

(21) **“Jetty/Port Premises”** means any wharf, plinth, shed, warehouse open yard, building, structure, platform, gate, road or any other place within the Port Protected Area.

(22) **“Protected Area”** means any area declared to be protected under the Ports (Special Measures) Act, 1948 (XVII of 1948).

(23) **“Transit Shed”** means a covered Shed on the river front and includes also the open area adjacent/adjoining the Transit Shed earmarked for cargo handling.

(24) **“Storage Shed”** means a backup shed behind the transit shed and includes also the open area adjacent the storage shed earmarked for cargo handling.

(25) **“Base”** means Home depot of container or Trailer or Floor of a Container.

(26) **“Container Terminal”** means the wharf, dock or berth at which the container is loaded into or discharged from the carrying vessel and includes the backup facilities.

(27) **“Container yard (Cy)”** means an installation at which containers is received from or delivered to the merchant by or on behalf of carrier.

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(28) **“Container Freight Station (CFS)”** means an installation at which LCL Traffic is received from the merchant by or into a container and / or at which LCL traffic is delivered by or on behalf of the carrier to the merchant after unpacking from a container.

(29) **“Inland Container Depot”** ICD means a terminal which provides facilities for shippers or forwarders to bring containers as near as possible to the centres of large areas of industry and population and distribute them. These loads travel in bond and it is the function of ICD to receive the unit loads, unstuff/stuff the goods, sort them and present them for customs clearance and is also known as Dry Port and is generally located away from the sea ports.

(30) **“Vessels”** means anything made for the conveyance by water of human beings or properties.

(31) **“Inland vessel”** means anything made for conveyance by water of human beings or properties within the shores of Bangladesh. This definition is for the purpose of levying jetty charges only.

(32) **“Lighter”** means a vessel used for lightering of a mother vessel.

(33) **“Fender”** means the thing used for protection of a vessel against outside collision.

(34) **“Hatch”** means opening in the deck above the “Hold” through which cargo is hoisted or lowered.

(35) **“Hold”** means a part of the interior of a vessel below decks in which cargo may be stored.

(36) **“Gross Tonnage”** is the measure of the total internal volume of a vessel reckoned in tons of Cubic Capacity and is the usual method of expressing the tonnage for merchant ships.

(37) **“Net Register Tonnage”** represents the earning capacity of a merchant ship, it is a measure, in tons of Cubic internal volume, which can be used for carrying cargo or passengers. In other words, it is the ship's gross tonnage less the space occupied by such items as machinery, crew, bridge and cable lockers etc.

(38) **“Pratique”** means the permit for a vessel to communicate with land after a clean bill of health has been produced or Quarantine have been observed.

(39) **“Owner”** means, when used in relation to cargo, any consignor, consignee, shipper or agent for the sale, custody, shipping, clearing or removing such cargo and when used in relation to any vessel, any part owner, charterer, consignee, mortgagee or agent in charge thereof.

(40) **“Master”** in relation to any vessel, means any person, (not being a Pilot or Harbour master), having for the time being in the command or charge of such vessel.

(41) **“Service Organisation”** means any person/firm/organisation engaged in rendering service in respect of vessels, lightering vessels, cargo handling, clearing and forwarding of cargo, supply of provisions/ medicine/dunnage etc. repairs of vessels/vessel's appliance, garbage cleaning/laundering/hair cutting/fumigation/vending of articles/rejected articles and medical practice on board etc. within the limits of the Chittagong Port.

(42) **“Shipping/Steamer Agent”** means any person or body of persons holding valid licence issued by the customs and enlisted by the Authority for functioning as Agent or Owner/Charterer of vessels or on behalf of the Receivers of cargo.

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(43) **“Container Line”** denotes the body operating a container liner service, employing and /or owning a fleet of containers/container vessels under its control.

(44) **“Stevedore”** means a person or body of persons holding a valid licence issued by the Port Authority for supplying labour and other staff etc. on board in loading or discharging of cargo from vessels in port on behalf of Master/Owner/Charterer/Agent of vessels.

(45) **“Shore Handling Contractor”** means a Stevedore who apart from supplying labour and other staff etc. on board on behalf of his employer, may also be required to supply labour and staff etc. on shore as per agreement with the Authority.

(46) **“Jetty Handling Contractor”** is a person or a body of persons entering into a contract with the Authority for the purpose of handling etc. of cargo already in the custody of the Authority as may be required within the port premises.

(47) **“Lighterage Contractor”** means a person or body or persons holding valid licences issued by the Port Authority and authorised to do lighterage work in the Port.

(48) **“Tally Contractor”** means a person or body of persons holding valid Licence issued by the licencing Authority for maintaining tally of cargo/ Livestock/ container landed from or shipped to vessels on behalf of master/owner/ charterer/agent of such vessels.

(49) **“Clearing and Forwarding Agent”** means any person or body of persons holding valid licence issued by the Customs and enlisted by the Licencing Authority for functioning as Agent of owner/consignor/ consignee/shipper/ importer of cargo.

(50) **“Freight forwarder”** means a commission agent performing on behalf of the exporter/importer routine tasks such as loading/unloading of goods, storage of goods, arranging local transport, obtaining payment for his customer, etc. The services that a freight forwarder renders may often range from routine and basic tasks such as the booking of space or customs clearance to a comprehensive package of services covering the total transportation and distribution process. Forwarders are known by different names in different countries, such as “Customs House Agent” “Clearing Agent” “Customs Broker” Shipping and Forwarding Agent” and in some cases acts as a “Principal carrier” that is, the main carrier.

(51) **“Merchant Labour”** means a body of persons authorised for handling cargo to and from the Road Transport, etc, of the Clearing and Forwarding Agent within the Jetty premises.

(52) **“Ship Chandler”** means any person or body of persons holding a valid licence issued by the licencing Authority for supplying provisions and stores to the sea-going vessels within the limits of the Chittagong Port.

(53) **“Chipping & Painting Contractor”** means any person or a body of persons holding a valid licence issued by the Licencing Authority for undertaking the work of chipping, cleaning and/or painting of vessels within limits of the Chittagong Port.

(54) **“Vendor”** means any person holding a valid licence from the Licencing Authority and is authorised to vend or sell any kind or light articles, provisions or services on board vessels within the limits of Chittagong Port.

(55) **“Cargo/Goods”** includes wares and merchandises of any description whether break-bulk or containerised.

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(56) **"Sling"** is the commonest form of cargo-handling gear which may be made with a length of cordage or steel wire rope having the two ends spliced to make it into an endless belt (Types of slings generally used in cargo handling are snotter/snorter i.e. Rope Sling. Net sling, canvass sling and chain sling).

(57) **"Live Stock"** includes all animals.

(58) **"Dangerous Cargo"** includes the cargo as covered under IMDG CODE & as classified therein.

(59) **"Dangerous Petroleum"** means petroleum having its flash point below 76 degrees F.H/23.8 degrees celsius and/or petroleum products classified under classes 3.1, 3.2 and 3.3 of IMDG CODE.

(60) **"Explosive"** shall have the meaning as assigned to them in Explosives Act and/or IMDG CODE.

(61) **"Fuel Oil"** means petroleum oil having a flash point of not less than 150 degrees F.H/65.5 degrees celsius and ordinarily used as a fuel in engines or furnace.

(62) **"Petroleum"** means any liquid hydro-carbon or mixture of hydro-carbon and inflammable mixture (liquid, viscous or foiled) containing liquid hydro-carbon, but it does not include any oil ordinarily used for lubrication purposes and having its flash point at or above 200 degrees or F.H/93.3 degree celsius.

(63) **"Certified Petroleum"** means petroleum certified to be non-dangerous petroleum by a certificate or such description as the Government may from time to time by written order prescribe, granted at the port of Shipment.

(64) **"Petroleum in bulk"** means petroleum in quantity exceeding 500 gallons/2275 litres contained in any one receptacle.

(65) **"Special Cargo"** means the cargo enumerated in the list for such cargo from time to time by the Authority.

(66) **"Excepted Article"** means articles enumerated in the list for such articles from time to time by the Authority.

(67) **"Container"** is an article of transport equipment of permanent character and accordingly/strong enough to be suitable for repeated use, specially designed to facilitate the carriage of goods by one or more modes of transport, without intermediate reloading; fitted with devices permitting its ready handling, particularly its transfer from one mode of transport to another: so designed as to be easy to fill and empty having an internal volume of 1m (35.3 Cu ft) or more.

(68) **"Container Load"** means a shipment sufficient in size to fill container either by cubic measurement or weight, depending upon governing tariff to meet the provided minimum.

(69) **"Payload"** means the carrying capacity of a container.

(70) **"Stuffing"** means loading cargo into container.

(71) **Unstuffing/Stripping/Devanning** means removal of contents from a container.

(72) **"ISO"** means International Organisation for Standardisation.

(73) **"TEU"** means twenty feet equivalent unit of containers.

(74) **"FEU"** means forty feet equivalent unit of containers.

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(75) “**FCL**” means Full container load” i.e. a shipment sufficient to utilise economically by weight or volume a container by itself in such case, the whole container space is under the disposal of one shipper/consignee who is to stuff/strip the container and arrange haulage of the container to and from container yard (CY).

(76) “**LCL**” means less than container load i.e. small shipment not sufficient to utilise economically by weight or volume a container by itself, and in such a case the container space is in use by more than one shipper/consignee and the stuffing/ stripping as well as haulage is to be arranged by the carrier or his agent.

(77) “**Slot**” on a container vessel, is defined by the coordinates : bay, row, and tier, and at the container yard, is defined by the coordinate : area, row, number in row, and tier.

(78) “**Tally**” means generally the act of counting and checking cargo/container loaded on or unloaded from a vessel/container.

(79) “**Transhipment**” means generally removal of cargo from one vessel to another or carriage from port of discharge to a further destination.

(80) International transit cargo is defined as cargo under special arrangement, which will pass over Bangladesh before delivery in another country. This definition excludes transhipment/reshipment cargo.

(81) “**Line**” in relation to cargo means the right of holding cargo until a debt due in regard to such cargo is satisfied.

(82) “**Vehicles**” include any cart, carriage, motor car, lorry, truck or other wheeled conveyance used for the transportation by road of human beings or of property.

(83) “**Day**” means from 6 a.m. to 6 p.m. of the same date or part thereof.

(84) “**Diem**” shall be reckoned from 0000 hrs. to 2400 hrs or part thereof.

(85) “**Night**” means 6 p.m. to 6 a.m. of the next date or part thereof.

(86) “**Customs Rotation Number**” means registration number given by Chittagong Sea Customs on application of the shipping agent for vessel's port entry, and is given for import and export separately and applies for the calendar year.

(87) “**IGM**” means Import General manifest of a vessel carrying imports.

(88) “**IMDG CODE**” means international maritime dangerous Goods code.

(89) “**Bill of Lading (B/L)**” means a receipt for shipment on board a vessel, and serves as a document of the title and while not a contract, contains prima-facie evidence of the terms and conditions of carriage.

(90) “**Bill of Entry (B/E)**” means an application in prescribed form for out-passing imports by customs and subsequent clearance thereof compliance of necessary formalities.

(91) “**Delivery Order**” is a document issued by the Agent of the vessel either separately or by endorsement on the Bill of Lading and thereby authorising the delivery of the import to the importer or his authorized agent.

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## CHAPTER - 2

### BERTHING PROCEDURE IN THE PORT OF CHITTAGONG

#### 2. Berthing Procedure in the Port of Chittagong

##### 2.1 Procedure for Registration of Vessels

1. The ship Owners/Agents shall indicate if their vessels will be availing of the Registration system of berthing atleast 5 days before the arrival of the vessel at the Outer- anchorage in writing to the Dy. Traffic Manager (op)/Harbour Master/C P A under intimation to Customs House.
2. If the declared vessels are required to be withdraw from the Registration system, the Owners/Steamer Agents shall inform the Dy. Traffic Manager (op)/Harbour Master/CPA in writing 4 days before the arrival of the ship.
3. The ship Owner/Agent will inform the Masters of such vessels to present themselves at the anchorage 'A' where Juildia Signal Station can identify/recognise such vessels by call or any other means.
4. Unless the Juildia Station is satisfied or convinced about her identity the vessels shall not leave the Anchorage 'A' without the clearance obtained from the Juildia Signal Station.
5. The waiting time of General cargo vessel will be estimated in the Daily Berthing Meeting and recorded in the Berthing Sheet of the Next day and the same will be communicated to the Juildia Signal station and all concerned. The Juildia Signal Station will advise the Master of the vessel of the waiting time as recorded in the Berthing Sheet.
6. A vessel which has been registered should return and be ready to enter on the expiry of the period of waiting time assigned to it at the time of Registration and berth will be allotted to her in accordance with her turn as Registered at the first call. In case a vessel later to the registered vessel takes berth before the arrival of the registered vessel as per schedule given to her on her first call if a berth is not available to accommodate the registered vessel the last vessel whether in that quota or against vacant quota will have to vacate berth in order to accommodate the registered vessel.
7. On her return, she should again notify the Juildia Signal Station of her arrival at the Outer- anchorage.
8. It in not always possible to give an accurate forecast of berthing time. Therefore , it may be necessary, at times, for the Port Authority to amend their forecast. Such amendments could mean :
  - a) That the waiting time is extended beyond the estimate, in which case the vessel could return in time to berth according to the revised estimate given or
  - b) That the waiting period is reduced and in such cases the vessel returning of the basis of the first estimate would berth without lossing its turn.
- 9) If a vessel which was registered in the Port of Chittagong fails to report within 48 hours of the date given by the Juildia Signal Station for her 2nd call, her Registration will be cancelled and she will be treated as a fresh arrival from the date and time of her 2nd call and she will wait for her turn. If she arrives within 48 hours and if a berth is available, berth will be allotted to her in the next available tide.
10. If two or more Registered vessels arrive on the same date at different times, through times, though their reporting dates as given by Juildia Signal Station were on different dates, the vessel which was asked to report earlier will be given berth, provided she arrives within the time allowed vide clause - 9.

11. If any vessel of her 2nd call cannot avail her turn even after arrival in time due to being over draft or for any other reasons she will get first chance when she will be ready and having permissible draft without requiring fresh Registration.
12. Registered vessels will not be allowed to stay at the Chittagong Outer-anchorage for lighterage work.
13. The ship Owner/Agents willing to avail the registration system must furnish standing guarantee binding themselves to pay a penalty not less than Tk. 1,00,000/- in case of any declaration being found and detected to be substantially untrue at any time.
14. The Jildia Signal Station on receipt of such Registration call should immediately communicate the same to the Port Radio Control for immediate information to DC/HM/CPA.

## 2.2 Order of Priority of Pilots and Principles of Allocation of Berths

- i) Vessels in distress ;
- ii) Passenger vessel ;
- iii) Vessels carrying defence cargo ;
- iv) Ships carrying Govt. Treasury ;
- v) Container vessel ;
- vi) Export loader ;
- vii) 24 Hours vessels/Ro-Ro Vessels/Reefer ;
- viii) 48/72 Hours vessel ;
- ix) Vessels carrying POL products ;
- x) Vessels carrying other cargo and requiring bunker ;
- xi) CPA may assign priority to any vessel depending on the prevailing circumstances

Allocation of jetty berth for vessels calling at the Port of Chittagong shall be as under :

### 2.2.1 CPA Berths

Jetties 1 to 13	13 berths.
CCT 1 & 11	2 berths.
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Total : 15 berths.	

TYPE OF VESSEL	NO. OF BERTHS
<b>2.2.1.1 Food vessels</b>	<b>03 berths.</b>
a) Atleast 01 berth with Rail connection.	
b) 02 berths for Govt. Food vessels and 01 berth for private food vessel.	
c.1 In case of there being no offer of Govt. food vessels, private food vessel may be given berth at the berths reserved for the Govt food vessels and when Govt. Food vessels in offered, private food vessels shall vacate the berth in excess of the 01 reserves for them on "LAST IN FIRST OUT" basis.	
C.2 Similarly Govt. food vessels may be given berth at the berth reserved for private food vessels incase of there being no offer of private food vessels and when private food vessel is offered. Govt. food vessels shall vacate the berths in excess of the 02 reserved for them on "LAST IN FIRST OUT" basis.	

c.3 Number of berths under Food quota may be increased depending on the traffic needs reducing quota under other category.

2.2.1.2 GI/GL vessel : 04 berths.  
(Combi will be treated as GI/GL after discharging/loading of containers).

2.2.1.3 Container/Combi Vessel : 04 berths.

2.2.1.4 Fertilizer Vessel : 01 berth.

2.2.1.5 Ro-Ro/24/48/72 hrs./Reefer Vessel/ Export Loader ;  
(Reefer vessel will get priority over others)

2.2.1.6 Perishable cargo vessel : 01 berth.  
(salt, sugar, rape seeds and other highly perishable cargo such as wet dates etc.)

2.2.1.7 Cement & Cement Clinker vessel : 01 berth.

2.2.1.8 Vacant quota : the order of attaching priority against vacant quota for these berths will be decided from time to time. However the order of attaching priority will depend on the traffic need and the general principle of "first cum first serve" will additionally be followed.

container vessels : 01 berth.  
GI vessels : 01 berth.  
Food vessels : 01 berth.  
Vessels under any category on "FIRST COME FIRST SERVED" basis

if 3rd container vessel is accommodated at CCT, this is to be treated as gratis and not be counted under container quota.

## 2.2.2 Moorings

The following Moorings will be utilised for the purpose as shown against each :

2.2.2.1 RM - 3 For overside working.

2.2.2.2 RM - 4 For handling edible oil.

2.2.2.3 RM - 5 & 6 For handling POL products.

2.2.2.4 RM - 8 For handling coal/other cargo overside.

2.2.2.5 RM - 9 For Mooring BSC vessels under repair.

However, CPA reserves the right to utilize the said moorings when vacant suitably for any vessel instead of the indication as shown against each. It is further clarified that atleast one mooring from RM- 4 to RM - 6 should be kept vacant always (only POL/ Edible oil vessels may for a short period occupy all 3 moorings simultaneously).

## 2.2.3 Allocation of berth at Grain Silo jetty

Allocation of this berth will be made by CPA on the principle of "FIRST COME FIRST SERVED" However, vessels chartered by Food Department will be given preference over Liner term vessels.

#### **2.2.4 Allocation of berth at other specialised berths**

Allocation of berth against specialised berths such as CCJ, TSP jetty, DOJ, CUFL jetty, KAFCO jetty will be made by CPA normally on "FIRST COME FIRST SERVED" basis. However, on special request from the concerned back-up installations, particularly for export loading vessels, normal turn may be set-aside.

Not more than one vessel carrying loose scrap shall be allowed to take berth at a time in CPA jetties unless the jetties go vacant.

NB : Depending on the availability of berths/moorings and also due to sudden change in the traffic pattern Chairman/ CPA may change the berth allocation to meet the prevailing requirements and the principles above may be amended accordingly.

#### **2.3 Berth Allotment Committee**

For the smooth functioning of ship movement and berthing, the representation of CPA and Port Users in the Berth Allotment Committee will be as follows until further orders :

1. On behalf of Chittagong Port Authority, Harbour Master and Deputy Traffic Manager (Op) will represent Marine and Traffic Department respectively in the daily Berth Allotment Committee Meeting.
2. Harbour Master/ CPA will normally conduct the Berth Allotment Committee Meeting. However, in his absence, Deputy Traffic Manager (Op) will conduct the Berth Allotment Committee Meeting. In the absence of both the above said officers of CPA, the senior most officer among the officers of Marine and Traffic Department present will conduct the meeting.
3. The Minutes of the Berth Allotment Committee Meeting is to be prepared jointly and signed by both Deputy Traffic Manager (Op)/CPA and Harbour Master/CPA.
4. The cases of priority berthing will be processed by Director (Traffic) through Deputy Conservator/CPA and Member(Operation)/CPA for decision of Chairman/CPA.
5. The matter related to draft, length and navigation, will be processed by Deputy Conservator/CPA through Member (Operation)/CPA for decision of Chairman/CPA.
6. All cases of imposition of penal charges in connection with berthing, unberthing, shifting, cargo handling, etc will be processed by Traffic Department for decision of Chairman/CPA.
7. Cases of penal charges imposed on technical reasons and admiralty suit etc of vessels to be processed by Marine Department through Member (Operation)/CPA for decision of Chairman/CPA.
8. The Committee will be represented by the Members of all licenced Shipping Agents and concerned public sector using the Port. The names of the Members as nominated by the respective Shipping Agent Should be sent to the Harbour Master/CPA for acceptance. These Agencies will nominate senior Officers to represent in the Committee. Director (Traffic) and Deputy Conservator shall attend Berthing Meeting atleast once in a week when the senior most of the two will conduct the meeting.
9. The Committee will conduct its business as per laid down procedures of the Berth Allotment. These procedures may be superseded/amended/relaxed by the Chairman/CPA.
10. CPA will issue necessary photo-born Membership cards to these nominated representatives. None other than Membership card-holder will be allowed to attend the Meeting. Trainees or guests may, however, be allowed to attend the meeting with prior approval of the CPA officers conducting the meeting.

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## 2.4 Entitlement and procedure for berthing of vessels under different categories/quotas as specified at item 2.2.

### 2.4.1 Container vessels

Any vessel having more than 75 TEUS (Throughout) for handling at Chittagong Port will be considered as a container vessel. Such vessel to be declared atleast five days prior to her ETA in order to keep her entitlement as a container vessel. While occupying berth, on the first day of arrival she must handle atleast 75 TEUS and subsequent days she must perform atleast 100 TEUS every 24 hours. The sailing date of a container vessels will be fixed by the Berth allotment Committee accordingly and in case it is observed that on the sailing date so fixed there is a balance or upto 24 TEUS, sailing time of vessel may be extended by 3 hours in order to enable her to complete the balance but if the number of TEUS is 25 more, the sailing of the vessel be extended by 24 hours.

#### 2.4.1.1 Cellular container vessel handling only containers and having no bread-bulk get priority over other vessels under this quota even if she arrives later.

A container vessel stay may be extended by 24 hours at the discretion of the Berth Allotment Committee provided she loses 6 hours or more for no fault of the vessel during 24 hours. For example if a vessel's sailing schedule is fixed on the next day of the arrival and she loses 6 hours or more her stay may be extended by 24 hours. If the sailing schedule is fixed on the 2nd day of her berthing and she loses 12 hours or more her stay may be extended by 24 hours and if a vessel's sailing schedule is on the 3rd day of her berthing, and she loses 18 hours or more her stay may be extended by 24 hours.

However, in the situation of time lost as detailed above the Berth Allotment Committee reserves the right to fix up the final sailing date of the vessel enabling her to complete the total entitled working hours.

#### 2.4.1.2 Vessels carrying containers and a minimum of 200 tons general cargo will be treated as Combi vessel.

The turn of COMBI vessel in case of re-anchorage after availing the container quota facility shall be counted from the date and time of her original arrival at the anchorage instead of re-anchorage time for the purpose of her re-berthing under GI quota.

In case a container vessel fails to vacate berth as per sailing schedule set by the Berth Allotment Committee without any reasonable ground acceptable to the Committee or for any mis-declaration or mis-representation of facts penal charges as admissible under rules may be imposed. In addition CPA may stop cargo work of the vessel and may also refuse to handle other vessels if any of the same Agent/Owner.

### 2.4.2 Ro-Ro 24/48/72 hours/absolute Reefer loaders

1) While declaring 24/48 hours/absolute Reefer loaders, the Shipping Agents must know that this is a time tied vessel and if a 24 hours vessel berths on 25th, she is to sail on first tide of 26th and if 48 hours vessel berths 25th she must sail on first tide of 27th. However, 24 hours vessel entering Port in the evening tide, if can not sail on the first tide of the following day must sail in the P.M. tide subject to non-stoppage of Night Navigation for any reason.

2) IF 24/48/72 hours vessel can not complete discharging/loading within 24/48 hours (tide time) as the case may be, the vessel must go out on completion of 24/48/72 hours (tide time) and await her turn as normal vessel. The turn of such vessel will be counted from the time and date of re-anchoring at Outer Anchorage.

3) Shipping Agent must take all factors, such as availability of shed space and Port facilities into consideration while declaring 24/48 hours vessel and should bear in mind that such vessel will not be allowed to over stay.

4) 24 hours vessel will get priority over 48 hours vessel if both the vessels arrive on the same date and offered for the same tide. However, if 24/48 hours vessel arrive on different dates they will get berths on turn in the quota of 24/48 hours vessel and there should be only one such vessel at Jetty berth at a time.

5) 48 hours vessel will be entitled for priority berthing under this quota provided she has cargo for loading/discharging of atleast 600 tons. There will be performance restriction for 24 hours vessels.,

6) Absolute Reefer loaders will get top priority over other vessels under this quota. Such Reefer vessels must have atleast 150 tons of cargo to work during 24 hours. The sailing date of the absolute Reefer vessels will be fixed by the Berth Allotment Committee taking into consideration the value of cargo available for working according to the fixed standard.

7) The calculation of loss of hours and resultant entitlement of vessels for additional stay of 24 hours including the discretion of the Berth Allotment Committee towards re-fixation of the sailing schedule remain same for vessels under this category as with the container vessels.

8) In case of 24/48/72 hours absolutely Reefer loader fails to vacate the berth as per the sailing schedule set by the Berth Allotment Committee without any reasonable ground acceptable to the committee or for any mis-declaration or mis-representation of facts penal charges as admissible under rules may be imposed. In addition CPA may stop cargo work of the vessel and may also refuse to handle other vessels if any of the same Agent/Owner.

#### **2.4.3 Food-grain vessels**

Vessels carrying foodgrains under private sector will also be entitled berthing under this quota. Food Department will have the option to bring a vessels of their choice at GSJ only but Food Chartered vessels should be given preference for SILO over Liner term vessel. Food-grain vessels carrying bulk wheat will not be brought to Jetty berth normally keeping GSJ vacant unless there is sufficient reasons acceptable to the Berth Allotment Committee.

#### **2.4.4 Export Loader**

All Export Loders will be entitled for priority berthing under this quota provided she has cargo for loading of atleast 300 tons per 24 hours. An Export Loader will have maximum 72 hours stay at berth. Such vessels loss of working hours and resultant extension of the sailing time etc. and also discretion of the Berth Allotment Committee will remain the same as with those of the container vessel.

In case an Export Loader fails to vacate berth as per the sailing schedule set by the Berth Allotment Committee without any reasonable ground acceptable to the Committee or for any mis-declaration or mis-representation of facts penal chrges as admissible under rules may be imposed. In addition CPA may stop cargo work of the vessels and may also refuse to hanle other vessels if any of the same Agent/owner.

#### **2.4.5 Berths for exclusive use by Bangladeshi Flag vessels**

There will be one berth under container quota and one berth under GI quota reserved for Bangladesh flag vessels. However BSC Flag vessels will get priority over Private Flag vessels if offered for the same tide.

#### **2.4.6 Lash Barges**

Lash Barges will be given berth as per term of the mother vessel. More than 2 barges will not be allowed alongside jetties at a time and other 4 barges may be placed abreast of the barges alongside in 3 rows parallel on the jetties (Total 6 in rows). Berthing of lash barges will be allowed for working in jetties 1-6 and SLJ only. Lash Barges of one lash vessel under one Rot. shall be allowed to berth preferably at one point at a time. First of all barges against Import Rot. of a lash vessels will be given berth and all cargo under the same Import Rot. has to be completed before starting any loading. However, loading can separately be arranged in a different point if allotted. Lash barge must work atleast 100 tons per working hook per day. For berthing of barge against Export Rot. berthing point will be allotted by Berth allotment Committee taking into consideration performance standard of atleast 100 tons per hook per day against the total volume of cargo declared for loading. At any given time more than 25 lash barges can not be accomodated in the Port. If ETA of lash vessels fluctuates frequently, allocation of berth to lash barges for loading will be made according to convenience of the Port Authority.

### **2.5 General guidelines for berthing of vessels, procedure for declaration, cancellation, booking and movement of vessels**

1. All vessels under the category of container, 24/48 Reefer loader and Export loaders are to be declared atleast 5 days prior to arrival of the vessels and if the same declaration is to be changed this may be done atleast 4 days prior to arrival of the Ship. Again if a priority vessel after schedule working leaves Port Jetties for Outer-anchorage and wait there for getting berth on same status and Rotation No. under which it was brought will not be allowed berthing in Port Jetties.
2. No vessel will be allowed to be declared/re-declared as container vessel, 24/48/ 72 Hrs./Reefer vessel or Export Loaders while in Port or after arrival in Port. In such cases of re-declaration/change of status will again require 5 days time.
3. The turn of all vessels will be counted on and from the date and time of readiness.
4. Vessels carrying awkward cargo/mixed up cargo or cargo in one hold, vessels with inadequate/defective handling gears may be treated as Grade-II vessel and in that case such vessel will be handled conveniently by the Port.
5. any vessel carrying different commodities will full under the quota of such category of commodity, quantity of which exceeds 50% of the total cargo.
6. Tankers will get priority over bunkering vessel for loading/discharging.
7. All specialised jetties such as KAFCO, CUFL, TSP, Cement Clinker and GSJ and Moorings must be allotted to the specialised vessel earmarked for such particular jetties/moorings on "first come first serve" basis. Lighters, if any should also be given facility of barthing in such specialised jetties/ Moorings according to turn of the mother vessel. In case any jetty/Mooring other than Jetties 1-14, CCT and SLJ lines vacant, any vessel willing to work over side may be brought in for working with the condition that such vessels will require to vacate berth/mooring as soon as such berth/mooring are required for the earmarked vessels or for their lighters.

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8. Vessels carrying cargo for TSP and Cement Clinker jetties will not be normally allowed berthing at CPA conventional jetties.

9. Normally lighter vessel will not be allowed to work simultaneously with the mother vessel or 2 lighter vessels requiring two berths or one mother vessel will not be allowed to work simultaneously. However, the same may be relaxed in case of availability of vacant berth under a particular quota.

10. Specialised vessel requiring TSP jetty of CCJ for working, may also be accommodated at CPA conventional jetties under conditions set by CPA if the same remains vacant on the condition that such vessel will vacate the berth as soon as the same is required for working of other vessels.

11. Vessels carrying defence cargo or Govt. security cargo may be given priority overall G.I. vessels under G.I. quota provided such cargo is ready for discharging immediately on berthing of the vessels and also Chairman/CPA attaches special priority for berthing of such vessels.

12. Passenger vessel will get priority overall other vessels and will be allotted berth against a vacant quota if available otherwise G.I. quota.

13. In case of vessel/vessels working against vacant quota requires to vacate berth to accommodate quota vessels, they will have to vacate berth according to their original turn i.e. the vessels having earlier turn will vacate later. However, such vessels will not lose their original turn.

14. If any vessel is removed from the berth for poor performance or on consideration of being Gr. II ship she will lose her original turn and fresh turn will be counted from the time of reanchoring of reberthing (Reberthing is applicable for shifting).

15. Ships carrying Import Foodgrain, Cement, Fertilizer, Sugar, Salt and such other bag bulk cargo, if requires to load export cargo, the turn of berthing for loading will be counted from the time and date of completion of import cargo. If berth is not available she will go out and wait for her turn. However, there will be no restriction to load simultaneously without disturbing handling of Import cargo in any way. In case of simultaneous loading and unloading, if discharging of Import cargo is completed before completion of loading and in the meantime if vessel is not in turn for loading she has to vacate berth and await for the turn.

16. All ships must follow the Port's rules, regulations and procedures already in existence or to be issued from time to time failing which or vessels causing inconvenience to CPA in any way may be shifted to outer-anchorage or to other moorings/laid up berths according to the convenience of the Port.

17. Vessels with frequent break down in the machinery and engines, may be classed as Gr. II vessels and such vessels will be handled by CPA conveniently.

18. If any vessels overlaps part of an adjacent jetty and the available portion of the over-lapped jetty can not be used for smaller vessel, one berth may be curtailed from the same quota against which such overlapping vessels falls. In such a situation of availability of a part jetty, Berth Allotment Committee reserves the right to bring any vessel of accommodating length irrespective of her turn.

19. Quota vessels having cargo only for overside working may be given berths other than in Jetty 1-17 or SLJ if required by removing non-quota vessel from mooring/other berths. In case such mooring or/other berths are not available, quota vessels having cargo for overside working only may be given jetty berth. Other berths here shall mean all jetties/moorings other than jetty No. 1-14, CCT and SLJ.

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20. Any vessel on completion of jetty-side working may be shifted at the convenience of the Port to any suitable berth other than CPA conventional berths 1 to 13, CCT jetties and SLJ.

21. The readiness of vessels/lighters for berthing will be counted from the time of her actual readiness for entering the channel irrespective of the time of arrival. In case of neaped vessel, turn will be counted from the date and time of her original readiness provided the neaping is due to non-availability of berth against allotted quota.

22. All vessels of 91.4 meter length or below will normally be allowed berthing at SLJ. In case such vessel has any container for loading/unloading, her berthing in the Main Jetty can be arranged for a particular time depending on her turn but for berthing at SLJ turn or the vessels of accommodating length may not always be taken into consideration. In case of availability of more than one accommodating vessel for SLJ the principle of "first come first served" will be applicable.

23. SLJ will be treated as outside the normal quota berth.

24. In case ready vessel is offered a berth for working but the vessel/Agent/Owner refuses to accept without any reasons acceptable to the Berth Allotment committee, the ship may be handled conveniently by CPA.

25. Immobilised vessel must be always in a position to get ready for movement on 24 hours notice.

26. In case of any change in the decision of movement of vessels taken after Berth Allotment committee meeting or during holiday/odd hours, the same may be communicated to the Master of the vessel, Agent or the Owner through Memos, duly served by the concerning Tis/ATIs on duty and in such case the movement order shall have to be honoured.

27. For any vessels if it fails to comply with the order of movement of the Port without valid reasons acceptable to the Berth Allotment committee penal charges as admissible under rules may be imposed for each occasion. In addition the CPA may stop cargo work of the vessels and may also refuse to handle other vessels if any of the same Agent/Owner.

28. The final appellate authority for decision regarding all types of penal charges against different categories of vessel shall be the Chairman/CPA.

29. Depending on the merit, Chairman/CPA may attach priority to any vessel for berthing.

***Procedure for declaration, cancellation, booking and movement of vessels***

All vessels for the purpose of working in Chittagong Port shall be declared by the Agent in the prescribed proforma. Declaration of a particular vessel by more than one agent will not be accepted. Application for cancellation, booking, shifting, immobilization etc of vessels can be made in writing on the usual letter head of the agent. For the purpose of all such actions, the following procedure shall be followed :

1. All Shipping Agents will declare their vessels calling at Chittagong Port in the prescribed proforma to the Deputy Traffic Manager (operation) endorsing a copy of the same to the Harbour Master/CPA. Harbour Master/CPA will arrange to prepare the berthing sheet on the basis of information available in the declaration, as well as information furnished by Port Radio Control.
2. In case of change of Agency, a joint letter is to be submitted to Harbour Master/CPA duly accepted by Deputy Traffic Manager (Operation).

3. Decision in connection with berthing/unberthing of vessels will usually be taken through discussion jointly by Harbour Master/CPA and Deputy Traffic Manager (Op) and in their absence by the authorised representatives of Marine and Traffic Department in the Berth Allotment Committee Meeting. If such decision can not be implemented due to unavoidable circumstances, the same is to be recorded in the next Berth Allotment Committee Meeting mentioning reasons for changes.

4. After the decision of shifting, berthing, unberthing of vessels taken in the Berth Allotment Committee Meeting, Marine Department will take necessary action for implementation of the same. Any subsequent change should be again communicated to Deputy Traffic Manager (Op) for onward transmission to Harbor Master as usual.

5. In case of unavoidable circumstances/emergencies having sufficient reasons, Deputy Conservator/Harbour Master/CPA may take spot decision reviewing the earlier decision taken in the Berth Allotment Committee Meeting specially at the time of movement. Such changes/alterations, if any, should be communicated to the Deputy Traffic Manager (Op) at the earliest and recorded in the next Berth Allotment Committee Meeting mentioning reasons for such changes/alterations etc.

6. Normally all booking, cancellation, rebooking and immobilization should be done in the Berth Allotment Committee Meeting. However, after Berth Allotment Committee Meeting, cancellation, booking, rebooking, immobilization can be made by the concerned Shipping Agent through application addressed to the Deputy Traffic Manager (Op) being duly accepted and forwarded to the Harbour Master during 07-30 hours to 19-30 hours.

7. Cancellation, booking, rebooking, shifting, immobilization (during odd hours) i.e. 19-30 to the following 07-30 hours may be accepted over telephone/VHF by Deputy Traffic Manager (Op)/Harbour Master/Control Room as per the Berthing Procedure. The Steamer Agent will regularise such changes in writing during the next following office hours by an application to the Deputy Traffic Manager (Op)/CPA duly accepted and forwarded to the Harbour Master.

8. Any appeal/complaint in respect of berthing of vessels is to be submitted to Chairman/CPA direct within 48 hours following the decision and will be processed by Traffic Department through Member (Op)/CPA.

## 2.6 Duties of Traffic and Security Staff Regarding Berthing/Sailing/Unberthing of Vessels

a) It is the duty of the Traffic Inspector (Shed Incharge) to be present on the Jetty Head whenever a vessel is berthing or sailing. He should remain and make himself prominent on the Jetty Head until the vessel is tied or last line is released.

b) The berth must be cleared of all lighters, crafts, or any other obstruction that may be on the jetty frontage. The help of Port security staff should be taken in case needed.

c) All cranes should be lined up, the hook chain should be tied to the rail and crane drivers should leave their seats on the cranes and stand 25 feet/8 metres away from the Jetty Head until the vessel is berthed or sailed.

d) No labour, party's representative or any other unauthorised person should be allowed to go nearer than 25 feet/8 metres from the water front.

e) The Traffic Inspector (Shed Incharge) should on the Jetty Head 25/8 metres away from the water front in the middle of the quay and see that the above instructions are carried out by all persons.

f) In case of passenger vessels berthing or sailing, concerned ATO (Op) must be present on the Jetty Head until all passengers have disembarked/embarked. The ATO (Op) must see that the required number of gangways are kept ready with labour and slings to be supplied immediately upon the berthing of the vessel, in consultation with the Chief Officer of the vessel. No person should disembark or embark the vessel until the vessel is tied and gangways are secured to the satisfaction of the Chief Officer on board. The ATO (Op) must see that other than the Customs, Port Health Officer, Shipping Master, Police representative, Deputy Conservator/Harbour Master and Nautical Surveyor, no one else embarks passenger vessel until the Agent's representative has requested the ATO (Op) to allow free movement of passengers and porters. The ATO (Op) must see that drinking water is available on the Jetty, Sufficient lighting arrangements are provided, a complaint book is kept in a prominent place with a board indicating "Complaints" and a competent CPA representative is detailed on the spot to take messages with a messenger to deliver the same to the proper quarters. If the vessel is not berthing at the passenger berth, a portion of the shed must remain clear for accommodating passengers in case they need shelter. The passengers should not be allowed to loiter in the cargo stacks lying in the Transit sheds. Barriers are to be placed as required by the Agents. Customs, Police, and Port Health Officer. No shunting is allowed on the Jetty Heads or Yards behind the shed. All rolling stock and all obstructions are to be removed from the Jetty Heads/Sides and the rear of the shed. All approaches and roads are to be kept clear of cargo or any other obstructions and sufficient Police and security arrangements are to be made. The Security Officer and the Security Inspector must remain in shed until all passengers have disembarked or embarked as the case may be. At the time of supplying gangways strong wire slings should be used.

g) The concerned Traffic Officer must make adequate arrangements for the examination of baggage of the passengers in consultation with the Agents and Assistant Commissioner of Customs (Preventive) or in his absence with the Customs Baggage Inspector.

h) The Security Officer must see that the Jetty Head and the Shed where a passenger vessel berths is kept spotlessly clean and strict vehicular traffic control is ensured.

All persons are made to stand clear from the Jetty Head. No relatives, friends or sightseers are allowed on the Jetty head until the Gangways are placed and secured.

No persons other than those on duty should be allowed on the Jetty Head at the time of Landing or supplying the gangways. The ATO (Op) should make himself prominent at the time of disembarkation or embarkation of passengers and render all possible assistance to them and attend to their complaints immediately on the spot. ATO (Op) should see that the Port staff behaves in a most civil manner with all passengers and parties concerned at the time of embarkation and disembarkation of passengers.

The passenger's baggage shed and its management is the direct responsibility of the representative of DTM (Op) and he will be personally held responsible for seeing that the above orders are carried out properly and efficiently.

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## CHAPTER - 3

### DUTIES OF STEAMER AGENT

#### 3. Duties of Steamer Agent

##### 3.1 Filing of Import General Manifest by the Agent

a) In case of vessels bringing import cargo the Master, Owners or the Agents shall deposit true copy of the Import General Manifest of the Steamer as submitted with the Customs in triplicate with Deputy Traffic Manager (Op) 24 hours before arrival of the vessel and before breaking bulk and shall intimate the Deputy Traffic Manager (Op) of any and all subsequent changes and amendments in the same.

The Manifest Section in the DTM (Op)'s office will distribute the manifest as below.

- i) One copy for Traffic Accounts Section.
- ii) One copy for the Manifest section and
- iii) One copy for the shed.

b) The manifest must be signed by the Master, Owner or the Agents on every page of the same with the Rubber stamp of the company.

c) The Manifest should contain the following information :

- i) Bill of Lading No. ii) Marks iii) Quantity iv) Commodity v) Description vi) Port from
- vii) Weight and viii) Consignee and his address.

In case of Dangerous goods the Steamer Agent must submit the technical name of the goods, IMDG class No. UN No. etc.

d) The Steamer Agents should supply in addition to the Import Manifest a list of heavy lifts, arms and ammunitions, hazardous and dangerous cargo, special cargo and wines separately to the Deputy Traffic Manager (Op) before breaking bulk.

##### 3.2 Preparation of Classified Manifest

a) Classified Manifest is a copy of the Import General Manifest re-written in Alphabetical order of marks in the prescribed form.

b) The following rules are to be observed while preparing the Classified Manifest :

- i) Arms, ammunitions and personal effects are to be shown first.
- ii) Iron materials are to be shown after all general cargo.
- iii) Salt consignments are to be placed last.

c) The Alphabetical order is to be based on :

- i) The initial letter of the main mark when the mark does not contain any geometrical figure.
- ii) The initial letter of the mark inside the geometrical figure, if any.
- iii) The top most letter of the marks in case the letters are around the geometrical figure having no letters inside the same or in case the letter of the mark are one on top of the other.
- iv) The first letter appearing on the left hand side outside a rectangular figure not containing any letter within it.
- v) In case of mark having digits only the same is to be shown under alphabet "N".

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- d) Classified Manifest for lighters are to be prepared in the same method, from the Boat Notes, by the Head Shed Clerk of the Shed concerned.

The Classified Manifest must be sent to the concerned berth along with one copy of the IGM before the vessel commences discharging.

### **3.3 Acceptance of Vessel's Working Application and Arrangement of Labour**

- a) Application for cranes or derricks is to be submitted by the Agent of the vessel for the following evening, night and morning shifts (night and day in case of two shifts) in the prescribed form before 8 hours to the Traffic Inspector of the concerned berth where the vessel takes berth.
- b) The application will be given to the Shed Incharge concerned.
- c) Notices of cancellation will only be received 4 hours before start of shift work.
- d) The application must show the number of cranes or derricks required showing the period and the starting time.
- e) Application for Friday's and other holidays must be made on the previous working day latest by 1200 hours to the Dy. Traffic Manager (op)/CPA
- f) The application is to be made in 3 copies, one for shed record, one for Sr. Sub Asstt Engineer (Electrical) and one for the Shipping Section of DTM (op)'s office.
- g) The Stevedore of the vessel will submit requisition for booking of Dockworkers gang to the Booking Office under the Dock Workers Management Board 24 hours before start of the shift's work. However in special circumstances Dock Workers management Board can on request from the Stevedore relax the time limit.

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## CHAPTER - 4

### LANDING TALLY PROCEDURE

#### 4. Landing Tally Procedure

- (a) Landing tallies are to be maintained on the prescribed form in triplicate with the outward condition shown on the tally sheets.
- (b) The headings of the tally sheets are to be filled up legibly and correctly and all corrections initialled by the Hatch Jr OAs of CPA and stevedor's Tally Clerk.
- (c) Tally of the packages is to be kept as those are loaded on the hand trollies or before removed by mechanical equipments after landing on Jetty Head and on proper scrutiny of the marks.
- (d) Landing point must be kept clear of the other tallied cargo.
- (e) Lockfast cargo and broken cargo are not to be kept untallied near the landing point but are to be tallied and kept near the shed wall and to be handed over to the Lockfast Clerk before accumulation to the extent of five packages or such quantity as may be allowed by the competent officer of the Traffic Department. The Lockfast Clerk's signature is to be obtained against the tally of each package.
- (f) The complete shipping mark including under marks if any is to be shown in the tally but not the other subsidiary marks. Double shipping marks if detected on a package are to be shown on the tally with remark "Double Mark".
- (g) When the marks are not visible the packages are to be tallied as "Nil".
- (h) When tallying iron materials particular attention to be given for :-
  - (i) That mark of each bundle is checked properly.
  - (ii) That both end paint marks are mentioned.
  - (iii) That loose materials are tallied as "a quantity"
  - (iv) That number of pieces in a bundle is not mentioned on the tally.
- (i) When tallying bagged cargo particular attention is to be paid that :
  - (i) Mark of each and every bag is scrutinized and tallied before lifting the bag on the wheel barrow or on the pallets or on the shoulder.
  - (ii) Proper Qualifying remarks are kept and torn bags are not remarked as "T" but remarked as "Torn".
  - (iii) Description is written as "Bags" and not as "B/S" or otherwise.
- (j) The broken and damaged packages are to be tallied on the right hand column of the tally sheet with the following qualifying remarks.
  - (i) "T" for all packages which are landed in trivial bad order condition such as band broken, defective planks, nails missing or contents coming out etc.
  - (ii) "B" for all damaged and broken packages.
  - (iii) "RP" for all packages landed ex. vessels having been repaired on board.
  - (iv) "E" for all empty packages.
  - (v) "L" for all leaky drums and casks etc.

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- (k) The tallies are to be kept with strokes of 4 vertical lines and a line across, totalling 5 lines indicating 5 packages and the total of right hand and left hand tallies for a marks is to be shown at the middle column. The JrOA of CPA must see that the Steamer Agent's Tally Clerk also tallied correctly.
- (l) After completion of each page the JrOA of CPA will sign his full name and take the signature of the Steamer Agent's Tally Clerk also with his full name. He will also sign the tally sheet of the Steamer Agent's Tally Clerk after comparing tally of each marks.
- (m) The Traffic Inspector (Shed Incharge)/ATI/Tally Supervisor (Sr. O.A.) will sign the tally sheets after careful checking and will grant the duplicate copies of the same to Steamer Agent with the Traffic Inspector's signature for the DTM(Op)'s Office.
- (n) There shall be no erasing or over-writing on the tally sheets. In case of any alteration found necessary the wrong entries shall be scored out and fresh correct entries made. All such alterations should be countersigned by the Jr. O.A. of CPA and the Tally Clerk of the Steamer Agent in case of joint tally being maintained.
- (o) The Traffic Inspector, Tally Supervisor (Sr. O.A), Assistant Traffic Inspector and Assistant Traffic Officer(Op) shall daily on their rounds countersign a few sheets of tally maintained by the Jr OA of CPA as a token of having checked the work on the Jetty Heads. All efforts must be directed towards an accurate and most faithful tally.
- (p) Before starting the vessels work the Steamer Agent's must a list of their Tally Clerks with specimen signature of each countersigned by the Ship Supervisor with the rubber stamp of the Agents.
- (q) At the end of the Shift's work the Tally Clerk of the Steamer Agent and the Jr. O. A. of CPA will exchange the carbon copies of tally sheets under acknowledgement.
- (r) The Tally Supervisor of the Port and the Steamer Agent's Supervisor will upon receipt of the tallies jointly check each entry item by item and then sign acknowledgement of having completed the check thoroughly.
- (s) At the completion of the vessel's discharge the Steamer Agent's representative and the Manifest Clerk of CPA will jointly Check the entries in the classified manifest and the unidentified register made by the Manifest Clerk/Receipt Poster and sign on each page of the manifest and the unidentified register to indicate that all cargo landed has been entered and posted in the manifest.
- (t) Landing Tally Sheets will be posted in the classified manifest/ unidentified register latest within 24 hours of landing. Traffic Inspector of the concerned shed will engage a Sr. OA as Receipt Poster on rotation basis. It will be the personal responsibility of the Traffic Inspector to ensure that such posting is completed in time.
- (u) in case there is any dispute in the landing tally figures of any nature the Steamer Agent's representative and the Traffic Inspector (Shed Incharge) should immediately make a physical check of the goods landed and the dispute should be settled on the spot. If, however, there are points which are not settled immediately by physical check of the stacks they shall be referred to the ATO(Op) or T.O concerned by a letter addressed to him by name who will issue necessary orders in consultation with his superior and the Steamer Agent to settle the issue immediately.

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(v) The Traffic Inspector (Shed Incharge), Tally Supervisor and Manifest Clerk/ Receipt Posters are personally responsible to report to the ATO (Op)/TO (Op)/ ATM within 24 hours all cases of excess or spurious tallies found at the time of posting in the manifest/unidentified register.

#### **4.1 Landing and Removal of Arms and Ammunitions**

Shipping Agent should normally arrange direct delivery of arms and ammunitions from vessel to consignees. In case of their failure to do so then arrangement for storing arms and ammunitions are made in specially arranged lockfast observing following rules and regulations :-

- (i) The arms and ammunitions bonded lockfast will be under the supervision and incharge of the Customs and the Port Authorities.
- (ii) No arms and ammunitions can be discharged at the Port except between the hours of 6.0 a.m. to 6.00 p.m.
- (iii) The Shipping Agents or the Master of the vessel shall apply in writing to the Commissioner of Customs for the storage of arms and ammunitions in the jetty bonded lockfast for the purpose and after obtaining the necessary permission will submit the same to the DTM (Op) one day in advance of landing of the arms and ammunitions.
- (iv) Shipping Agent must make special arrangement with Port Police for landing and security of the cargo while in the custody of the Port and this must be informed to DTM(Op) one day in advance of landing.
- (v) The DTM (Op) will arrange for the landing of arms and ammunitions direct into wagons or trucks/lorries as the case may be. No arms and ammunitions can be stored or received in the Transit Sheds. The Traffic Inspector (Incharge) of the Transit sheds will see that no arms and ammunitions is landed in the Port premises, except in the presence of the Customs official, Police & Port security deputed for the purpose. The Traffic Inspector (Shed Incharge) along with his Tally Supervisor and the Security Inspector will personally stand and supervise the landing and removal of arms and ammunitions direct into wagons or the truck/lorries.
- (vi) In case the arms and ammunitions are removed by the Port trucks, they shall be accompanied from the Jetty Head to the godown by Shipping Agent under Police and Port security escort. The Traffic Inspector (Shed Incharge) of the landing shed will obtain an acquittance from the Shipping Agent for having received the consignment loaded in the trucks as per the manifest. The Shed Incharge of the receiving shed will acknowledge receipt of cargo as per R/L. to the landing shed duly.
- (vii) No damaged or repaired cases of arms and ammunitions can be accepted in the normal way by the Port and no qualified receipt can be granted for the same except under the following rules.

#### **4.2 Rules for Receiving Damaged and Repaired Arms and Ammunitions Case**

- i) All cases of arms and ammunitions which are damaged or repaired must be surveyed on board the vessel. The survey will be arranged by the Shipping Agent of the vessel in presence of the Customs, Police, Chief Officer and the Agent's representative of the vessel. An inventory of the contents will be placed inside the cases which have been surveyed before they are landed on the Jetty Head. Copies

of the inventory to be kept by all parties involved in survey and with a copy to DTM(Op) as confidential record. All surveyed cases must be sealed by the Customs before being landed on the Jetty Head and received into Port custody. The Traffic Inspector (Shed Incharge) must examine the seals personally and will be held personally responsible for any discrepancy found in the seals. As the survey of those cases is held on board the vessel, the Port officials will not be a party to the survey and will not sign any inventory of survey documents on this account. The Traffic Inspector (Shed Incharge)/Assistant Traffic Inspector and the Tally supervisors will be personally held responsible for seeing that the following remark has been made on the landing tally in all cases where the arms and ammunitions packages being surveyed on board; "cases surveyed on board in presence of Customs, Police, Chief Officer and Agent's, representative and sealed by the Customs, Port not responsible for any shortage or damage of contents"

- (ii) In case of storage in the Port the Traffic Inspector (Shed Incharge)/Assistant Traffic Inspector and the Tally Supervisor will be personally responsible to see that the landing and removal/ receiving tallies agree.
- (iii) Trucks loaded with arms and ammunitions must be accompanied from the landing point to the storage godown within protected area accompanied by Port Security Officials and Port Police. No wagon can be drawn unless Port Security officials and Port Police have examined the seals and padlocks and are satisfied that the same are in order.
- iv) The stacking of cases in the truck should be uniform so that the stacks do not fall down and get damaged.
- v) Removal tally shall be made for transferring the goods ex-transit to the storage shed.
- (vi) The truck must be unloaded and cargo stored in presence of the Shed staff, Police, Port security officials and Shipping Agent. The staff of the loading shed will obtain the acquittance on the reverse of the removal tally sheet from the storage shed and the Shipping Agent.
- (vii) The Traffic Inspector (Shed Incharge) of Shed will open a special lockfast arms and ammunition godown register in the following proforma :
  - (a) Serial No. (b) Truck/Lorry No. (c) Shed from (d) Vessel's name and Rotation No. (e) Agent's name (f) Green Boat Note No. & Date (if any) (g) marks and Nos. (h) Total No. of packages/cases (i) Description (j) Date of unloading (k) Customs acknowledgement of having received the packages in the bonded godown in good order and condition from the Port's custody (l) Particular of consignees (m) Details of Bills of Entry No. & Date (n) jetty Challan particulars (o) Weights (p) Delivery particulars with dates of delivery (q) Total No. of packages (r) Signature of the consignee having received the delivery (s) Customs/Shipping Agent's Signature effecting delivery (t) Remarks.
- (viii) The delivery procedure from the arms and ammunition lockfast of the jetties shall fall in line and will be done under the procedure in vogue with the exception that the importer will first file the delivery documents at the original shed of discharge and after obtaining necessary endorsement that the goods have been removed to special lockfast/shed will present the same to Traffic Inspector (Shed Incharge) of the shed who will make the entry and will go with these papers to the Customs officer Incharge of the arms and ammunition godown and depute the Delivery

Clerks (Sr. O.A./Jr.O.A.) to jointly effect the delivery of the arms and ammunition cases and under the supervision of the Customs official. For safety of cargo the consignee should arrange escorting the cargo from the port to the consignee's premises.

- (ix) The Port accepts no liability for the loss, damage, deterioration or complete destruction of goods when stored in the arms and ammunition lockfast/godown due to inherent vice.
- x) Green Boat Notes will be issued by the Preventive Officer Incharge of the discharging vessels covering the actual quantity landed.
- xi) The arms and ammunition bonded lockfast shall remain under protection of Police and Port security which is arranged by the Shipping Agent at all hours of day and night and this is to be also ensured by the Security Officer of the Port.

#### **4.3 Removal of other cargoes**

Generally break bulk nature of cargo shall be delivered directly from vessel hook points. But Cargo carried in ships under charter terms and also perishable by nature must be delivered under valid delivery documents from vessel's hook points. But cargoes carried in ship under liner terms and also not perishable by nature these may be allowed removal and storage inside the shed/dumps conveniently. General nature of cargo will be allowed removal and storage inside and outside transit shed according to cargo plan under proper marking of the IGM. Concerned shed in-charge i.e. Traffic Inspector should arrange marking of the IGM for subsequent removal and storage of cargo. The shipping agent or the master of the vessel shall apply in writing to the Deputy Traffic Manager (Operation) for the removal and storage of cargoes which may not be delivered due to consignee's failure to take delivery from vessel's hook points immediately after landing. Cargoes weighing more than five tons above must be removed to heavy lift cargo earmarked storage area according to CPA arrangement. Removal charges shall be realised as per Tariff which will be removed to other shed/ warehouse/storage area and also to be allowed by the competent officer of Jttey Administration. The removal operation should only be done as per request of steamer agents and they should be bound to deliver the same within 7 (seven) days from the date of common landing as per port rules and schedule.

#### **4.4 Overside Discharge and Landing Procedure**

All steamers that discharge their cargo overside on the outer anchorage, moorings or on a jetty berth which is subsequently landed within the Port premises must comply the following regulations of the Port of Chittagong.

- a) The Steamer Agents before discharging cargo overside have to apply to DTM (Op) in writing giving a list of cargo they propose to discharge with reason for such lightering along with copies of Customs guarantee and undertaking on non-judicial stamp. The DTM (Op) will allow the landing and shall allocate a suitable berth within the Port premises for the discharge of these lighters or trawlers if and when available. The Port Administration does not guarantee the availability of a berth for the lighters and shall not be held responsible in any way whatsoever if the lighters are kept under load or the goods deteriorate or are lost or damaged due to the delay in discharging the same.

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- b) Berth hire and other charges shall be recovered in terms of the Tariff on lighter vessels.
- c) The DTM(Op) will not allow the discharge of the trawlers or lighters unless the Steamer Agents have presented a Boat Note giving the following particulars :
  - (i) Vessel's Name from which landed, (ii) Line No. (iii) Marks and Numbers
  - (iv) Commodity and Quantity.
- This Boat Note must bear the signature of the Custom Officer of the original vessel from which the goods were landed and an allow order of a Customs Officer of the jetties giving permission to land the same irrespective of the fact whether they are dutiable or non-dutiable goods.
- d) The Boat Note will after proper check by DTM (Op) and allocation of the berth, be sent to the shed In-charge concerned who will copy out in the Boat Note Register to be prepared in line with the Classified Manifest proforma. The Traffic Inspector (Shed Incharge) will maintain this Register like the Classified Manifest by posting, landing and delivery particular as usual.
- e) A common landing date for all boats or trawlers will be declared for each vessel upon completion by the DTM(Op).
- f) When the discharge will be completed the Traffic Inspector (Shed-incharge) will certify the landing particular on the Boat Note and will send the same to the Customs Officer for disposal showing all short landings or excess landings on the reverse of the Boat Note for the guidance of the Customs.
- g) The landing tally will be made in the usual landing tally books and jointly checked by the Agents and Hatch JrOA of CPA.
- h) The disposal and delivery of the cargo will be done as per import delivery procedure of CPA.
- i) The Out-turn of these cargo will be submitted jointly along with the parent vessel.
- j) The above orders do not apply to the cargo delivered overside to the consignees. The Agents shall submit a overside delivery list duly certified by the Customs on the next day of the steamer completing her total discharge.
- k) Separate Tally Sheet should be maintained jointly and properly for each lighter and the cargo of each lighter be stacked separately and neatly.
- l) Work on another lighter may normally not be allowed and the cargo of each lighter is properly stacked and jointly checked with the tally slips by CPA Tally Supervisor and the Steamer Agent's representative and a certificate to the effect given on the tally sheet by both of the them.
- m) No further discharge from lighters will be allowed until the tallies of the entire lighter is adjusted on the spot after completion of discharge of each lighter.
- n) Separate accountal of cargo of each lighter will be maintained by the respective sheds irrespective of the shed responsible for submission of OTR.
- o) DTM (Op) may in exceptional circumstances allow landing of white Boat Note cargo for delivery from the jetties and the following procedure shall be followed :

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- i) Separate landing tally to be maintained and this may be exchanged if so demanded by the consignees in order to keep an account of cargo received ex. lighters but the landing tally in no way should be exchanged with the Steamer Agents because the lighters are not on account of Steamer Agents.
- ii) Boat Note Register is to be maintained for the cargo delivered ex. lighters for each vessel separately.
- iii) Separate jetty challan for the cargo ex. lighter under white Boat Note is to be obtained for realisation of charges and the account of the cargo.

#### **4.5 Terms and conditions for discharging and landing of Bulk Wheat through vacauvator machines**

The following terms and conditions should be followed while allowing vessels to discharge bulk wheat at jetty :

1. Discharge of wheat in bulk by vacauvators will be allowed in the Transit Shed attached to jetty.
2. Foodgrain landed or lying in the shed mentioned above will remain in the custody of the Food Department/ Consignee at their entire risk, cost and responsibility till cleared from the Port premises.
3. The Food Department/Consignee shall grant receipt for the 'said to be' quantity of wheat in bulk as per manifest to the Port Authority immediately on complete discharge of the wheat in bulk from the ship to the Transit Shed.
4. Any foodgrain lying in the shed mentioned here above on expiry of usual Free time shall at no stage be taken over by the Port Authority. The Food Department/ Consignee shall, however, be granted storage of such balance quantity interms of provision of the Regulation if applied for in time. Otherwise, such quantity, will incur the usual wharfrent although the custody of the same rests with the Food Department/Consignee.
5. The outpass form the Port premises will be allowed on production of Delivery Documents and on payment of all charges due to Port Authority.

The responsibility for loading transport (Rly. Wagons, lorries/Trucks and river craft) correctly by vessel, commodity and quantity shall be that of the Food Department/ Consignee, however, the wagon tickets/cart tickets prepared by Food Department/ consignees for all such transport when loaded shall be countersigned by the CPA staff detailed for the purpose with a view to allow outpass through the Port premises and also for acceptance of Forwarding Notes for booking by Rail.

6. Port Authority shall not pay any Shore Handling Bill on account of Handling by vacauvators as mentioned above.

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**4.6 Terms and conditions for discharging and landing of Bulk Cement Clinker/Gypsum through stevedoring gears or by Grab-hopper**

Due to shortage of specialised berth for discharging, landing and delivery of cement clinker and gypsum from vessels are generally allowed in CPA general cargo berths. But handling of such cargoes in these jetties is totally detrimental to human health due to serious dust. So, handling of cement clinker and gypsum should be discouraged in Transit shed based jetties and finally also in CPA berths till such time specialized handling berths like Chittagong Cement Clinker Jetty are not built. These may be discharged in CPA no. 10 & 11 berths only and also to avoid environmental pollution the following terms and conditions must be followed.

1. Handling of cement clinker and gypsum should be discouraged in CPA general cargo handling berths.
2. If handling of such cargoes is allowed in these berths direct delivery from vessel's hook point must be ensured.
3. For discharging of such cargoes grab hopper should be used so that environmental pollution would be reduced.
4. Proper trucks for carrying such cargoes should be used to avoid dropping of Cement Clinker/gypsum on the road/paths.
5. Cement Clinker/gypsum loaded trucks should use tarpulins to avoid flying of dust from trucks during transporation.
6. Stevedore concerned must ensure proper cleaning of clinker/gypsum as & when these may be dropped.

**4.7 Landing and Removal of Vehicles :**

Imported vehicles shall be discharged and removed directly maintaining properly at vessel hook points. After landing of vehicles the Steamer Agent concerned shall be responsible to remove the Vehicle in intact condition to the earmarked storage place of CPA. The concerned Traffic and Security staff shall receive the vehicles at storage point under proper R/L in intact condition. Spare parts of different imported vehicles may be stolen and missing at the time of removal for which Steamer Agent concerned should be liable. Before handing over to port each and every vehicle must be surveyed by the Steamer Agent concerned and Traffic and Security staff shall jointly receive the vehicles at storage point under proper R/L in intact condition. Spare parts of different imported vehicles may be stolen and missing at the time of removal for which Steamer Agent concerned should be liable before handing over to Port. If there would not be available space for receiving the vehicles immediately after landing the same may be stored in the earmarked transit points under proper guard and responsibility of the Steamer Agent concerned provided the Competent Jetty Authority allow transit storage of vehicle. Upon the availability of space in the earmarked storage place vehicles shall be received by the Port Traffic and Security staff under proper survey and inventory according to existing rules and procedure.

## HANDLING OF HAZARDOUS AND DANGEROUS CARGO

### 5. Handling of Hazardous and Dangerous Cargo

- i) List of such cargo is available in the IMDG Code.
- ii) All concerned are to follow the IMDG Code which is being updated from time to time by IMO.
- iii) Chapter-VI of Regulation No. 181-188 contained in the Regulation for working in the Chittagong Port (Cargo- Container) - 1995 will regulate handling of dangerous goods in Chittagong Port.
- iv) Landing of dangerous goods is not to be allowed without the prior permission of the Director (Traffic) or his authorized officer.
- v) A list of dangerous goods landed from a vessel is to be submitted to the DTM (Op). On completion of vessels landing, notice to be issued to the importer by the concerning shed immediately for quick clearance from the Port.
- vi) The ATI/Tally Supervisor of the Hazardous godown must take special care and sign the landing tallies of dangerous cargo as a token of having seen the goods and indicating the stacking space.
- vii) Intimation for landing of dangerous goods must be given 24 hours in advance in the prescribed proforma so that proper monitoring of handling and storage is possible. The responsibility for arranging direct delivery by the importers rests entirely with the Steamer Agents. A list of such goods should be supplied by the Shipping Agents in advance.
- viii) The Shipping Agents must obtain permission from the Navy in form D/E and submit the same to the office of the DTM (OP) before dangerous goods are allowed to be discharged in the Port.

#### 5.1 Definitions

##### 1) Auto-ignition temperature :

The lowest temperature to which a solid, liquid or gas requires to be raised to cause self-sustained combustion without initiation by a spark of flame.

##### ii) Boiling Point :

A liquid boils when its vapour pressure is equal to the atmospheric pressure at its surface. The temperature at which this takes place is called the boiling point. Materials with lower boiling point are more volatile.

##### iii) Explosive Limits/Flammable Range :

The limits of the explosive or flammable range that is, the range between the minimum and maximum concentrations of flammable vapour in air which from explosive/flammable mixtures. Usually abbreviated as LEL (Lower Explosive Limit) and UEL (Upper Explosive Limit) or as LFL (Lower Flammable Limit) and UFL (Upper Flammable Limit).

##### iv) Fire Point :

This is the lowest temperature at which a liquid gives off enough vapour to continue to burn when ignited.

v) Flash Point

The lowest temperature at which a liquid gives off sufficient vapour (gas) to form a flammable gas mixture near the surface of the liquid.

vi) Lethal does, 50 percent killed (LD 50) :

This is the amount of a material when administered to laboratory animals, such as white mice or guinea pigs will kill half of them. It is expressed in units of mg/kg. the milligrams of materials administered per weight, in kilograms of the animal. Assuming that a substance is just as lethal to human as it is to white mice, the lethal does (in mg) for an average person who weighs W kilogram is  $LD\ 50 \times W / 15$ .

vii) Lethal concentration, 50 percent kill (LC50) :

This is the concentration of a substance in air, normally expressed as ppm by volume when administered to laboratory animals will kill half of them after a specified period of exposure.

viii) Spontaneous combustion :

Ignition of a combustible material is termed "spontaneous" if the inherent characteristics of the material cause a heat producing (exothermic) chemical action and thus ignition without exposure to external fire, spark or abnormal heat.

ix) Threshold Limit Value :

The time-weighted average concentration of a substance which nearly all workers may be repeatedly exposed for a normal 8 hour work day or 40 hour work week, day after day, without adverse effect.

x) Vapour Pressure :

The pressure exerted by the vapour above the liquid at a given temperature.

xi) Ullage :

The internal free space left vacant above the liquid in a receptacle.

xii) Vapour Density :

The weight of a volume of pure vapour or gas (with no air present) compared to the weight of an equal volume of dry air at the same temperature and pressure. It is calculated as the ratio of the molecular weight to the gas to the average molecular weight of air, 29.

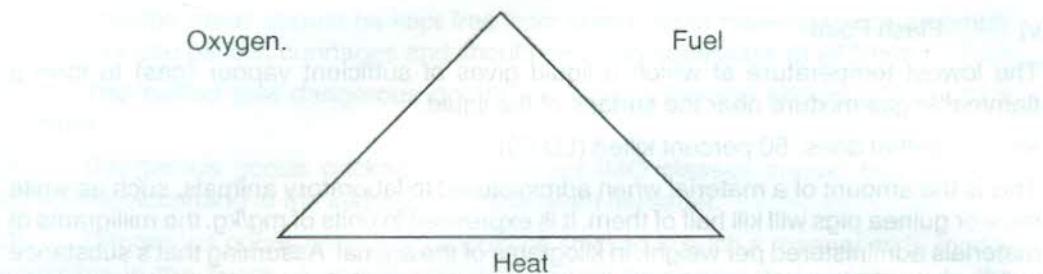
xiii) Volatility :

Volatility is the tendency or ability of a liquid to vaporize. Liquids such as alcohol and gasoline because of their well known tendency to evaporate, are called volatile liquids.

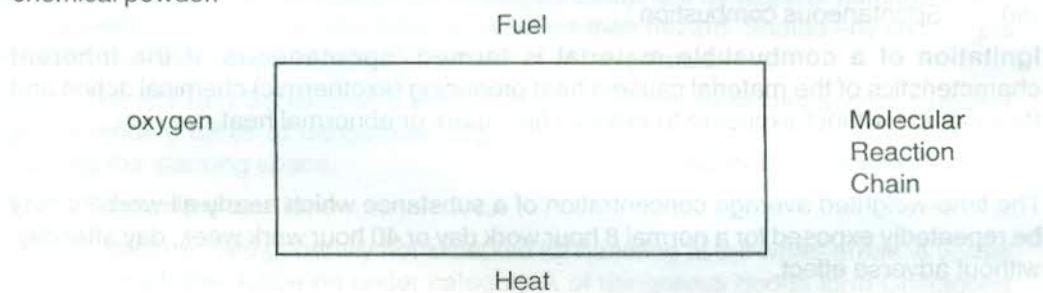
xiv) The Chemistry of Fire :

Ordinary fire results from the combination of fuel, heat and oxygen. when a substance is heated to its ignitable temperature, it will ignite and continue to burn as long as there is fuel, heat and supply of oxygen.

The fire triangle provides a simple and direct explanation of the chemistry of fire. Should any side of the fire triangle be removed, combustion can no longer continue, i.e. the fire is extinguished.



However, the fire triangle concept fails to explain several generally accepted facts in the area of fire control. Therefore, in the modern science, combustion processes are usually explained in terms of the fire rectangle. They are oxygen, fuel, heat and molecular reaction chain. Heat can be taken away by cooling, oxygen can be taken away by excluding the air, fuel can be removed to an area where there is insufficient heat for ignition, and the chemical chain reaction can be stopped by inhabiting with a dry chemical powder.



## 5.2 Safety Guidelines in the handling of Dangerous Cargo

### 5.3 General Guidelines

1. The Officer-In-Charge should have advanced information on the contents of dangerous goods before accepting them for handling or storage. The concerning shed staff and workers should also be aware of the type of dangerous goods to handled.
2. Before dangerous goods are handled or stored, the officer should ensure that they are properly packed, marked and labelled. Any packages, containers found to be damaged, leaking or sifting should not be accepted for storage.
3. Confined spaces, cargo or containers where dangerous goods are stored should be adequately ventilated before commencement of work.
4. Smoking is strictly prohibited and no "HOT WORK" should be carried out in areas where dangerous goods are handled or stored.
5. Adequate lighting must be provided wherever and whenever dangerous goods are handled.
6. Unauthorised person should not be allowed to enter areas where dangerous goods are handled or stored.
7. No person who is under the influence of alcohol or drugs is allowed to handle dangerous goods.
8. Every person involved in the handling dangerous goods, specially toxic substances, should wash his face and hands thoroughly before partaking of any food or drink.

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9. Cartons, fiber-drums, bags or other packages suspectable to moisture damage should be kept dry and protected from rain or water.
10. Fire precaution and recommendation by the Fire Department should be observed at all times.
11. Should a fire or spillage occurs, all people should be immediately withdrawn from the vicinity. Immediate actions should be taken and emergency team and chemist be contacted.
12. Should any person be affected by spillage or leakage of dangerous goods or fumes they should immediately be sent for treatment.
13. The handling dangerous goods should involve only minimum number of persons. Other people should be kept away to prevent unnecessary exposure in the event of an accident.
14. Equipment used for handling of dangerous goods should be in goods working conditions and should be operated by skilled person. The equipment should be spark/explosion proof if flammable dangerous goods are handled.
15. Every person engaged in the handling of dangerous goods should exercise great care to avoid dropping or damage to the packages or containers.
16. Packing/un-packing of dangerous goods into/from a container should be supervised by a responsible from shed/yard person who is to ensure that all safety requirements for such operations are observed.
17. Dangerous goods packages found to be damaged, leaking or sifting should not be packed for shipment.
18. Dangerous goods containers should be unpacked with care, always bear in mind that the cargo may have been damaged in transit. The containers should be adequately ventilated before unpacking commences.
19. After unpacking the container should be checked to make sure that there is no sign of spillage and the labels removed.
20. Dangerous cargo shown in category A & B of Regulation No. 183 of Chittagong Port will not be allowed to land during night.

#### 5.4 Storage of dangerous cargo

- 21) Dangerous goods which are allowed storage in the Port must be done in line with The IMDG Code's segregation table. All leaky or broken drums/package should be returned of board and should not be accepted under any circumstances without the permission of DTM(Op).
- 22) Dangerous goods are not to be allowed in the Transit sheds.
- 23) The packaging and marking of dangerous goods must be in accordance with the IMDG Code. Storage guideline contained in the IMDG Code must also be followed.
- 24) Warehouses or buildings used for the storage of dangerous goods should comply with the requirements of the relevant Govt. Authorities.
- 25) A storage plan of all dangerous goods stored should be made available at all times.
- 26) Storage areas should be clearly marked and appropriate warning sign in both Bengali and English together with IMDG code be displayed.

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27) Storage areas should be kept free from combustible materials such as empty cartons, unused pallets, dunnages and should be easily accessible at all times.

28) The period that dangerous goods are held in storage should be kept to a minimum.

29) Dangerous goods packages of different IMO classes should be properly segregated according to the segregation table given hereafter.

30) Dangerous goods containers should be stacked in such a manner as to readily accessible in the event of emergency. They should be segregated according to the segregation table.

31) Dangerous goods should be properly stacked and secure in a stable manner having regards to the superimposed weight. They should be stacked such that their labels can be easily identified.

32) Whilst in storage, the Officer-In-Charge should ensure that frequent inspections are carried out on all dangerous goods packages/containers for signs of damage or any other unsatisfactory state that is liable to increase their hazard. Should any such signs be found, the relevant packages/ container should be isolated.

33) The ATI/Tally Supervisor of the Hazardous godown must take special care and sign the landing tallies of dangerous cargo as a token of having seen the goods and indicating the stacking space.

### 5.5 Special precautions

1. Explosives are generally not accepted for handling at the wharf areas. A vessel containing explosive following under category A of dangerous goods form Chittagong Port must declare the number and kind of explosive showing mark and consignees thereof 48 hours in advance.
2. The explosive goods must be taken delivery of directly ex. vessel. The responsibility for arranging direct delivery to the importers rests entirely with the Steamer Agents.
3. Explosive Rules 1940 are to be strictly followed.
4. When handling gas cylinders or portable tanks for gases, precautions should be taken to avoid damage to the valves or safety devices.
5. Gas cylinders should be stored in a well ventilated area and away from direct sunlight or heat. Never use cylinders as "Rollers or Supports".

### 5.6 Dangerous goods leakage and immediate actions

Dangerous goods may spill or leak out form its containers during transportation handling or storage. In this case, effective immediate action must be taken to prevent minimise the hazards from spreading. If the leak or spill occurred prior to the vessel's arrival, the Port Authority should be informed so that necessary actions can be taken to notify all officers concerned to take additions safety precaution in the handling of such dangerous goods if a spill or leak occurs whilst handling personal should be withdrawn immediately from the vicinity. When leak has occurred and it is considered safe to approach the area, the leakage should be dealt with carefully and thoroughly, having due regard to its nature.

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### 5.7 IMO classification of dangerous goods

Class	Category	Sub-category	Description
1.	Class - I	-	Explosives.
2.	Class - II	-	Gases: Compressed, liquefied or dissolved under pressure.
3.	Class - III	-	Flammable liquids.
4.	Class - IV	-	Flammable Solids. Substances liable to spontaneous combustion Substances which, in contact with water, emit flammable gases.
5.	Class - V	-	Oxidising substances (agents) and organic peroxides.
6.	Class - VI	-	Poisonous (toxic) and infections substance
7.	Class - VII	-	Radioactive materials.
8.	Class - VIII	-	Corrosives
9.	Class - IX	-	Miscellaneous dangerous substances and articles.

Class	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	7	8
Flammable gas 2.1	-	1	2	2	1	2	2	2	2	2	2	1
Non-toxic, non-flammable gases 2.2	1	-	1	1	1	1	1	1	1	1	1	1
poisonous gases 2.3	2	1	-	2	2	2	2	1	2	1	1	2
Flammable liquids 3	2	1	2	-	2	2	1	2	2	2	2	1
Flammable solids 4.1	1	1	2	2	-	1	1	1	2	2	2	1
Spontaneously combustible substances 4.2	2	1	2	2	1	-	1	2	2	1	2	1
substances which are dangerous when wet. 4.3	2	1	2	1	1	1	-	2	2	2	2	1
Oxidizing substances 5.1	2	1	1	2	1	2	2	-	2	1	1	2
Organic peroxides 5.2	2	1	2	2	2	2	2	2	-	1	2	2
Poisons 6.1	2	1	1	2	2	1	2	1	1	-	1	2
Radioactive materials 7	2	1	1	2	2	2	2	1	2	1	-	2
Corrosives 8	1	1	2	1	1	1	1	2	2	2	2	-

## Explanatory Notes :

1. This segregation means a separation by a distance of atleast 3 meters.
2. This segregation menas a separation by a distance of atleast 6 meters.
3. This segregation means a separation by a distance of atleast 12 metres.
4. This segregation means a separation by a distance of atleast 24 metres.

### 5.9 Potential hazards of IMDG Goods & immediate Actions

Type of Cargo	Potential Hazards	Immediate action information
Explosives IMO Class - I	Explosion : May detonate violently if subjected to heat, flames or shock. Probability of explosion increases when heated.	General: No unnecessary personnel. Identify and isolate hazard area. (Recommended minimum radius 1/2 miles) Except under emergency conditions, explosives should be handled only under the supervision of an expert.
	Health : Fire may produce irritating gases.	Fire : If fire or heat from fire not in cargo area, use unmanned hose holder or monitor nozzle from maximum distance or behind barrier, or if without risk, use conventional methods. Do not move cargo or vehicle if cargo has been exposed to fire or heat. If cargo must be moved, use extreme care in handling to avoid shocks, and evacuate unnecessary personnel from area. Continue cooling after flames have been extinguished. Do not fight fire in cargo area and withdraw from hazard area.
		Spill or Leak : Within immediate area, eliminate ignition sources. No flares, no open flames, no smoking. Avoid contact with spilled materials.
		First Aid : Use standard First Aid procedures.
Explosives IMO Class - I.	Fire : May burn very rapidly Explosion : Individual items may explode when subjected to heat or fire	General : No, unnecessary personnel. Identify and isolate hazard area. Self contained breathing apparatus should be available. Except under emergency conditions explosive should be handled.
	Health : Fire may produce irritating gases.	Fire : On fire not in cargo area, use unmanned hose holder or monitor nozzles from maximum distance or behind barrier. Withdraw from hazard area if fire advanced or massive in cargo area.
		Spill or leak : Within hazard area : Eliminate ignition sources. No flares, no open flames, no smoking.
		First Aid : Use standard First aid procedures.

Flammable Gas IMO Class- 2.1	Fire : May be ignited by heat, sparks, or open flames. Ignition or vapour may occur at some distance from leaking container. Heated container may rupture violently and produce flying missiles. Vapour entering sewers or other closed spaces may create fire or explosion hazard.	General: No unnecessary personnel. Keep upwind. Identify and isolate hazard area. Self contained breathing apparatus should be available.
		Fire : Do not approach ends of horizontal tanks. Do not extinguish fire unless leak can be stopped. Use standard fire fighting agents. Cool containers with water. Move exposed containers from fire area, if without risk. If fire in cargo area is massive or advanced, use unmanned hose holder or monitor nozzles. If this is impossible, withdraw from area and let fire burn.
	Explosion : May form explosive mixtures with air.	Spill or leak : Within hazard area : Eliminate ignition source. No flames, no smoking, no open flames. Stop leak if without risk. Use water spray to reduce vapour. Keep area isolated until gas has dispersed.
	Health : Vapour may cause dizziness or suffocation, if breathed.	First Aid : Remove to fresh air. Use standard first aid procedure.
Non-flammable gas IMO Class-2.2	Fire : Some material in this group cannot catch fire, other can catch fire but do not ignite readily. Heated container may rupture violently and procedure flying missiles.	General : No unnecessary personal. Identify and isolate hazard area. Self-contained breathing apparatus should be available.
		Fire : Move exposed container from fire area if without risk. Cool container with water. Do not approach ends of horizontal tanks. Use standard fighting agents.
	Health : Little or no hazard except in confined areas. Vapour may cause dizziness or suffocation if breathed.	Spill or Leak : Avoid contact with liquefied gas. Stop leak area. Stop leak if without risk.
		First Aid : Remove to fresh air. Use standard first aid procedures.

<p>Non-flammables gas position IMO Class-2.3</p>	<p>Fire : Heated container may rupture violently and produce flying missiles. Some materials in this group can not catch fire others catch fire but do not ignite readily.</p>	<p>General: No unnecessary personnel Keep up wind identify and isolate hazard area. Wear self contained breathing apparatus and full-protective clothing.</p>
		<p>Fire : Evacuate where poison gas may endanger inhabited area. Do not approach ends or horizontal tanks. Cool containers with water. Move exposed containers from fire area, if without risk, Use standard fire fighting agents.</p>
	<p>Health : Vapour is poisonous, can be fatal if breathed in high concentrations, contact with materials may cause severe burns to skin and eyes. Contaminated water or material run off may pollute water supply.</p>	<p>Spill or Leak : Evacuate where poison gas may endanger inhabited area. Stop leak if without risk. Use water spray to reduce vapours. Keep area isolated until gas has dispersed.</p>
		<p>First aid : Remove to fresh air, call physician. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Remove contaminated clothing and shoes. In case of contact with material or water solution, immediately flush skin or eyes with running water for at least 15 minutes. Keep patient at rest. Effects of contact or inhalation may be delayed.</p>

Combustible or flammable liquid IMO Class-3	Fire : May be ignited by heat or open flames. Heated container may rupture violently and produce flying missiles. Ignition of Vapour may occur at some distance from leaking container Vapour entering sewer or other closed spaces may create explosion hazard.	General: No unnecessary personnel. Keep upwind. Identify and isolate hazard area. Self contained breathing apparatus should be available.
		Fire : On small fires, use dry chemical or carbon dioxide on large fires, use standard fire fighting agents. Do not approach ends of horizontal tanks. Move exposed containers from fire area, if without risk. Cool container with water; continue cooling after fire has been extinguished.
		Spill or Leak : Within hazard area : Eliminate ignition source. No flares, no smoking, no open flames. Stop leak if without risk. Use water spray to reduce vapours. Dike large spills for later disposal. Use non-combustible absorbent material such as sand to collect small spills.
	Health : Fire may produce irritating gases. Vapours may cause dizziness or suffocation, if breathed.	First Aid : Remove to fresh air. Use standard first aid procedures.

Flammable solid IMO Class- 4.1	Fire : Burns very rapidly and intensely, sometimes with flare-burning effect. May be ignited by heat, sparks, or open flame.	General: No unnecessary personnel. Keep upwind. Identify and isolate hazard area. Wear full protective clothing.
	Health : Contact with material may cause severe burns to skin and eyes	Fire : On small fires, use dry chemical. On large fires, standard fire fighting agents. Move exposed containers from fire area, if without risk. Cool containers with water from maximum distance. If fire in cargo area is massive or advanced withdraw from hazard area and use unmanned hose holder or monitor nozzles.
		Spill or Leak : Within hazard area : Eliminate ignition source. No flares, no smoking, no open flames. Stop leak if without risk. Collect into clean, dry metal container and keep tightly covered. Flush small spill area with water spray.
		First Aid : Call physician. Use standard first aid procedures. In case of contact with material or water solution, immediately flush skin or eyes with running water for at least 15 minutes
Flammable solid, pyrophoric IMO Class-4.2	Fire : May catch fire spontaneously in air. May reignite after fire is extinguished.	General : No unnecessary personnel. Keep upwind, identify and isolate hazard area, Self contained breathing apparatus should be available.
	Health : Materials have little health hazard. Contact with material may cause severe burns to skin and eyes.	Fire : On small fires, use dry chemical, sand or earth. On large fires, flooding amounts of water. Move exposed containers from fire area, if without risk. Cool containers with water from maximum distance. Continue cooling after fires have been extinguished. If fire in cargo area is massive or advanced withdraw from hazard area and use unmanned hose holder or monitor nozzles.
		Spill or Leak : Within hazard area : Eliminate ignition source. No flares, no smoking, no open flames. Stop leak if without risk. Cover small spills with dry sand or similar inert absorbent. Collect into clean, dry metal container and keep tightly covered. flush small spill area with water spray.
		First Aid : Call physician. In case of contact with material or water solution, immediately flush skin or eyes with running water for at least 15 minutes. Remove contaminated clothing and shoes.

<b>Flammable solid.</b> <b>Water reactive</b> <b>IMO Class-4.3</b>	<b>Fire</b> : Burns very rapidly and intensively ; sometimes with flare-burning effect. May catch fire spontaneously in air. May react with water to release flammable gas.	General: No unnecessary personnel. Keep upwind, identify and isolate hazard area, Self contained breathing apparatus should be available.
	<b>Health</b> : Contact with materials may cause severe burns.	<b>Fire</b> : On small fires, use dry chemical, sand or earth. DO NOT USE WATER. Move exposed containers from fire area, if without risk, Let large fire burn. Use water from maximum distance to protect surrounding property. Do not get water inside containers. Withdraw from hazard area, if fire in cargo area is massive or advance.
	<b>Spill or leak</b> : Within hazard area : Eliminate ignition source. No flames, no smoking, no open flames. Stop leak if without risk. Collect into clean, dry metal container and keep tightly covered.	
	<b>First Aid</b> : Call physician. In case of contact with material or water solution, immediately flush skin or eyes with running water for at least 15 minutes. Remove contaminated clothing and shoes.	

Oxidizer IMO Class-5.1	Fire : May cause fire and react violently on contact with combustible. Reaction with fuels may be violent. Explosion : Mixture with fuels may explode.	General : No unnecessary personnel. Keep upwind. Identify and isolate area. Self contained breathing apparatus should be available.
	Health : Fire may produce poisonous gases.	Fire : On small fires, use dry chemical or dioxide on large fires, use water spray or fog. move exposed containers from fire area, if without risk. Cool containers with water from maximum distance. Fight fire from maximum distance and behind barrier. Use water spray to protect surrounding area :
	Health : Fire may produce poisonous gases.	Spill or Leak : Avoid contact with spilled material. Stop leak if without risk. Keep spilled material away from combustibles. Dike large spills for later disposal. Collect small dry spills into clean, Dry metal container and keep tightly covered. Use noncombustible absorbent material (sand) to collect small spills. Dilute liquid spill with large amounts of water. dike for later disposal.
		Fire Aid : Remove contaminated clothing and shoes. Use standard first aid procedures.
S-2-A-2010 CMI Dilute to dilution aqueous solution with water and very well mixed to no less than 500 ml before use.	500 ml aqueous solution with water and very well mixed to no less than 500 ml before use.	500 ml aqueous solution with water and very well mixed to no less than 500 ml before use.

Organic peroxide IMO Class- 5.2	Fire : may be ignited by heat, sparks or open flame. May cause fire on contact with combustibles. Reaction with fuels may be violent. Heated container may rupture violently and produce flying missiles even if water is applied for cooling.	General: No unnecessary personnel. Keep upwind. Identify and isolate hazard area. Wear full-protective clothing. Self-contained breathing apparatus should be available.
		Fire : In early stages, cool containers with water from maximum distance. On small fires, use dry chemical or carbon dioxide. On large fires, use flooding amounts of water. Withdraw from hazard area if fire in cargo area is massive or advanced. If fire fighting is necessary, use unmanned hose holder or monitor nozzles.
	Explosive : Decomposition with explosive violence may be caused by friction, shock, heat or contamination.	Spill or Leak : Stop leak if without risk. Keep spilled material away from combustibles. Dilute large liquid spills with large amounts of water, dike for later disposal.
	Health : Contact with material may cause severe burns to skin and eyes.	First Aid : Remove to fresh air. Remove contaminated clothing shoes. In case of contact with material or water solution, immediately flush skin or eyes with running water for at least 15 minutes. Keep patient at rest.

Poison IMO Class-6.1	Fire : Some material in this group cannot catch fire, others can catch fire but do not ignite readily.	General: No unnecessary personnel. Keep upwind. Identify and isolate hazard area. Wear self contained breathing apparatus and full-protective clothing.
	Health : Vapour, mist, or dust is poisonous, if breathed. Liquid or solid may cause death, if consumed. Contaminated water or material runoff may pollute water supply. Runoff to sewer may create poison hazard.	Fire : on small fires, use dry chemical or carbon dioxide large fires, use standard fire fighting agents. Move exposed containers from fire areas, if without risk.
		spill or Leak : Avoid contact with spilled material. Stop leak if without risk. Dike large spills for later disposal, Use water spray to reduce vapours.
		First Aid : Remove to fresh air. Call physician. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Remove contaminated clothing and shoes. In case of contact with material or water solution, immediately flush skin or eyes with running water for at least 15 minutes. Keep patient at rest. Effects of contamination or inhalation may be delayed.

Radioactive IMO Class- 7	<p>Health : Degree of hazard due to radioactivity will vary depending upon type, quantity and form of the material. Hazard may be from breathing gases, vapour, or dust from airborne material or contamination of skin, open cuts, sores, it may be from external radiation (As from X-rays), from contamination on skin or from exposure to unshielded radioactive material. Radiation hazard is generally of lower order and does not pose an immediate threat to life or health.</p>	<p>General: No unnecessary personnel. Keep upwind. Identify and isolate hazard area. Wear full protective clothing. Self contained breathing apparatus should be available.</p>
		<p>Fire : Use standard fire fighting agents. Avoid contact with leakage or damaged packages. Move undamaged packages out of fire zone if without risk. Delay clean-up until arrival of qualified radiation monitoring assistance.</p>
		<p>Spill or Leak : Avoid contact with leaking or damaged packages. If damaged packages must be moved, use gloves to place damaged packages in metal containers if available. Shut off liquid leak or dike flow or use absorbent materials to contain leakage. Move undamaged packages from spill area. Delay Clean up until arrival or qualified radiation monitoring assistance.</p>
		<p>First aid : Call physician. Use standard first aid procedures. Assume radioactive contamination on persons and equipment close to damaged packages or spilled material. Remove contamination clothing and wash or shower with soap and water, if possible. Advise rescue personnel and physicians that injured persons may be radioactively contaminated.</p>

Corrosive IMO Class- 8	Fire : Some material in this group cannot catch fire : others can catch fire but do not ignite readily.	General: No unnecessary personnel. Keep upwind. Identify and isolate hazard area. Wear full protective clothing.
		Fire : On small fire, use dry chemical or carbon dioxide. On large use standard fire fighting agents. Move exposed containers from fire area, if without risk. Cool containers with water.
	Health : Vapour may be irritating if breathed. Contact if breathed. Contact with material may cause severe burns to skin and eyes. Contaminated water or material runoff may pollute water supply.	Spill of leak : Stop leak if without risk. Dilute spill with large amounts of water. Dike for later disposal.
		First Aid : Remove to fresh air : Call physician. In case of contact with material or water solution, immediately flush skin or eye with running water for at least 15 minutes. Remove contaminated clothing and shoes. Keep patient at rest. Effects of contamination or inhalation may be delayed.

### 5.10 Storage Instructions

IMO

Class

Description

Storage

IMO	Class	Description	Storage
1.4	Direct Delivery	Safety Ammunition	Not be stored except by special arrangement.
1.5	CAF Agents or other	Very Insensitive substances	
1.	C & F Agents or other	Other than Safety Ammunition & Class 1.5	
2.	Compressed Gases		
	- Inflammable		Outside
	- Poisonous		Outside
	- Inert		Either
	- Small cylinder ( e.g. Lighter fuel )		Inside
3.	Inflammable Liquids		
3.1	Low F.P. below- 18 C (0 F)		Outside
3.2	Intermediate F.P- 18°C Upto 23° C (0° - 73° F)		Outside Small quantities inside.
3.3	High F.P. 23°C-61°C (73°-141°F)		Either
4.1	Inflammable Solids		Either
4.2	Spontaneous Combustible		Outside (keep dry)
4.3	Emit Inflammable gases in contact with water.		Outside (keep dry)
5.1	Oxidising Substances		Large quantities outside small quantities (Less than 2 Tons) either.
5.2	Organic Peroxides		Outside (may need to be kept cool)
6.1	Poisonous (Toxic)		Either (Look for other hazards and store accordingly).
6.2	Infectious		Accept only by special arrangement.
7.	Radio active		Not be stored except by special arrangement.

8. Corrosives	CHARTER-0 Hazardous Materials CHARTER-0 Hazardous Materials CHARTER-0 Hazardous Materials	Either (Consider degree of corrosive and secondary hazard).
9. Miscellaneous (not to be construed as necessary low hazard)	According to particular hazard and quantity.	

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## CHAPTER - 6

### DIRECT AND OVERSIDE DELIVERY

#### 6. **Direct and Over side Delivery**

##### 6.1 **Direct Delivery by Road from Vessel Hook Point**

1. C&F Agent on obtaining outpassed B/E, ADO and on payment or Port charges at DTM (Op)'s office will also obtain direct delivery permission from the Shipping Section of DTM (Op)'s office.
2. C & F Agent will then report to the concerning shed where the on duty ATI after verification of the papers with the Manifest will depute a checker from the hook.
3. After loading the trucks at the hook point the Stevedore Tally Clerk will note the quantity loaded into trucks. Then the Jetty Sircar will appear before checker for checking of the cargo as per cart ticket. The checker will check the truck and sign the cart ticket if find ok.
4. The Jetty Sircar will proceed to the gate and will submit the delivery documents and the formalities at the gate will be like delivery of cargo from shed by truck as outlined above.

##### 6.2 **Overside Delivery by River**

1. In addition to obtaining overside delivery permission from DTM(Op)'s office the C & F Agent will also obtain berthing permission of the coaster alongside the vessel from DTM(Op) and the Harbour Master.
2. The documentation will be similarly observed like direct delivery by road.
3. The Jetty Sircar will submit the Agent's delivery order and jetty challan to the shed counter clerk during day/ATI on duty during night on receiving the release order, B/ E on the jetty challan.
4. The Jetty Sircar will obtain clearance from Customs Officer (PO on board) and Steamer Agent's representative (Stevedore) before commencing delivery.
5. After delivery the Customs PO on board will note down the delivery figures on the reverse side of the release order and the jetty sircar will received/accept the same on the release order affixing signature.
6. The Jetty Sircar will submit the release order to the shed counter for posting in the jetty challan and the classified manifest.
7. The Stevedore will submit a statement of overside delivery particulars with signature of the Chief Officer, Customs PO on board and ship supervisor.

N.B : In case the cargo discharged overside under Green Boat Note formalities is subsequently outpassed and the consignee would like to take delivery by river the agent will submit a guarantee that CPA charges will be paid by the consignee before ADO is issued.

##### 6.3 **Direct Delivery by Rail**

1. After observing all import formalities at shed for delivery as in the case of formalities for direct delivery by road and river, the jetty sircar will submit a Forwarding Note for allotment of railway wagons at the Commercial Section of DTM (Op)'s office.

2. As per allotment made by Commercial Section of DTM (Op)'s office Railway Yard Master will place empty wagons in each shift alongside the vessels.
3. The shed number taker will note down the wagon numbers in the number taker book entering the placement time and date.
4. The CPA Hatch Jr. OA will check the empty wagons before loading and the wagons will be loaded in presence of consignee's representative/C&F Agent's staff and after completion of the loading of wagons, Hatch Jr. OA will prepare wagon ticket in which the C & F Agent's representative will receive the loaded quantity of the wagons.
5. Then the Hatch Jr. O.A. will prepare and label for destination according to Forwarding Note and hand over the same to the shed reveter for sealing. The card label should also be signed by the C&F Agent's representative.
6. The Number Taker will issue a shunting order to the yard Master to draw out the loaded wagons from the loading point.
7. The Jetty Sircar will receive delivery documents with wagon ticket and loading slip with Forwarding Note and the same will be submitted to the concerning Goods point for booking of the wagons.
8. The Goods Clerk after realising Railway Freight and on observing all necessary formalities regarding goods booking, the Head Goods will note down the delivery figure on the reverse side of the release order and he will return all delivery documents to shed counter for posting in the jetty challan and the classified manifest accordingly.

#### **6.4 Appraisement of Goods**

- a) The appraisement ticket on the back of the Release Order will be countersigned by the Appraiser (Customs) and then by the Head Shed Clerk of Shed In-Charge. The signature of the consignee or his authorised representative will be treated as a testimony that the package has been handed over to the party for appraisement in sound condition and appraisement must be done in presence of Shed Appraising Clerk.
- b) Opening of packages without signing the appraising ticket or removing other packages than those covered by the Bill of Lading or the Agents delivery order are prohibited and persons found committing this offence are liable for prosecution.
- c) The following procedure is to be followed for the custody of appraised goods.
  - i) Inside storage cargo : Appraised packages, under this heading are to be secured in the lockfast or near lockfast immediately after appraisement by the appraisement Clerk of CPA after closing and sealing of the packages by the party.
  - ii) Outside Storage Cargo : Appraised packages under heading are to be kept immediately after appraisement by the appraisement Clerk of CPA in area outside the shed to be specially segregated for the purpose by the Traffic Inspector concerned and hand over to the ASI under clear signature.

iii) Hazardous Cargo : Appraised packages under this heading are to be kept immediately after appraisal by the appraisement Clerk in an area specially segregated for the purpose in the Hazardous Godown by the Traffic Inspector concerned and hand over to the ASI under clear signature.

iv) Motor Cars : After appraisal, the Appraisement Clerk and ASI should ensure that the car is properly locked and sign a certificate by the Clearing Agent in the Appraisement Register as follows : "Car mark.....has been properly locked in our presence and the key retained by the Clearing Agent's representative Mr.....Jetty Sircar Licence No.....date....."

d) The Traffic Inspector will further be responsible for submitting a monthly statement to DTM(Op) with full particulars of all appraised goods lying in his shed uncleared to enable the office to issue notice to the respective parties.

**6.5 Maintenance of classified manifest and the un-identified register**

a) posting of Classified Manifest :

- The Posting Clerks called receipt posters in the sheds will post daily landing tallies with tally sheet No. with date in the landing columns, night landing with red ink and day landings with black ink, and the totals of landings in the columns provided for.
- As the documents will be filed these will be entered by the Manifest Clerk with the Bill of Entry particulars and name of C & F Agent, Jetty Sircar Licence No. value, etc posted against each item. The delivery particulars will be posted in the delivery columns. The importers names and addresses are also to be noted down in the classified manifest.
- Upon delivery being completed, the party will sign in the remarks columns giving date and time.

b) Unidentified Register and transfer of posting :

- All packages bearing marks other than those shown in the Manifest or packages bearing no marks will be entered, for posting purpose, in the unidentified register by the posting clerks i.e. receipt poster of the sheds in alphabetical form. The form used is form No. PA-76 is attached vide appendix-
- When the unidentified items be connected at the time of delivery, the postings will be transferred from the unidentified register to the classified manifest against the Line Nos. for which the delivery is being given and countered signature on the unidentified Register as well.
- Posting of landing in every page of the classified manifest is to be countersigned by the Steamer Agents with their rubber stamps.
- The landing tallies for the packages landed at other sheds will be daily sent to the parent shed and will be posted in the landing posting columns as usual of the parent sheds.
- The Removal Tallies office copies will be daily sent to the Manifest Clerk by the Import Warehouse Clerk for posting in the classified manifest and in the unidentified register. The removal tallies on account of other sheds will also be sent to the parent shed daily making an extra copy for posting in the classified manifest and in the unidentified register.

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#### **6.6 Delivery Procedure from the Storage area (By Road)**

1. The Jetty Sircar of C & F agent reports to the Manifest dealing shed with outpassed Bill of Entry/Custom's Release Order and Agent's delivery order and reports to Bill Clerk for preparing bill which will include payment of Landing Charges and River dues. He then makes payment of charges in the Bank counter. Bank will affix seal for payment received.
2. The Jetty Sircar will then report to the Manifest Clerk for verification of documents including Jetty Sircar licence. If papers are in order the Manifest Clerk will note down the following particulars on the classified manifest- delivery documents filing date, name of C & F Agent, Agent's delivery order and number, Bill of Entry number and date, jetty challan number and date, weight and value. Thenafter Manifest Clerk will sign of jetty challan and in two places of the Release Order.
3. The Jetty Sircar will go to the Head Shed Clerk for re-checking of the documents and if found alright he will sign the documents where manifest Clerk has signed.
4. The Jetty Sircar will appear before the Counter Clerk for noting all charges paid on the reverse side of the Release Order.
5. The Jetty Sircar will appear before the Traffic Inspector for obtaining clearance for delivery. Traffic Inspector will sign in the places where Manifest Clerk, Head Shed Clerk and Counter Clerk have signed.
6. The Jetty Sircar will go back to the Counter Clerk and Surrender jetty-challan, Agent's delivery order to the Counter Clerk and as a token of receipt of delivery documents i.e. Bill of Entry/Custom Release order, CPA Release order, shed delivery order. He will sign of the reverse side of the jetty challan. It may be mentioned that Jetty sircar at this stage will prepare shed delivery order applying for the quantity to be delivered. Counter Clerk will allow the quantity to be delivered on the shed delivery order.
7. The Jetty Sircar will submit delivery documents i.e. Bill of Entry, Release Order, Shed Delivery Order to the Head Delivery Clerk for proper Checking and if found alright Head Delivery clerk will make entry in the Head Delivery Register.
8. After entry is completed in the Head Delivery Register, Head Delivery Clerk will hand over the delivery documents to the Shed Checker or Certifying Clerk for effecting delivery.
9. The Loading Certifying Clerk will effect loading into trucks by Merchant Labour. After completion of the loading the Certifying Clerk will certify the cargo on the cart ticket prepared by the Jetty Sircar for each truck.
10. Then the Jetty Sircar will hand over the cart ticket to the Head Delivery Clerk to note down the quantity in the Head Delivery Register. The Jetty Sircar will sign the Head Delivery Register against entry of the consignment and the head Delivery Clerk will sign the cart ticket as an evidence of entry in Head Delivery Register including signature of Jetty Sircar which he has verified with his valid licence.
11. The Jetty Sircar will approach the checker for proper checking of the loaded truck and the checker will sign the cart ticket if he is satisfied with the cart ticket quantity of the loaded truck. He will make necessary entry of the quantity with truck number in the SDO.
12. The Jetty Sircar will report to the Gate Sergeant for verification of the documents about payment of CPA charges, customs out-pass documents and enter particulars in the gate register. Thenafter they will check the loaded truck and will allow delivery through the gate. The Jetty Sircar will prepare four copies of truck challan and Gate Sergeant will sign the cart ticket and truck challan. The Jetty Sircar hand over a copy of the truck

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challan to the security guard at the gate for passing the loaded truck. The truck driver will carry with him two copies of the truck challan for the consignee and for himself.

13. The Gate Sergeant will enter the quantity delivered with truck number in the gate register and in the Release Order after delivery of the goods and will send back the cart ticket and release order to parent shed through peon book to the counter clerk of the shed.

14. Counter Clerk will post the figure of release order on the jetty challan and hand over delivery documents to the Manifest Clerk for posting in the classified manifest for the purpose of Out-turn-Report.

15. The Manifest Clerk will then return the Delivery documents to the Counter Clerk for record.

16. If delivery is not completed the Jetty Sircar will again appear at the shed for part paper and after paying up-to-date charges for the balance cargo will apply in the SDO and the release order for delivery as out-lined above.

#### **6.7 Rivers side delivery**

1. In case of river side delivery the C & F Agent has to obtain berthing permission for coaster and river side delivery permission from the Shipping Section of DTM (Op)'s office.

2. C & F Agent will submit the berthing permission to the concerning shed for berthing and river side delivery.

3. In addition to the import formalities to be observed upto delivery from the shed and on payment of Terminal charge and Crane charge/hoisting charge. The Jetty Sircar will appear at the river side delivery point where cargo will be taken under RL/cart ticket. It may be noted that at the shed the Ware House Clerk/Checker will enter the river side delivery permission number on the RL/cart ticket.

4. CPA staff at the hook point will effect delivery like the Gate Sergeant and insert remark of RL/Cart ticket that the cargo received from the shed and delivered to MV----- (coaster). He will then enter the delivery quantity in the release order and sign as done at the gate for gate delivery.

5. The CPA Representative at the berth will hand over all the delivery documents with RL/Cart ticket to shed counter clerk.

NB : Normally there is no use of shed delivery order in case of delivery by river. However shed delivery order is to be prepared if there is any "Not Found" ~~in the concerned~~

#### **6.8 Delivery by Wagons**

1. After completion of all import formalities upto obtaining permission for delivery from Traffic Inspector, C & F Agent will submit a Forwarding Note for allotment of wagons at the Commercial Section of DTM (Op)'s office. TI of the concerning Shed will note on the Forwarding Note that all charges are paid up-to-date.

2. The commercial Section will allot wagons and as per allotment the Railway authority will place the wagons to the concerning shed. After placement of the wagons the numbers will be noted down in the Number Taker's Book by the Number Taker of the shed.

3. Loading slip will be issued by TI for loading the wagons and will depute staff for conducting loading.

4. After completion of the loading, seal label will be made by the consignee/C&F Agent and CPA jointly Wagon ticket will be prepared by the CPA staff and the C & F Agent representative will receive the cargo on the wagon ticket. Duplicate copy of the loading slip and the wagon ticket will be enclosed in the delivery documents with Forwarding Note which will be submitted to the concerning goods point for booking the wagons.
5. The C & F Agent will make payment of Railway Freight and observe other formalities for rail transportation as per Goods Tariff and obtain the railway receipt.
6. After observing all goods formalities the delivered cargo will be posted in the reverse page of the release order by the Goods Clerk who will return all the documents to the concerning shed counter.
7. In case of open wagon loading permission to be obtained from the TXR of the Railway. After loading running fit permission to be obtained from the TXR and in case of oversize package clearance from CRB is additionally required.
8. After all formalities are completed the TI will issue shunting order for withdrawing the loaded wagons to the Yard Master at CPA area.

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## CHAPTER - 7

### CARGO STACKING PROCEDURE

#### 7. Cargo Stacking Procedure

##### 7.1 Stacking of Goods

Stacking of goods after landing or before shipping them into vessels is one of the most important functions of a Port. Good and proper stacking help in avoiding claims, misdeliveries, pilferages and damage to goods.

Any Port that could establish a perfect tally system and has a good stacking procedure will automatically work most efficiently and be able to account for the entire cargo landed as Import or received for Export in its premises. For the supervision of the tally system and the stacking of goods, all the Traffic Officials should constantly be on round inspection and check personally the working on the spot. Ship's stencil must be made during landing of the cargo by the Stevedoring staff provided the same is stored in the Port in order to identify the vessel at the time of delivery.

It is not possible to lay down hard and fast rules about the stacking of goods which could be applied to all the Ports because the tradition, the labour, the mechanical handling and so many other factors play a vital part in the stacking of goods. The stacking instructions are being laid down here under for the Port of Chittagong, in which Manual Labour stacking has been kept in view.

Broadly speaking the cargo handled can be divided into the following main categories :

1. Bag cargo
2. Bales and Case cargo
3. Drums, Barrels and Casks.
4. Miscellaneous Goods, Cartons and Pipes etc.
5. Heavy Lifts.
6. Special cargo.
7. Hazardous and Dangerous goods also known as Deck cargo.
8. Bulk cargo.
9. Loose iron goods and Timber etc.
10. Containers.

The above categories can be sub-divided into several smaller commodities but before discussing them it is necessary to lay down principles for stacking these goods in general.

##### 7.2 Bag cargo

Bags stacked manually shall be put upto the man's height which is usually taken as 6 feet. At this height it is possible to stack bags, 14 to a ton, upto 7 bags high.

As a general guiding principle the bags should be neatly placed one on top of the other symmetrically laid parallel to the shed, with back tiers laid 6 high.

Effort should be made to stack one mark and one commodity in one stack only. All damaged and burst bags should be placed in front of the stack, so that "Bustabands" could collect the loose contents, repack them and stitch the bags to avoid further leakage and damage to cargo.

The bags should be stacked in bouble rows, 2.5 feet away from the shed walls, pillars, Lockfasts and office enclosure. There should be a gap of 3 feet in between the stacks to

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allow importers, labourers and staff of the Port to handle the goods without breaking the stack belonging to other parties. In addition to gap between stack mentioned above, no shed doors should be blocked. The Chief principle of stacking in Transit shed is to leave cross road passages of atleast 10 feet wide for movement of hand trucks, small cargo equipment, labour and persons working in the sheds.

In case of homogenous bag cargo, such as wheat, rice, sulphate of ammonia, soda ash, cement, salt and sugar etc belonging to the same party single block should be made to economise the space.

No stacking should be done on the drain cover or gratings running through the sheds under any circumstances.

As a general principle, it is necessary to stack all such cargo which has corrosive action such as salt peter, soda, sulphate etc, well away from all metallic structures. Care should also be taken not to stack such goods near food stuff, paper, cloth-bales, fibers and other such cargo which is likely to be damaged by coming in contact with these materials.

Bags containing commodities which when heated, melt or under effect of moisture have seepage should be stacked towards the jetty and near the shed drains so that leakage from the bags should not damage other cargo. In case space does not permit for such storage and the cargo had to be taken in the elevated portion of the shed a 4 inch wall of sand should be made around such stacks to avoid damage to other cargo stacked nearby.

**Piling of bags cargo :** If due to shortage of space piling of bags cargo is done, the piling must start from the Railway Platform side and in case of large bags of not more than 14 bags to a ton, the piling should not be done more than 14 bags height. The bags piled should be neatly laid one on top of the other in pyramid fashion to avoid collapsing of the stacks. In case of smaller bags piling should not be done above 12 feet under any circumstances because higher stacks are likely to collapse and may cause injury to persons working in the area.

Due care shall be taken not to mix marks and commodities. Vessel's name and date on which stacks are made, should be put on each stack showing day and night stacking separately. The bags pile, above the normal stacking heights should be counted and a very careful record kept to avoid incorrect piling charges to the labour.

In case of single bags the bottom tiers are likely to be damaged by the pressure from the top. It is therefore, necessary that in case the bags are weak and are likely to be damaged by weight, piling should not be done.

### 7.3 General cargo

There are two types of stacking of general cargo under cover (a) in Transit sheds (b) in storage sheds.

#### 7.4 In Transit Sheds

To assist goods stacking, it is necessary to mark the Transit shed floor and the pillars for cargo tracking so that the consignees are able to trace out their goods conveniently.

Location of all packages should be recorded in the tally sheet and the warehouse and lockfast register. A comprehensive list of cargo to be stacked is given in stacking schedule enclosed hereafter.

The passages as laid in the stacking schedule for stacking bags cargo should also be followed for stacking general imports. No cargo should be stacked within 2.5 feet of the

shed walls, pillars, lockfast, office and appraising enclosure. No doors should be blocked so as to obstruct passage of hand trucks, porters or mechanical appliances operating for handling cargo.

As far as possible no stacking of goods should be done in manner to mix two vessels cargo and thus increase the chances of mis-deliveries. Particular care should be exercised when two vessels from the same port of origin are worked in quick succession. Ship's stencil must be marked on the cargo at the time of landing to identify the vessel. The vessel should not be discharge cargo in more than two marks per sling to avoid difficulties in tallying.

In case where small cartons, cases, crates of packages bearing the same mark are landed in large numbers they should be stacked in large compact stacks to economise stacking space. All bales of cloth, cotton, jute, fibers, old newspapers, printing paper etc provided they are 5 to 10 a ton or less should be put atleast 5 feet high.

The area on which cargo is stacked should be cleaned and swept before the goods are stored on the same. As a general rule the shed floor should be kept absolutely clean from dust, sweeping or any residue of previous cargo stored there. This applies for the storage of all commodities in all Transit and Storage sheds and open dumps.

Symbols and indication regarding handling and storage as marked on the packages must be followed.

Cases containing poisonous goods should not be stored near food stuff. Similarly nefarious cargo such as hides and skins should not be stacked near food stuff including tea. Bags, cases and packges containing powders such as cement, soda ash, sulphur, carbon black, sulphate of ammonia etc should not be stacked near fibers such as cotton, jute, flax, hemp etc.

Storage of cargo in the Transit should be done with the greatest economy of space. This is necessary to keep space for fresh form the following vessels.

For correct accountal of goods and proper deliveries and with a view to avoid "Not Found" being registered, a Transit Shed should not be allowed to be checked. The officers berthing vessels must try to alternate the berthing in such a way that after an import vessel an export/direct delivery vessel, is berthed to allow time for the deliveries to be granted from the shed. In case such rotation, due to rush of shipping is not possible two vessels from the same port of origin should not be berthed one after the other. This principle will very greatly help in eliminating mis-deliveries and mixtures which are the root causes of claims.

Drums containing chemicals, cement etc should be stacked atleast 6 feet high rolled on top of each other.

The heights which cargo in the jetty Transit Sheds can be stored depends upon the holding capacity of the floor. Due care should be taken not to exceed the safe load limit of the shed floor under any circumstances.

### 7.5 Import Warehouse

The import warehouse stacking is different to the Transit shed stacking in so far that the cases, crates, bags, cartons etc of the same mark, under the same line number must be stacked in one place so that the importer may without breaking the other stacks be in a position to clear the cargo from one spot. The other principles of storage remain the same as in the Transit sheds. Every stack must be marked properly with vessel's name, arrival date, line no and quantity.

In case of any discrepancy of goods in observed after shifting from transit shed to storage shed as per shed tally sheet/classified manifest, it should be immediately reported in writing to the DTM (OP) with copy to Director (Security) and concerned Shipping Agent for immediate investigation.

On good warehousing depends the correct accountal of goods and submission of out turn reports. It is, therefore, imperative that when removing cargo from Transit sheds to storage sheds great care should be taken to account for in full line numbers and stack them in one lot.

### 7.6 Heavy Lifts Storage

Since the Heavy Lifts are not usually of the same shape and size, they occupy more stacking space than bags or general imports. Unless 2 pkgs. of heavy lifts are of the same mark and of the same consignment they shall not be stacked one on top of another. This shall be avoided because, if the packages covered by another persons cargo are to be delivered, restacking of the cargo covering it would be necessary which will mean extra handling and expenditure and at the same time could not be compensated because such stacking is done for the convenience of Jetties. Furthermore Heavy Lifts shall be least handled in order to avoid the risk of damage and accidents. It is also necessary not to mix or over-stow two vessel's cargo due to the same reasons as mentioned above.

Exceptional care and precaution is necessary to follow the pictorial warnings regarding upright storage. because heavy lift cargo usually has costly machinery which if stored upside down could be rendered useless and result in serious loss to the nation and heavy claim against the Port.

Stacking in the Heavy Lift yard should be done on sleepers to avoid wet and white ant damage to the bottom of the cargo.

If piling is to be done of Uniform packages bearing the same mark and belonging to the same consignment, bricks or stones should not be used between two cases, crates or packages. Regular sleepers should be utilized to avoid breakage of top covering. Bricks or stones under pressure from the top are likely to break into the covering planks and thus cause damage to goods.

Chittagong being an area of heavy rainfall, sufficient tarpaulins should be kept ready to cover cargo liable to wet damage. The tarpaulins should be securely tied round the cases to avoid being blown away due to strong winds.

In case there is sufficient space around Transit shed Heavy Lift packages may be stored there unless otherwise ordered by DTM(Op) or his authorised officers.

### 7.7 Principles of Bulk Cargo Stacking

The bulk cargo consists of all those commodities which are brought to the Port as import or sent out as export in bulk. The tendency in the modern shipping is that more and more goods are being carried in bulk which saves shipping space and is easier to discharge at the destination, pig Iron, Coal, Oils, Grains, Sand Stones, Ores, Zinc, Tin, Sulpher, Lime. Salt coper etc are being carried in bulk in unpacked condition. To handle bulk cargo special storage and handling facilities are provided in the Port.

### 7.8 Coal Storage

Handling of coal at Chittagong Port is by baskets and tubs which discharge the cargo directly either into wagons/Trucks or into lighters. Wagons/Trucks when loaded are despatched to the destinations for consumption and the lighters are discharged at the dumps by manual labour using baskets where coal is stacked in areas specially marked for the purpose.

It is very difficult to account for the bulk cargo which is usually stated in the Manifests of vessel as "said to be" However, precautions should be taken for stacking the cargo of each vessel separately so that the coal from different countries which have different in quality and measurements per ton may not get mixed and thus cause difficulty in its accountal. If , However, due to shortage of space the dumps from different vessels get very close to each other, the supervising officials should demarcate the same by either putting in Bamboo Poles indicating the fresh stacking or mark the space by chalk or lime. The deliveries being granted by measurement due care should be taken not to deliver in excess a portion of the coal from the previous dump.

The stack should be neat and as high as possible to economize the space.

### 7.9 Pig Iron Storage

The stacking of Pig Iron landed in bulk requires special attention. If the slabs are of uniform size and shape they should be stacked like tin or copper ingots in criss cross fashion in neat even piles. The height to which such stacks could be made depends on the holding capacity of the floor. In case the slabs are of uneven shape and neat square stacks cannot be made only then it should be piled in a neat block stack and should not under any circumstances be spread unevenly.

sometime more than one party's Pig Iron is carried by the same vessel. In that case it is usually stacked in separately hatches and could be separately. In case both the consignments were stowed in the same hatch the Shed Incharge should study the manifest and then contact Chief Officer, Agent and Stevedore and examine the hatch stowage, and request landing of each consignments separately. He should also request the Steamer Agents to sprinkle colour wash of different colours on the separate stacks to distinguish at the time of delivery. As far as possible the stacks should be made a part to avoid mixtures.

N.B. Care should be taken not to stack heavy lift including Pig iron, iron Ores, boulders, etc on the quay and its adjoining areas.

### 7.10 Principles of Stacking of Roads, Beams, etc.

The markings on Iron Rods and other Iron packages is usually very poor. Further more different consignee have different sizes and at the time of landing most of the consignments are landed in a mixed condition. Hence the stacking of these consignments is of very serious problem for a Port.

The shed Incharge shall in all cases where a vessel is carrying iron consignments study the manifest and make out an iron consignment list and send one copy of the same to the Chief Officer, one copy to the Steamer Agents, one copy to the Stevedores and one copy to the Tally Supervisor of day and night separately with instruction to land, receive and stack each consignment separately failing which the provisions of the Chittagong Port Regulations would apply.

The shed Incharges should then contact the Chief Officer and study the hatch plan noting down the particulars of the consignees and consignments stowed in each hatch. These particulars should be passed on to the Tally Supervisor who should be instructed not to mix the lots. As each lot is landed and stacked separately in the side yards or in any earmarked area of the shed provided for the purpose by the Shed-In-Charge a small wooden board should be put on each consignment mentioning the line number, marks and other particulars as per manifest. In case the consignment is non-man handling and requires to be loaded in Railway wagons/trucks the Shed Incharge should see that only one consignment is loaded in one wagon/trucks and does not mix the same under any circumstances. If the Steamer is in a hurry and wants to land the cargo mixed the Steamer Agents must apply in writing to DTM(Op) and accept all responsibility for shortage, restacking charges and correct delivery absolving the Port from all liabilities then only mixed landing should be permitted.

The stacks should be neat even and at least 3 to 4' high. The iron consignments should not spread out and the space must be economised as best as possible.

The usual system of marking adopted by the senders is to paint the ends of bundles or to put tin tags with either embossed figures and letter written by paint. These markings in the course of handling are likely to be obliterated and as such the Tally Supervisors/Assistant Traffic Inspectors and the Traffic Inspector should exercise extreme vigilance in keeping the different consignments separate to avoid mis-deliveries and consequent claims. The concerned officer should personally examine the progress and device means and methods on the spot to see proper stacking, sorting and storage of such cargo. He must keep himself daily conversant with the position of the discharge and deliveries of all iron consignments.

Since the Port does not receive the goods by sizes or weights, marking and the actual number of pieces landed are the main governing factors. Bundles are likely to become loose. The carriers may demand a receipt for the full manifested quantity basing it on the actual number of pieces landed. As such it is essential that the original bundles should be tallied separately from loose rods landed. The consignees may take delivery by retiring bundles with the permission of the Agents and the Customs. In that case strict supervision is necessary to account for the entire landed quantity to avoid spurious claims.

### 7.11 Principles of Stacking Timber and Logs

Timber may be landed or shipped in the following forms :-

- 11.6.1 Logs of un-even shapes and sizes.
- 11.6.2 Large squares.
- 11.6.3 Planks.
- 11.6.7 Scantlings.

The timber is usually marked either by large paint marks (Which may indicates the importers name and other notations or by plain colour markings on the edges) or by embossed and engraved markings punched on the wood deeply and distinctly. So the problem of making separate stacks belonging to each party is not difficult.

### **Logs**

Logs being of irregular shapes cannot be stacked in regular stacks. Hence while stacking logs the main care that is to be taken is to avoid mixtures and to make as high a pile as can be safely made subject to the holding capacity of the floor. To avoid accidents it is considered safe to place wedges at the bottom of the stack to ensure against sliding of the same under pressure from the top. The logs should be all piled in the same direction.

### **7.12 Stacking and Squares**

Squares are a comparatively easy commodity for stacking. If space permits the squares should be stacked criss cross. In case the squares are very long they should be laid one top of the other pyramid fashion. The stacks should be put as high possible, neatly, mark by mark. The marks and number if any should be kept on sides for easy identification.

### **7.13 Stacking of Planks and Scantlings**

Planks and scantlings are to be stacked criss cross, marks by mark in neat compact stacks with markings shown on the top. This being light cargo should be stacked at least 6' high. In case there are very large quantities to be handled these could be piled as high as possible with the permission of the DTM(Op) subject to the strength of the floor on which they are stacked and other safety precautions necessary for the persons working at the stacks.

Wooden sleepers should also be stacked in criss cross fashion in neat stacks of at least 5' high. It is not necessary to leave more than one foot gap between the stacks unless they are of different marks and belong to different parties. In case these are more than one consignee than sufficient gap for porters to pass between the stacks of the different consignees should be left to facilitate delivery.

Railways sleepers may be for the board gauge or for the metre gauge sections of the Bangladesh Railway. The two types should not be mixed and must be stacked separately because although their marks would be same, their destinations will be different and accountal must be kept separately.

Detail instructions of the various commodities handled at the Port of Chittagong are given hereafter which should be very carefully and rigidly followed.

## STACKING SCHEDULE

### BAGS/CARTONS

#### GROUP - A

SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Bags of Biri	Bags in Sausage rail type and difficult to pile being more or less cylindrical in shape.	Inside	Like other bag cargo	7 high	14 high	Bags of Biri leaf and Tobacco are likely to be misdelivered and stolen as such and all precautions for their safety should be taken.
2.	Bone meal crusted bone and sinews in bags	Nefarious	Away from Food-stuff and ten inside the shad.	Same as bag cargo.	7 high	14 high	--
3.	Manures in bags	Nefarious likely to sweat and cause damage to floors and iron structure and other goods lying nearby.	Covered storage	Like other bag cargo	Small bags 6 ft. high large bags 7 ft. high.	Upto holding capacity of the floor.	--
4.	Rubber bags	Difficult to stack being irregularly packed	Covered or semi covered	---	6ft. high	Nil	--

SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
5.	Empty bottles in cases	Fragile	Inside	Like general cargo mark by mark	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground
6.	Empty bottles in cases	Fragile	Inside	Like general cargo	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground
7.	Empty bottles in cases	Fragile	Inside	Like general cargo	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground
8.	Empty bottles in cases	Fragile	Inside	Like general cargo	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground
9.	Empty bottles in cases	Fragile	Inside	Like general cargo	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground
10.	Empty bottles in cases	Fragile	Inside	Like general cargo	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground
11.	Empty bottles in cases	Fragile	Inside	Like general cargo	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground
12.	Empty bottles in cases	Fragile	Inside	Like general cargo	In case 6. ft high.	Should not be piled.	Being fragile special care should be taken not to throw the case on the floor. They should be taken down from the head or trolley and placed on the ground

## GROUP - B

## BAGS/CARTONS

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Bales of cloth	Liable to wet damage and pilferage	Lockfast or near lockfast under special guard.	Like all baled goods crisscross fashion.	5 bales high	Upto the strength of the floor.	--
2.	Cotton Bales	Likely to become loose.	Inside	Crisscross like jute Bales.	3 high	-do-	Great care should be taken not to become loose and in case loose bales are landed effort should be made to deliver them first to avoid claim.
3.	Cotton yarn Bales	Bales packed in gunny	-do-	-do-	5 high	8 high	Great care should be taken for their safe custody and correct delivery.

SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
4.	Jute and Hemp	Highly inflammable	Covered storage away from items containing powders dust or other leaky materials.	Like cotton bales with the exception that there should be sufficient gaps and passage to fight fire between the stacks.	5 bales high	Upto the holding capacity of the floor.	--
5.	Newsprint in rolls and bales	No hooks should used .	Covered storage	They should be stacked like drum and should not be laid flat.	6 ft. high	Upto the holding capacity of the floor	--
6.	Gunnies	Liable to spontaneous combustion or wet.	inside	Like other bales. In case of piling forklifts are helpful.	Heavy gunnies 2 feet high. Light gunnies 6 ft. high.	Nil	--

GROUP - C

CASE							
SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Cigarette	Case Cargo	Inside	Like any case cargo	3 high	8 high	Being pilferable cargo special care should be taken.
2.	Cycle Cases	Cases	-do-	Being heavy, if forklift is available should be used for piling.	2 high	Upto the strength of the floor.	Great care should be taken for their safe custody and correct delivery.
3.	Bobbin Case	Case	-do-	Make them stand upright. Forklift may be used.	1 high	-do-	These are heavy cases and become useless by exposure to moisture so they must not be kept so exposed.
4.	Cycle wheel	These are in bundles and hence difficult to pile and stack in uniform lots.	-do-	Bundles of cycle wheels can be stacked like drum cargo with edges on the bottom tier.	6 high if possible	-do-	Care should be taken not to mix marks.
5.	Cases/Cartons of food stuff	Can be easily stacked/piled.	Inside the shed near lockfast	Like any case cargo	Case 6 ft. high. Carton 10 high.	-do-	Special arrangements are necessary to avoid pilferages.

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
6.	Cases of shoes	Cases in fragile packing.	Near lockfast inside the shed.	-do-	4 high	-do-	Special arrangements are necessary to avoid pilferages. These should be kept under special custody to avoid pilferage.
7.	Cases/Cartons books	Cartons are broken and sometime get broken.	In lockfast or near L/F inside the shed	-do-	6 ft. high	-do-	These should be kept under special custody to avoid pilferage.
8.	Cases/Cartons or Electric bulbs	Fragile	Inside	Like other case cargo	6 ft. high.	Should not be piled	Great care at the time of handling should be taken not be break contents by rough handling or throwing the cases and cartoon.
9.	Glass cases	Fragile	Covered Storage	On the edges in standing position as indicated by the arrow. Do not lay flat.	Single	-do-	In case of small cases of window glass they can be stacked more than one high but in case of large cases they should not be over stacked

SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
10.	Ghee in cases and tins	Likely to leak & cause damage to other goods	Covered or semi covered	Like other general cargo	6 ft. high	Nil	
11.	Perishable articles	This should be delivered and under no circumstances should they be accepted for shed storage without a letter from the carrier absolving the port from all liabilities.					Should be handled with extreme care.
12.	Tea chests	Foodstuff. to be stored away from nefarious goods, should be carefully handled and no hooks to be used.	Covered storage.	In double rows laid in straight lines keeping marks of both row outward.	6 chest high	Nil	
13.	Wines. Sprit and Bear cases	Fragile and pilferable.	In the wine godown or lock fast	Handle with great care	6 feet high	Nil	See general orders regarding wine landing and removals
14.	Packet of tins	Fragile	Inside	Like general cargo	5 feet high	Nil	

SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
15.	Tea shooks	Bundles	Inside	Like Tea Chest	6 feet high	Upto the strength of the floor	The shooks have bottoms, sides and tops separate. These should be stacked separately mark by mark. Moisture should be avoided and being bundles are likely to become loose therefore care should be taken at the time of handling. Hooks should not be used.
16.							
17.							
18.							
19.							
20.							
21.							

## GROUP - D

## CARTES/PACKAGES

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Furniture in crate or open and other personal effects.	Fragile and liable to be damaged by rough handling	Furniture should be stacked near Lockfast and personal effect in the specified shed	Like other General cargo	Up to 10 feet high	--	--
2.	Glass ware and Chinaware	Fragile, extreme care is necessary in handling the same.	Covered storage.	Like other general goods except that the cargo should not be thrown down from the head. It should be carefully lifted and placed on the stack	Up to 8 feet high	Up to 7 feet high	Should be handled with extreme care.
3.	Marbles slabs	Fragile	-do-	On the edges in standing position as indicated by the arrow. Do not lay flat.	Single	Nil	--
4.	Castings of Iron	Fragile	Outside	Keep Upright, do not drop or lay flat.	Single	Nil	--

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
5.	Bricks (Fire clay etc.)	Loose bricks are fragile and can be treated as bulk cargo	Outside	In cargo blocks mark by mark in neat square or rectangular stack.	6 feet high.	Upto the strength of floor	If received by actual counting delivery should be given by actual count otherwise to be tallied as "said to contain" and delivered as such.
6.	Transformer	Fragile	Outside	Keep up right. Do not topple them over because they are liable to become useless if oil flows out.	Single	Nil	--
7.	Telegraph posts	Like pipes	Outside	Criss cross	6 feet high	Nil	--
8.	Electric	-do-	-do-	-do-	6 feet high	Nil	--

## GROUP - E

## DRUMS

SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Animal fats and Tallow	Dirty, likely to leak in heat & damage	Outside	the drums should be stacked on the sides as other drum cargo. The cask being usually large should not be piled and must be put on edges single high.	In drums should be stacked 4 high in casks of wood single high on the edges.	--	--
2.	Bitumen in drums	Dirty	-do-	Like all other drum cargo.	4 high	Upto 7 high	Leaky drums should be kept up right to avoid leakage with a sand wall round them.
3.	Barrels & Casks	Depends in the contents and no set definition can be laid down.	Inside	In the leeward side of the shed.	Wooben barrels & Casks should be stored single high if they are large. In case of small casks and barrels they should be stored 3 high.	should not be piled	

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
4.	Drums of Chemicals	Liable to leak, sweet & cause damage to cargo lying.	Inside the shed.	These should be rolled one on top of the other in neat stacks away from Food stuff, cloth, cotton, Jute and other fibers.	6 feet high	-do-	There are several types of drums but usually chemicals are packed in drums 5 to 10 to a ton.
5.	Drums of oil, tar and other drum cargo for outside storage	Liable to leak, sweet & cause damage to cargo laying nearby.	Outside	To be rolled one on top of the other in near stack.	6 feet high	Should not be piled	Sometimes coconut oil drums are also called Cylinders. These are large drums 3 to 4 to a ton
6.	Drums of Paint and Varnish.	Hazardous and Inflammable, liable to leak and damage the floor cargo nearby.	In Hazardous godown or in one corner of the shed under cover. Paint can also be stacked outside in the wings of the shed.	These drums are very small and should not be rolled. They should be stacked on the edges standing up right with handles upward.	6 feet high	Should not be piled	These drums are very small and should not be rolled. They should be stacked on the edges standing up right with handles upward.

## GROUP - F

## BUNDLES/PIECES

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Agricultural Implements	Non uniform, usually in bundles	Inside	Being in bundles this should be stacked by marks in one corner of the Shed.	As high as possible.	Upto the strength of the floor.	Care should be taken not to mix marks.
2.	Bundles of Iron rods	--	Outside	--	-do-	--	Great care should be taken regarding marks and sizes.
3.	Boiler tubes in Bundles and Loose.	Iron materials	Outside	--	-do-	--	-do-
4.	Brass sheets rods and tubes.	Damageable by wet & pilferable.	Inside near Lockfast under.	Same as corrugated sheets by marks	Brass sheets should be stacked 6 bundles high.	Upto the strength of the floor.	Great care should be taken regarding marks and sizes.
5.	Aluminium Ingots	Costly, Likely to be stolen.	Inside	Criss-cross in neat countable stacks.	6 high	-do-	This is costly cargo and as such special care should be taken for its safety. All lots should be of uniform size. The T/S should count them & put the actual number in each lot with chalk on the top.

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
6.	Ingots	(Please see the instruction regarding Aluminium ingots).					
7.	Angle Iron	Rustable and should not be put on grassy surface	Outside	in criss-cross fashion if space permits otherwise in "L" rails or "U" rails if available.	As high as possible.	-do-	If in bundles which by handling had become loose special care should be taken to supervise delivery, Market are liable to be obliterated by rust. Therefore, each stack should have small board indicating marks and vessels name.
8.	Corrugated sheets.	Loose sheets	Outside	Every tenth sheet should remain projecting for easy counting, neat rectangular stacks should be made.	4 ft. high	Upto the strength of the floor	
9.	Bundles of vulcanised sheets. Corrugated sheets etc.	Iron materials.	-do-	Wooden crates should be stacked by forklifts or mobile cranes. In case mechanical appliances are not available they should be stacked on the edges resting against a supporting wall single high.	1. Wooden creates 6 ft. high. 2. Bdls. tied by wire or clips 4 ft. high.	-do-	Bdls, may be wooden creates or tied together by clips/wire.

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
10.	Pipes & Tubes	--	-do-	Criss cross	5 ft. high	Nil	The bundles of pipes have their ends covered with gunnies. These gunnies have the pipe couplings in them. Care is necessary to handle them to protect these couplings because they are pilferable.
11.	Galvanised bundles.	Difficult to stare high due to the irregular shape size	Covered storage	To be laid flat and piled as high as possible.	4 ft. high	Nil	All precaution are necessary to avoid mixing of marks and sizes both at the time of landing and delivery
12.	Rails	Rails	Outside	Criss cross	4 ft. high	Nil	--
13.	Hides & Skins	Nefarious	Covered storage	--	2 ft. high	Nil	They are heavy bundles usually 2 to a ton. They should be stored away from Foodstuff.



**GROUP - G****BULK**

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Salt	Same as manure's	Covered storage	Like other bag cargo	6 ft. high	Upto the holding capacity of the floor	

**GROUP - H****DANGEROUS CARGO**

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Loaded Cylinder of Gas	Dangerous	Under covering a cool place preferably in the Hazardous godown	Do not roll or throw. Place them carefully one on top of the other in pyramid fashion	6 high	Should not be piled.	Loaded Cylinders if exposed to sun are liable to explode. They are usually covered with a 2" coir matting and anti rolling devices. If for any reason they are stored outside they should be covered by tarpulin to avoid direct rays of sun.

SI No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
2.	Carboys of Acid.	Fragile & Dangerous	Outside or in the Hazardous godown.	Do not throw or roll Handle with care, place the carboys in a neat compact lot, cover them by a tarpaulin to avoid exposure to sun and heat.	Single high	-do-	--
3.	Arms and Ammunition.	Dangerous	In arms & ammunition godown if available.	Like general cargo mark by mark.	--	Should not be piled.	See special order regarding Arms & Ammunition handling.

**GROUP - I**

**MOTOR CARS ETC.**

Sl No.	Commodity	Nature of Cargo	Where to stack	How to stack	Normal stacking	Piling height Permitted	General Remarks
1.	Buffers of wagons	Iron materials	Outside	Broad guage buffer should be made to stand single high.	Single high in case of Broad guage buffers. In case of metre guage, buffer to be piled at 4 ft. high.	--	--
2.	Motors Cars	Unprotected & Fragile	In or near the car shed to be put in a lot preferably together.	To be kept in neat rows under special guard.	Single	Nil	The motor car should not be carelessly kept and all precaution must be taken against theft or pilferage of parts by keeping them locked & under special guard till delivered.
3.	Large Lorries cannot be accommodated in this sheds.	-do-	Outside, preferably covered by Tarpaulins.	Under special guard.	Single	--	-do-
4.	Aeroplane	Fragile	Outside	Note to be laid flat	---	Nil	---

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## CHAPTER - 8

### PROCEDURE FOR RE-PACKING, WRONG/NIL-MARK CARGO AND SURVEY

#### 8. Procedure for Re-Packaging, Wrong/Nil-Mark Cargo and Survey

##### 8.1 Re-Packaging/Re-bagging on Board for Discharging/Delivery

1. In case of direct delivery of bag cargo in loose, burst out, damaged condition and sweepings from the vessels, the same are to be refilled on board the vessel in the standard sized bags according to the manifest declaration at the entire cost and responsibilities of the Shipping Agent. These bags are to be stencilled as "Refilled" and the same should be delivered to the consignee/C & F Agent concerned after making proper entry in the damaged register and also observing necessary formalities.

2. Sweeping & Bags in loose, burst out and damaged condition landed from the vessel and are required to be stored in the shed, in that case the same should be refilled in standard sized bags according to the relevant manifest declaration at the entire responsibilities and cost of the Shipping Agent concerned. These bags are required to be stencilled as "Refilled" Thereafter the same may be stored in the shed under joint tally and also making proper entry mentioning as "Refilled" in the damaged register holding ship survey. If it is required to be weighed at the time of delivery of these refilled bags, this can be done in presence of the representative of Shipping Agent and the Port at the entire cost of the consignee /C & F Agent concerned. The port will grant receipt for the number of bags actually received and the balance if any to be treated as landed short from the vessel.

##### 8.2 Re-Packaging/Re-bagging for Delivery from Shed

The following procedure shall be followed for the goods mentioned against above noted item number two and the consignment which are lying in the port premises in torn and loose condition due to long storage or any other reasons :-

1. The consignee will make a re-packaging application of the proforma given below to the DTM(Op) in duplicate, after obtaining the Agents and Customs permission on the same. The DTM(OP) or his authorised representative will allow the re-packaging and re-bagging subject to the concurrence of the Agents and Customs. One copy of the application to be filed in will be attached to the delivery document. The Traffic Inspector will make a remark on the body of the Jetty Challan, Re-packed or Re-bagged as the case may be. The Traffic Inspector will depute one of the shed staff to supervise their re-packaging or re-bagging. No re- packing or re-bagging in any shed of the Port can be done without Agents and Customs consent.

2. The consignees shall sign an "In full" and "clear" receipt as a token for having taken delivery of the entire consignment before delivery is granted.

3. The Port shall accept no liability or entertain any claims for the shortage of goods landed in loose, leaky, burst and damaged condition. The consignments will remain in the Port at the sole risk and cost of the importer.

### 8.3 Proforma for Re-packing/Re-bagging Application

To  
The Dy. Traffic Manager (Op).

Chittagong Port Authority

Chittagong.

Dear Sir,

Please allow our representative to re-bag/re-pack all loose content of our consignment landed ex. M.V. .....line No. ....

B/E No. ....Shed No. ....Marks

And

Nos. ....

We agree to give an in full and clean receipt for all tallied and landed packages/bags/drums/bails/cases/bundles/cartons/sheets

ex. the above mentioned vessel which have been accounted for by the Port, before completion of the delivery. We do hereby absolve the Port from all liability for shortage and damages that our goods may have suffered due to the loose condition of their contents.

Yours faithfully,

Order from the Agents of M.V. ....M/s. ....

Date. ....per M/s. ....

Manager

Orders from Customs Officer,

Date. ....Customs Officer

Orders from the Dy. Traffic Manager (op)

Dated. ....DTM(Op)/CPA.

d) The Traffic Inspector are not to allow the Steamer Agent any empty gunny bags on board the ship without prior permission of Customs and Dy. Traffic Manager (Op).

### 8.4 Wrong and Nil Mark Procedure

a) When there is any doubt about marks number and/or description of any package, the consignees should at once submit the usual "Wrong/nil mark" application to the Appraiser of Customs through the Head Shed Clerk who will report there on the terms and conditions under which delivery may be granted. examination of contents by the Customs, no other consignment of similar mark etc.

b) Packages bearing no mark must be stencilled with the Bill of Entry No. and date in the presence of Customs Appraiser who will place his initial on each package and on the back of the Bill of Entry and the Wrong/Nil mark application to the effect that the packages have been examined and stencilled.

c) The Sheds will maintain wrong/nil mark application register under the following proforma :

Vessels name, Rot No, Arrival date, Line No, Quantity, Manifest Mark, Quantity Balance, Wrong Mark applied for No. of packages, W/Nil Mark Application forwarded on, W/Nil Mark application filed on, Wrong/Nil Mark packages delivered on, Name of Party.

d) If there be any "Not Found" for the line No. the No. of packages for which W/Nil Mark as the case may be in the "Not found Register" showing the date of filing of such application and the tracing out date.

e) The Nil and Wrong Mark application will be accepted in triplicate and signed by the Head Shed Clerk and duly countersigned by the Traffic Inspector who will be responsible for wrong or irregular delivery, if any. All the three copies after obtaining the signature of the Head Shed Clerk and the Traffic Inspector will be produced by the Jetty Sircar to the Steamer Agent who will keep one copy and return the remaining two copies after having given his remarks therein. The Jetty Sircar will then approach the Shed Appraiser and obtain his remarks on both the copies having duly examined the Nil/Wrong Mark packages in presence of the Traffic Inspector and then file both the copies to the Shed concerned. The Traffic Inspector will retain one copy with the delivery documents and send the third copy to the office along with the wharfrent waiver application if any for office record.

f) The correct execution of the Nil/Wrong Mark application will be the personal responsibility of the Traffic Inspector and he will be liable to ensure for any irregularity noticed therein.

g) The Steamer Agent's Delivery Clerk may remain present and sign each cart ticket of loading tally at the time of delivery.

#### 8.5 Proforma for the Wrong Mark Application

To

The Dy. Traffic Manager (Op).  
Chittagong Port Authority.  
Chittagong.

Dear Sir,

The undernoted packages landed ex. M.V.....

Rot.....as.....instead of.....

please allow delivery

yours faithfully,

Date.....

Signature of Consignee.

Forwarding to M/S.....  
Agents of M.V.....  
May be allowed with Agents consent (in presence of Agent's representative) if no other consignment of similar marks and agreed with invoice particulars.

Date..... Head Shed Clerk

Please allow as per Head Shed Clerk's remarks.

Date ..... Agent.....

Examined and found the contents correct and agreed with the invoice particulars.

Allowed delivery.

Date..... Full signature of Appraiser.

Please allow delivery

Date..... For Dy. Traffic Manager (Op)  
Chittagong Port Authority  
Chittagong.

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### 8.6 Procedure of Landing Damaged and Broken Packages

1. Damaged, broken and defective packages are to be landed with prior permission in writing from the DTM (OP)/ATM on application 24 hours prior to such landing indicating the nature and amount of cargo and the time when those will be landed. These shall preferably be landed on the last day of discharge of a vessel.
2. These will be landed in presence of the duty Officer of the vessel, Steamer Agents representative, Customs Officer on duty, Agent's appointed surveyor and a representative from the Port and in their presence ship survey will be conducted and inventory of contents of each of these packages will be recorded under their joint signature in the Shed Damage Register. A copy of inventory is to be kept inside the packages also.
3. These will then be packed and sealed by the Steamer Agents with joint signature and kept in the shed lockfast with proper entry in the lockfast register.
4. Generally the following kinds of goods will come under the purview of the above Survey :-
  - a) All lockfast cargo.
  - b) All personal effects.
  - c) All kinds of medicines, wine and liquor.
  - d) All packages kept in ship's locker.
  - e) Other special kinds of goods.

Details of survey procedure of damaged goods landed from the vessel may be seen under Survey Procedure.

### 8.7 Survey of Packages within the Port Limit

If a consignee wants to have any of his packages surveyed within the Port's limit, the same will be permitted subject to the following conditions.

1. The consignee will first obtain the Customs consent on the survey application and submit it to the DTM (OP)/Zonal ATM/TO concerned through the Shed Incharge (with a copy to the Steamer Agent concerned) with his comments regarding the date of Landing and condition of the receipt granted. It should be plainly mentioned whether the goods were landed under qualified or under clean receipt. The DTM (OP)/ATM/TO after passing his orders will return one copy to the shed concerned and one copy will be filed in the DTM (OP)'s office for record. The shed In-charge will permit the survey after obtaining the acknowledgement on the survey ticket on the reverse of the release order from all concerned.
2. The survey must be done before noon in presence of Lockfast clerk, Appraising clerk or Import Ware House Clerk. The Customs permission must be obtained before package opened. Survey of package inside lockfast will not be permitted. It will be the responsibility of the shed In-charge to see that all due facilities are provided to the Surveyor and to the Clearing Agent.
3. Surveyed packages will remain in the Port at the entire risk, responsibility and cost of the Importers. The appraised packages can also be surveyed if desired by the consignee but as appraised goods remain in the Port at the entire risk of the consignees, Port will not be a party to the same. Weighment with party's scales may be allowed for survey facilities, if necessary, provided prior permission for the same is obtained by the

Surveyor from the DTM (OP)/ATM on an application for such weighment. All surveyed goods must be taken delivery immediately after survey. In case the consignee or his Clearing Agents are not in a position to take delivery of the same immediately. They must restack the cargo properly so that no operational obstruction in the shed is caused. No shortage in weighment will be accepted by the Port Administration as the goods are not received in the Port by weighment. The Port is only responsible for the outward condition of the cargo and not for the contents or the state of contents.

4. If the claim is against the Port, the application for survey must reach the DTM(Op)/ATM concerned within three clear working days from the date of landing and not the common landing date. All claims against the Jetty Administration should be adjusted before the packages are removed from the sheds.

5. It will be the responsibility of the Shed staff responsible for survey to obtain signature in full of all concerned on the survey ticket of the release order and in the survey register and see that it has been correctly filled in.

6. The port is not responsible for any survey held in Party's private godowns within or without the Port's premises or for any packages lying under Storage Agreement.

#### **8.8 Joint Survey**

Such survey must be held within 72 hours of the Common Landing Date of the vessel instead of seven clear working days from the date of actual landing or beyond specified times as agreed by the Shipping Agent of the concerning goods.

Joint survey may also be allowed for packages if any against which joint tally was not maintained.

#### **8.9 Ship Survey**

Such survey must be done at the time of discharge of packages in qualified condition. Packages once ship surveyed shall not be allowed joint survey. In case of cargo arrived in containers, ship survey shall be held at the time of unstuffing of container at the container yard and the presence of Chief Officer in that case is not compulsory. Ship survey for containers can also be held at the discharging point in presence of the Chief Officer of the vessel, representative of Customs, Port and Shipping Agent. In such cases, only the condition nature and extent of damages of such containers including defects in seals/locks etc. to be recorded.

A copy of the inventory will be kept in the package surveyed and will be sealed and labeled with signature of all concerned and kept in the lock fast. Particulars and the findings of the cargo surveyed will be entered in the damage register which will be initialled by all presents.

#### **8.10 Other types of Survey**

Such surveys shall be allowed with undertaking in the prescribed proforma as enclosed absolving the port from all liabilities for packages landed in (a) good condition and found in good condition (b) packages landed under qualified remark and (c) packages appraised/already surveyed. Such survey shall also be allowed for packages removed to Customs Auction Unit and handed over with remark/inventory for which furnishing of undertaking is not binding. But for packages landed in good condition and found in defective condition survey shall be allowed without any undertaking for fixation of proper responsibility for the irregularities keeping Director (Traffic) well informed.

While applying for survey for part consignment Sl. No. if any must be invariably mentioned. Consent of Customs for survey in all cases is necessary.

ATOs shall allow survey for packages landed under qualified remarks and all other types of survey shall be allowed by Zonal ATM on behalf of the DTM (Op) and copy of such allow order signed by ATM must be forwarded to Director (Traffic) with a copy of undertaking where applicable for record.

#### **8.11 Survey of different kinds of vehicles**

Spare parts of different imported vehicles may be stolen or missing from Port which may cause bad name of the Port at home and abroad. In order to remove such bottleneck the following procedure will be followed in landing, storage and handing over of different kind of vehicles in the Port :-

1. Generally all sorts of vehicles are to be landed from the vessel during day time only and after landing the vehicles should immediately be removed to concerned shed observing necessary "Ship Survey" without keeping the same on the jetty head.
2. At the time of landing cent percent vehicles are to be surveyed and thereafter the Stevedore/Shore Handling Contractor of the concerned vessels will hand over these vehicles to concerned shed as per Survey Report along with 4 copies of inventory of accessories and also ensure handing over to security there immediately.
3. Shore Handling Contractor will be held directly responsible for the shortage of any parts if they failed to hand over the vehicles as per Survey Report.
4. After handing over of the surveyed vehicles at concerned shed the same will remain there and that time if any parts etc is detected to be missing/pilfered or is found short at the time of delivery, the concerned port security staff will be held responsible for the same.

#### **8.12 Specimen of undertaking to be given by Consignee's Representative**

No..... Date

To

The Deputy Traffic Manager (Op)

Chittagong Port Authority

Chittagong

Sub : Undertaking for survey of-----packages  
having Serial No.....under Line No.-----  
ex. vessel M.V.-----Rot. No.-----  
arrival date-----lying at-----

I, being/on behalf of the consignee of the above cargo of hereby undertake that neither i nor my cargo under writer/consignee will prefer any claim to CPA for the above mentioned cargo we intend to hold survey irrespective of any shortage of contents/ consequences etc.

Yours faithfully

### 8.13 Procedure for the use of CPA Weighment Scale

a) **Rail weighment Scale** :- Generally food grains imported under government department will be taken weighment through rail weighment bridge at Transit yard. In this connection the Food Department staff working at Jetty shall submit demand for covered wagons to Yard Master C.G.D Bangladesh Railway. On receiving the demand for rail covered wagons, yard Master C.G.D. shall place wagons to the jetty head lines where vessels take berth. Before placement of empty wagons for carrying food grains weight of the individual rail covered empty wagon shall be taken by the transit yard staff of C.P.A. Traffic Department. The records of the individual empty wagon weight shall be available in the computer memory, printing and also in the transit yard weighment register. After loading of food grains into the wagons that must be sealed and revet by the Bangladesh Railway staff. The loaded wagons shall be taken weighment again in the rail weigh bridge with a print paper showing net weight and railway goods staff must issue R/R. Railway goods staff shall send R.R through register to the CPA Goods Staff working at shed no - 7. As per R.R CPA Goods Staff shall realize terminal charge, weighment scale charge etc, as per tariff from the Food Department by credit note or as per existing mode of payment inforce. After payment of charges, CPA Goods Staff shall handed over the R/R to the Food Department representative, without payment of port charge and Scale charge R/R copy shall not be handed over to Food Deptt. Representative.

b) **Road weigh Bridge Scale** :-

There have been 4 (four) road weigh bridge for weighment of cargoes in the G.C.G. area. These are installed at :-

- Road Weighment Bridge - 1 CPA Gate No - 1
- Road Weighment Bridge - 2 CPA Gate No - 2
- Road Weighment Bridge - 5 CPA Gate No - 4
- Road Weighment Bridge - 6 CPA Gate No - 4

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**1. Procedure for Weighment of Government cargo :-**

Food Department (Jetty office) will place demand for using road Weighment scale through indent letter as per their requirement. On receiving the demand, CPA weigh bridge traffic staff shall arrange weighment of empty truck by issuing printing sheet, representative of Food Department (Checker) will present while taking weighment and will also the weight of the empty truck in his register. After loading of cargo in the truck the same will be taken weighment in the roadweigh bridge. After completion of weighment CPA staff and Food Department staff must reconcile the net weight of the loaded truck and they will finally establish the total weight of the cargo taken weighment and accordingly T.I Road Weighment Bridge shall issue a weighment certificate and he will also sent weighment bill to the Food Department (Jetty Office) for payment. On receiving the weighment bill Food Department must arrange to pay the CPA weighment scale charge by credit note or any other acceptable mode of payment.

**2. Procedure for Private Cargo Weighment :-**

Bulk cargo or any other cargo imported by Private party shall be taken weighment on payment of weighment scale charge as per tariff upon issuance of permission for weighment of cargo using CPA weighment scale from General Section of D.T.M (op)'s office CPA. Before weighment of the loaded truck the weight of the empty truck shall be taken first and weight of individual truck must be recorded in the register and also by issuing printing sheet using the computer. Weighment Bridge staff shall maintain register of empty truck including loaded truck. Traffic Inspector Roadweigh Bridge will issue weighment certificate on realization of scale charge as per tariff. He will also responsible to realise the under charges if accrued in course of weighment for any consignment.

**3. Procedure for Using Shed Weighment Scale**

Small consignments of less weight shall be taken weighment at shed weighment scale on payment of necessary scale charge. For verifying the declared weight consignment of various nature shall be taken weight at CPA convenience. After verification of weight if any consignment declared weight will be more, then under charges for excess weight shall be realized from the consignee's representative i.e. C&F agent.

#### 8.14. Proforma For the Use of CPA Equipment

#### PROFORMA FOR THE USE OF CPA EQUIPMENT

##### Name of C & F Agent with Address.

To, The Terminal Manager/Deputy Traffic Manager (OP), Chittagong Port Authority, Chittagong.

Sub : Requisition of Mechanical Equipment for Loading of

..... of ..... Tons a/c

S.S. .... " Rot No. ....

Line No. ....

Dear Sir,

Please arrange to supply the following mechanical equipment for loading/unloading the above cargo into Truck No..... Hoisting charges paid vide C.P. No..... dated ..... cargo is lying at.....

FOR DAY OF / AND NIGHT OF.....

##### Type of Equipment with capacity

1. Mobile Crane (30-40 Tons)
2. Mobile Crane (10-15 Tons)
3. Mobile Crane (6 Tons)  
Long boom/Trolley
4. Mobile Crane (6 Tons)  
Short boom
5. Forklift ( 5 Tons)
6. Forklift ( 3 Tons)

Thanking you,

Yours faithfully,

Name & Signature

License No.....

for :- The C & F Agent concerned

#### 8.14 Proforma for the Use of CPA Equipment

#### PROFORMA FOR THE USE OF CPA EQUIPMENT

##### STEVEDORE AND HANDLING CONTRACTOR

To,  
The Terminal Management/DTM (OP)  
Chittagong Port Authority  
Chittagong .

Sub :- Requisition of mechanical equipment a/c  
S.S-----

Rot No-----Berth No-----

Arrived on-----Sailing on-----  
at-----hrs.

Dear Sir,

Please arrange to supply the following mechanical equipment for handling--  
or-----tons.

(Quantity)----- (Description)-----

Maximum weight of any Pkgs. is-----tons.

FOR NIGHT OF-----WITH M.T      FOR DAY OF-----WITH E.T.

Type of Equipment's	Type of Equipment with capacity
1. Mobile Crane (30-40 T)	1.
2. Mobile Crane (10-15 T)	2.
3. Mobile Crane (6 T) Long boom	3.
4. Mobile Crane (6 T) Short boom	4.
5. H. T. T. (20 T)	5.
6. L. T. with trolley (4 x 6T)	6.
7. F. L. T. (ST)	7.
8. F. L T. (3T)	8.
9. F L T (LIM) (2T)	9.
10. P. Truck (10 T)	10.
11. FLT ( ) (42 T)	11.
12. " (25 T)	12.
13. " (16 T)	13.
14. T. M. 40'	14.
15. T. M. 20'	15.
16. A. T. A. 20'	16.

Tanking you.

Yours faithfully,

For : the concerned  
Stevedore-cum  
Shore handling contractor

### 8.15 Procedure for Booking or Equipment

a) C.P.A equipment shall be booked against GL-vessels and also stevedore-cum-shore handling contractor wise. So that proper record and utilization of each and every piece of equipment shall be made available. For booking of equipment stevedore-cum-shore handling contractor concerned shall submit indent letter in advance to the shipping Section of D.T.M (op)'s office, mentioning the requirement as per proforma mentioned at item No. 8.14. On receiving the demand letters the shipping Section shall formulate an equipment demand list mentioning day and night with date and must arrange to send the daily equipment demand list to the Executive Engineer (Mechanical) CPA for necessary arrangement of booking. The equipment driver/operator must report to the Traffic inspector (Transport) at shed No-9, for booking of equipment against the particular ship and stevedore wise. The T.I (T) staff shall book equipment against the particular ship mentioning shed No. so that the transit shed concerned shall properly utilize the equipment. Any break down and late arrival of equipment must be recorded in the log book and also in the shed equipment register. Berth/Transit shed concerned shall furnish a statement of equipment utilization in every month mentioning the break down, late arrival and availability particulars of equipment to the Shipping Section. The Shipping Section shall make a statement of equipment utilization along with the percentage of availability and also to be sent this for information to the Management of Traffic Department.

b) For using CPA equipment in the appraisalment and delivery of the consignments, the C&F agent concerned shall submit indent letter to the Shipping Section of DTM (op)'s office mentioning the name, capacity of equipment, date and time of requirement etc. On receiving the demand letters from the C&F agents the Shipping Section staff shall make an equipment demand list and also the same to be sent to Executive Engineer (Mechanical) CPA for necessary arrangement of booking. As per booking the operator/ driver concerned shall report to the Traffic Inspector (Transport) at shed No-9 for booking, against the particular C&F agent. T.I (T) staff shall check the delivery documents and shed bill wherein realization of port charges for hoisting of cargo must be ensured. Without realization of hoisting charges, no equipment shall be booked. After booking of equipment against the particular C&F agent and consignment wise, the T.I (T) staff and shed staff shall supervise the loading/unloading of cargoes to & from the transport of the C&F agent. If any breakdown, late arrival or refusal of work that must be informed to the concerned Shed In-charge in writing. For follow up action the victimized party will inform this to the Deputy Traffic Manager (op) CPA..

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**CHAPTER- 9**  
**APPLICATIONS FOR WAIVAL OF WHARFRENT**

**9. Applications for Waival of Wharfrent**

- a) Applications for waival of wharfrent will be entertained by the Shed Incharge as per current orders in two copies in the proforma, given.
- b) The calculation will be made by the counter clerk and will be countersigned and certified by the Head Shed Clerk and the Shed Incharge respectively. The grounds for waival will be clearly stated by the Shed Incharge in the column provided for.
- c) There must not be any delay in forwarding the waival applications to the DTM (Op) who will also on the same day to take decision or pass on papers for decision of higher authority.

**Proforma of Memo for Waival of Wharfrent :**

From :-----

To

The Dy. Traffic Manager (Op)

Chittagong Port Authority,

Chittagong.

Date : -----

Sub : Application for waibal of wharfrent accrued  
on the undermentioned consignment.

In this connection the following particulars are detailed below for perusal & necessary orders please :

1. Name of Clearing Agent.
2. Date of filling the D/L in shed.
3. Manifested quantity.
4. Description.
5. Landing quantity (by mark)
6. Delivery quantity (by mark)
7. Balance quantity as per M/quantity.
8. Balance quantity as per landing tally.
9. Date of acceptance of NOT FOUND.
10. Reason for late acceptance if any.
  - a) Not Found Registration No.
  - b) When traced out.
11. Quantity lying if any physically (by mark)
12. Date of filling Nil Mark application.
13. Quantity lying if any physically (by mark)
14. Date of acceptance of Wrong/Nil.
15. Date of connection by the Customs.
16. Reason for waival allied or dumping.
17. Reason for waival.

May be allowed U/S-136 (D) please.  
Allowed.

The issue has been examined  
& found to be in order

Dy. Traffic Manager (Op) Dealing Asstt.  
Chittagong Port Authority

### 9.1 Space rent Procedure

- a) The parties may ask for storage space on rental basis under provision of the regulation for storage of cargo, for office accommodation, etc. Such spaces must not be allowed without prior permission of the CPA board. Chairman/CPA/Director (Traffic).
- b) Such spaces in case of cargo shall not be allowed at places where cargo from current vessels are likely to be taken.
- c) All applications for storage under space rent agreement must be forwarded to the Director (Traffic) enclosing therewith a sketch of the position of the place where the storage of the goods is proposed.
- d) In case of storage of goods, the goods are to be removed by the parties own labour at their own cost and risk and the port will not take any liability for the goods after they are removed to the storage space.
- e) Every stack of goods in storage space must be marked with vessels name, name of the party and date from which occupied.
- f) The measurement of the space must be certified jointly by the shed Incharge or concerned Traffic official and Audit Inspector.
- g) Space rent agreement as per proforma is to be executed by the owner of the goods, office accommodation etc with CPA.

### 9.2 Not Found Procedure

All deliveries from sheds will be granted on a "Shed Delivery Order" the form will be filled in by the Clearing Agents representative and presented to the Shed counter.

Every consignee or his representative failing to remove on the day declared for delivery, all the packages so declared should in his own interest note on his documents at the close of the day's work, his reasons for not removing those packages left in the Port's premises. Unless this noting is made and accepted by the Traffic Inspector of the Shed, claims for remission of scheduled rent charges will not be entertained and claims for damage or losses of goods may fail for lack of evidence.

The Traffic Inspector of the Shed will accept a "Not Found" remark after 15 hours daily. The consignee shall present his "Not Found" remark and obtain endorsement from all points where the Steamer in question has worked or its cargo is stored. Failing which applications for remission of scheduled rent or applications for concessional rent will not be entertained.

All Jetty Challans before being presented to the Sheds must be prepaid. No "Not Found" remarks will be accepted on Jetty Challans for which landing and other charges in full are not paid.

However, in case of non-landing of full consignment, "Not Found" may be allowed by DTM(OP) to be registered without payment of Port charges.

The Traffic Inspector of Shed will post the "Not Found" remark in the "Not Found" Register and issue Search memos with copies to all points where the vessel has worked or its cargo has been distributed. The following persons will be given Search Memos. One copy to Lockfast Clerk and one copy to the Import Ware House Clerk. It is incumbent upon the receivers of these memos to put time and date when these memos are received and then to return the same to the to the Shed officer within 48 hours with their remarks. The Traffic Inspector of the shed upon tracing the packages will post on the "Notice Board" of the shed a Notice giving the marks of the package and party's name when the packages have been traced. The party shall daily visit the shed after making a "Not Found" if the packages are traced and the party has failed to take delivery on the day when the packages have been traced, rent will be charged from the 4th day cargo is available for delivery. There will be no rent for the period when a package is not traceable in shed provided the consignee has filed delivery documents within the free time. In case delivery documents are filed after the expiry of free time i.e. 4 days after the common landing date the rent shall be charged as usual upto the date "Not Found" is made and thereafter no rent will be charged upto the date goods are traced and Notice as such is pasted on the shed Notice Board.

The Shed Incharge will post in the Register with date and time the packages has been traced and will immediately filled in the proforma for informing the party. The Port does not bind itself to advise the consignee regarding tracing out of the packages for which "Not Found" has been filed.

In case a package is not traced within 48 hours of a "Not found" remark being made a Missing Report will be issued to all concerned and Traffic Inspector of the Shed will be personally held responsible for all cargo which is lost, mislead or remains untraceable for a long time.

All packages traced out should be brought near office and put in a separate enclosure for convenience of immediate delivery.

#### **THE CHITTAGONG PORT AUTHORITY**

SHED NO.....

(To be posted on the Shed Notice Board at 8 hours daily)

Daily list of packages reported "Not Found" or "Mixed" by consignees or his Agent available for delivery on .....(date)

Name of Steamer/Vessels	I.D.R.		Marks & Nos.	Quantity and description
	No.	Date		

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### 9.3 Disposal of Un-manifested Cargo

- a) Un-manifested goods of a vessel are goods not appearing in the manifest of that vessel. The Un-manifested goods not taken delivery before preparation of out-turn report under wrong/nil marks application will be shown in the last pages of the out-turn report.
- b) All un-manifested excess cargo will be stencilled with the Steamer's name, voyage number and Common Landing Date and kept separately in I.W.H. fashion with marks and numbers facing outward ready for delivery on demand. The correct method of stencelling vessel's name and voyage number is on the marking side of the package.
- c) Un-manifested packages if not properly connected after customs examination with any of the short landed goods within 10 days of the submission of out-turn report shall be removed to the Auction Godown for auction at the cost of Steamer Agents.
- d) If connection, as stated above, are made after submission of out-turn report and the goods are subsequently delivered by the Steamer Agents from the Auction godown/ shed on submission of delivery documents and payment of all charges due, the out-turn report will be amended by the Jetty authorities upon receipt of a written request from the Steamer Agents giving the following particulars of the delivery marks commodity, description, quantity, line No, Bill of Entry Number and the Jetty Challan No.
- e) The un-manifested cargo should be only described with mark if any, such as bales, bags, cases, carton and crates etc but the contents should under no circumstances be shown. The term "contents unknown" should be endorsed in the out-turn reports and un-manifested cargo lists sent to the Agents.

### 9.4 Untraced Cargo Reports

Immediately after detection of apparent non availability/registration of "Not Found" in respect of any package appearing in the Landing Tallies, the Traffic Inspector concerned shall carry out a search personally and through his Head Shed Clerk, Lockfast Clerk, IWH Clerk and other staff deputed for the purpose at the places where the vessel/lighter worked and the cargo was originally stacked or subsequently removed and in case the package/packages remained untraced he shall arrange issue of the "Memo for untraced cargo" in the approved proforma in duplicate within 48 hours of the aforesaid detection/ registration.

On receipt of the "Memo for untraced cargo" the DTM (OP)/Zonal ATM/TO shall arrange a thorough investigation into the matters by officials specially deputed for the purpose and obtain a report in the proforma as appearing on the reverse of the "Memo for untraced cargo" within 72 hours of the issue of the Memo. In a like manner, the Security Department shall arrange to carry out a thorough investigation from their end into the matter and apprise the DTM (OP) with the result thereof within 72 hours of the issue of "Memo for untraced cargo" if the cargo remained untraced, an FIR shall be lodged by the Traffic Inspector of the shed with the O.C. Port Police Station duplicating copy to D.C (Port)/CMP, Director (Traffic) and DTM (OP) for further necessary action, Simultaneously, the DTM(OP)/ATM shall undertake proper enquiry in hand to fix up responsibility on the staff/concerned Agency.

- a) Memo for untraced cargo should also be issued on the following grounds :
- i) When at the time of submission of Out-turn Report it is discovered that the goods tallied and delivered are not corroborating and that there is a shortage.

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- ii) When all packages landed in sound condition and subsequently found broken or pilfered in the shed.
- iii) All packages of special list for which a landing tally has been made but are not received in the Lockfast or near Lockfast upon completion of the steamer's discharge.
- iv) And in all cases where sufficient proof exists that the goods were lying in the shed and are subsequently found missing from the shed.

#### **9.5 Procedure regarding Out, Turn, Report**

- i) All efforts will be made to submit the out-turn report within one month of the Common Landing Date of every vessel. However, the Port Authority does not bind itself to any time limit and does not take responsibility for any delay that may occur.
- ii) Usually, upon the expiry of the free time, the Import Warehouse removal will start either within the shed or to a Warehouse shed and should be completed on the 15th day of the Common Landing Date. The IWH removals of all vessels will be supervised, conducted and accounted for by the concerned Traffic Official/Shed Incharge who will be personally responsible for seeing that this instruction is carried out. On the 15th day, the Shed Incharge concerned will prepare a wanting list of all packages which are in the Manifest but are not accounted for in the removals or in the delivery. This list will be given to the Import ware house clerk and Lock Fast Clerk of the shed concerned who after physical check will report and certify, within 48 hours, to the Shed Incharge concerned and the Shed Incharge in his turn will submit the out-turn report on completion of his final checking within the next 10 days. The wanting list will be certified by the following persons :-
  - a) Import Ware House Clerk, b) Shed Lockfast Clerk, c) IWH Clerk where the cargo has been removed account IW House, The Shed Incharge/Traffic Official will maintain a Register and will see that this time schedule is followed most rigidly. The Head Shed Clerk will arrange Joint Checking with the Agent submitting the Manifest. If the Joint Checking is finalised with the agreement of the Agent then OTR will be finalised by the Shed Incharge. He will arrange to sent the OTR to DTM (OP)' office OTR section for the signature of the zonal Traffic Officer.
  - iii) The OTR Section of the DTM(OP)'s office will arrange distribution of the out-turn reports as follows :  
One copy to DTM(Op), one copy to Shipping Agent, one copy to Head Claims, one copy to Commissioner of Customs, one copy to IWH shed where the cargo has been removed, one copy to Traffic Accounts and copy for shed record. All out-turn report will be signed by Head Shed Clerk, Traffic Inspector and zonal TO.
  - iv) The out-turn report of a vessel that has worked at more than one berth will be submitted by the original shed of discharge where all other points will send the full particulars of landing and delivery alongwith the IWH. Tallies of the goods left and lying undelivered.
  - v) All Shipping Agents should submit their over-side delivery lists countersigned by customs to the Traffic Inspector concerned by the 7th day of the vessel's completion of landing, failing which the out-turn reports will be submitted showing the goods as landed short. The overside lists shall indicate marks, commodity, description, quantity, line number, Bill of Entry number and Jetty Challan number. Without these particulars the overside lists will not be accepted.

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- vi) Short landing certificates will be issued on the strength of the out-turn reports submitted by the Shed concerned.
- vii) DTM(Op), zonal ATM and the concerned Traffic Officer should keep very close watch over the submission of OTR of the vessel and a fortnightly statement of vessels whose OTR have not been submitted will be prepared and sent to Director (Traffic) regularly.

#### **9.6 Procedure for Disposal of Perishable and Damaged Goods**

#### **9.7 General Guideline**

All goods if found unfit for human/animal consumption or otherwise unfit for commercial use shall be destroyed in the following manner :

- a) Perishable goods : Such goods shall be destroyed at the place to be determined by the Chittagong Port authority and the destruction should be conducted in presence of Customs, Port Health, Port Police, Port Security and Traffic and Shipping Agent/Consignee as the case may be. In case of such destruction at High Seas representative of Port Security and Traffic may be excluded.
- b) Commercial Goods : Such goods shall be destroyed at place to be decided by the Chittagong Port Authority and the destruction shall be conducted in presence of Custom, CPA Traffic and Security, Port Police and Shipping Agent/Consignee as the case may be.

The following procedure for landing and destruction shall be followed :

1. The perishable goods like salt, sugar, rape seeds, rice, pulses etc and the highly perishable goods like onion, garlic, ginger, dates etc should be taken delivery by the respective consignee directly from the vessel and if the consignee fails to take direct delivery for any reason which causes delay in sailing of vessel, the concerned Shipping Agent may be allowed to discharge the said cargo furnishing a written undertaking as per proforma given below. Before discharging such nature of goods permission is to be obtained from DTM (Op) once such goods are allowed storage inside the Port protected area. it shall remain the responsibility of the Shipping Agent to arrange early clearance of the cargo be its consignee. However, if the consignee fails to turn up in time and the goods become unfit for consumption or become unfit for consumption or become a nuisance to the port, Shipping Agent shall act upon as per their undertaking submitted at the time of landing to arrange immediate destruction on observation of all necessary formalities.
2. if any goods lying in the port premises in damaged/rotten condition and emitting bad smell and which is declared/certified by the Port Health Officer/Govt. Medical Officer or CPA Medical Officer as harmful to Public Health, the same is required to be destroyed. In that case, DTM(OP) will issue necessary notice upon the consignee for arranging removal of the goods within 24 hours notice, If consignee's address is not readily available, notice is to be issued upon the Shipping Agent/Owner of the vessel/Master of the vessel. The concerned consignee/Shipping Agent/Owner of the vessel should arrange destruction of the damaged goods without delay on observation of all necessary formalities. Party at fault for not clearing the cargo in time, if available, shall be charged to pay port dues.
3. If the rotten/damaged goods are not removed from the Port premises after serving necessary notice, DTM(OP) on behalf of Director (Traffic)/CPA will obtain necessary certificate from the Port Health Officer and prior permission from Customs and arrange destruction of goods under supervision of a committee consisting of representative from Customs, Port Health Officer, Port Police, Port Security and Traffic Department/CPA. In

this case, the expenses to be incurred for removal, cleaning etc and Port charges accrued on such cargo are to be realised from the consignee/Shipping Agent/Owner of the vessel/Master of the vessel as per CPA Tariff if applicable.

Under no circumstances, Port will accept any claim to meet the compensation for such rotten/damaged goods.

#### **9.8 Proforma of Undertaking to be submitted by the Shipping Agent for Landing of Perishable Goods**

##### **Undertaking**

##### **Sub : Declaration of perishable/damaged goods.**

Dear Sir,

I/We do hereby submit the undertaking that if the goods landed **Ex.M.V.**  
Rotation No. **Arrival on** **wholly or partly losses commercial value or**  
**becomes unfit for human consumption due to delay in clearance by the consignee or any**  
**other reasons, in that case we will be compelled to** **arrange destruction of the said**  
**damaged goods in the place as decided by CPA at our entire cost, risk and responsibility**  
**as and when asked by CPA to do so. We also undertake to pay port charges if any**  
**accrued as per CPA Tariff and if so decided by the competent authority observing all**  
**formalities as per existing procedure of Port/Customs. We are submitting this undertaking**  
**with the consent that we shall also abide by all rules and regulations of Port in this**  
**regard.**

Yours faithfully

**Steamer Agent**

**Seal**

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## CHAPTER - 10

### SPECIAL CARGO

#### 10. Special Cargo

##### 10.1 Special Cargo Stacking and Handing over rules

As per the agreement between the Port Administration and the Shore Handling Contractor the contractors, are the stack and supervise stacking of all special cargo as per special list prepared by the Traffic Inspector. The contractor shall hand over all special cargo as laid down in the special list of the vessel as mentioned above to the Traffic Inspector, or to person or persons as desired by the Port Authority without any delay and extra cost. The Contractor are also responsible for the accountal of special cargo discharged ex. vessels until the same is handed over to the person or persons as directed by the port Authority and shall be liable to pay claims for the loss of such special cargo unless and acquittance from the competent person is shown by him to indicate of having discharged his duties in this regards.

Daily checks jointly by the Tally Supervisor, Supervisor of the Shore Handling Contractor and or any other Port officials authorised to be done at the end of the shift for the special goods landed and handed over to fix the liability of the handing over and taking over on the spot. A special cargo handing over register showing date and time of handing over with acknowledgement of the authorised Port officials be maintained by the Tally Supervisor/shed staff deputed for the purpose. Final check of the special list on similar lines to be made by the Shed Incharge at the completion of the discharge at each point.

##### 10.2 Special Cargo Lists and handling

The Traffic Inspector on duty will mark the classified manifest under five categories, e.g. (i) Direct Delivery cargo (ii) Dangerous cargo (iii) Arms, ammunitions and explosives (iv)Lockfast packages and (v) Special handover cargo

Special cargo other than handed over cargo shall be landed only during day light hours and the Steamer Agent will instruct their supervising officials on board to see that these instructions are followed strictly. The CPA Tally Clerk at the time of Tallying the goods will be held personally responsible for securing the lockfast cargo in the lockfast. The CPA Tally Clerk will sign the Lockfast Register and obtain in his tally book acknowledgement of the Lockfast Clerk that the packages have been deposited in the lockfast. The Lockfast Clerk will mention the condition of the case in his register upon receiving the same.

The Shed Incharge upon receiving the Manifest will prepare the special lists grouping them properly. Only marks and numbers of the case with quantity and descriptions to be shown in the special lists. Under no circumstances will the contents be shown in these special lists.

The Shed Incharge will under a Peon Book distribute copies of the special lists to the following persons. One copy to Agent, one copy to the Security Officer, one copy to the Lockfast Clerk, one copy to the Shore Handling Contractor, one copy to the Ware House Clerk and one copy to the each Tally Clerk. It shall be the duty of the Shore Handling Contractor and Tracer jointly to see that all special cargo are dealt with properly. In case of any discrepancy the Tracer and the Shore Handling Contractor will jointly check the shed and secure the missing packages. All such discrepancies must be immediately reported to the Traffic Inspector on duty who in turn must report to DTM(OP)/Zonal ATM/TO.

The Shed Incharges are directed to make suitable remarks on the work certificates in case any stevedore has failed to make over proper and complete charge of special cargo discharged ex. any vessel to the authorised official or if they cause any other infringement of any of the clauses of their agreement by way of not stacking the cargo properly etc.

### **10.3 Special Cargo List for hand over to the Security**

1. Auto Rickshaw, bicycles and motor cycles.
2. Ball and Roller Bearings.
3. Biscuits.
4. Blankets
5. Binoculars
6. Cutlery.
7. Chocolates & Confectionery.
8. Copper & Brass Rods.
9. Car, Jeep & Truck (to be removed to special shed area earmarked for the purpose)
10. C.P. Goods.
11. Drums of Coconut Oil/other edible Oil.
12. Electroplated & Silver plated wares.
13. Electric Appliances.
14. files.
15. Flash Light.
16. Gramophones.
17. Harmonium Reeds.
18. Hosiery.
19. Hinges Screws, Hack Saw Blades.
20. Ingot (Excepting Iron ingots).
21. Knives.
22. Musical instruments
23. Milk cases/cartons
24. Mental Crystal.
25. Nylon Twine and Nylon Silk Yarn.
26. Other Ports cargo.
27. Pictures.
28. Provision cases.
29. Quinine.
30. Ready made garments.
31. Silk goods.
32. Smoking Tobacco.
33. Soaps.
34. Sewing machine and parts.
35. Shoes.
36. Spare parts & Workshop Equipment in small cases.
37. Tools.
38. Table Stationery.
39. Toilet requisites.
40. tyres & Tubes.
41. Woolen Fabrics.

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- 42. Wrenches & Spanners.
- 43. Wireless equipments.
- 44. All valuable instruments.
- 45. All damaged and repaired packages and appraised goods on request form Steamer Agents/Importer/C&F Agent.
- 46. All kinds of spices.
- 47. All personal effects (not removed to "D Shed")

N.B. Any other goods concerned Traffic Inspector in his opinion considers wise to handover.

List may be updated as and when considered necessary by Director (Traffic)/CPA

#### **10.4 Special Cargo List for hand over to the Lockfast**

- 1. Clock and watches.
- 2. Needles.
- 3. Perfumery.
- 4. Quick silver.
- 5. Thermometers.
- 6. Fountain pen and parts.
- 7. Beer, wine and liquor.
- 8. Razor and razor blades.
- 9. Imitation Jewellery.
- 10. Lighter flints.
- 11. Radio, Transistor and Tape Recorder.
- 12. All packages under the care of Chief Officer.
- 13. Pharmaceutical raw materials
- 14. Cigarettes.
- 15. Drugs and medicines.
- 16. Torch light.
- 17. Scissors.
- 18. All types of medical instruments and all other attractive goods.
- 19. Coalter dyes.
- 20. Buttons.
- 21. Camera and Camera parts.
- 22. Spectacles and frames.
- 23. Table stationery.
- 24. Toys.
- 25. Wireless equipments.
- 26. All valuable instruments.
- 27. All damaged and repaired packages and appraised goods.
- 28. Cenematographic and photographic films.
- 29. Electronomical goods, parts and accessories.
- 30. Perfumery goods with essence and food colour.
- 31. Calendars, Diaries, Journals, Brochures, Catalogues and valuable books
- 32. All sorts of Parts Auto Parts and accessories
- 33. All sorts of crockeries.
- 34. Tools and workshop equipments.

N.B. List may be updated as and when considered necessary by the Director (Traffic)/CPA.

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## 10.5 Disposal of Sweeping Cargo

Sweeping are of two types :

a) Sweeping collected on board the vessel and landed therefrom.

In the case of sweeping collected on board any jetty side while vessel at berth, delivery shall be allowed like normal import landed cargo under wrong/nil mark. Sweeping cargo belongs to the consignment shall be taken delivery directly which must be the part and parcel of that particular consignment. The C&F Agents concerned should apply to the A.T.M. Concerned mentioning the reasons of sweeping obtaining necessary no objection from Customs officer on board, Shipping Agent and Traffic Inspector\* of shed concerned. On the basis of these remarks sweeping cargo shall be allowed for delivery by the A.T.M concerned considering the facts and circumstances.

b) Sweeping collected on shed account before taking delivery :-

Delivery of such sweeping shall be allowed under a miscellaneous gatepass with the consent of the Customs & Shipping Agent upon a application being made to the zonal A.T.M.

All charges of sweeping cargo are to be realized treating as import cargo. Such sweeping cargo if not cleared within one month of the common landing date should be removed for auction sale.

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## CHAPTER - 11

### PROCEDURE FOR PAYMENT OF SHORE HANDLING AND OTHER BILLS

#### 11. Procedure for Payment of Shore Handling and other Bills

##### 11.1 Shore Handling Contractor

1. Method of submission of Shore Handling Bills (in case of Break-Bulk Cargo) by Shore Handling Contractor :

i) After completion of vessel's work the Stevedore should apply to the Traffic Inspector concerned for a shed clearance certificate about their performance of the vessels.

ii) On receipt of such application, T.I. will ensure that all the cargo discharged from the vessel are stacked properly and special/ Lockfast cargo etc are handed over completely by the Stevedore. Cargo handled by the Stevedore are classified by T.I. after scrutiny of the I.G.M/E.G.M, Tally slips and daily/final working report of the vessel checked minutely. Thereafter shed clearance certificate is issued as per proforma given vide Director (Traffic)/CPA's office Order No. 34/89 dated 2.5.89.

iii) A statement showing the mechanical equipments used by Stevedore in vessel's work is sent by T.I. to Handling Section of DTM (Op)/ CPA's office.

iv) Obtaining the above noted certificates etc, the Stevedore submits the Shore Handling Bill to the Handling Section enclosing the same.

2. Processing the Shore Handling Bills in Handling Section :

i) After receiving the bill with its relevant enclosures, the same is entered in the Register of the Handling Section.

ii) Shed clearance certificate is properly verified with the I.G.M./E.G.M. Daily/final working report of the vessel etc.

iii) Then the Bill is checked up thoroughly with the Shore Handling Rate Schedule circulated from Director (Traffic)/CPA's Office and if the bill is found correct the same is sent to Accounts Department after deducting DWMB, CSSWF, SSHMF and BMSAF's levy/subscription and charges for mechanical equipments used by the Stevedore.

iv) Finally the bill is paid to the Stevedore by Accounts Department/CPA.

##### 11.2 Jetty Handling Contractor

1. Jetty Handling Contractor appointed by the Chittagong Port Authority performs handling operation like removal of cargo from to shed/open dump and Customs Auction Unit etc (Other than the job performed by Shore Handling Contractor), cleaning, destruction of damaged/rotten goods and other miscellaneous works within the Port protected area as required by The Port Authority from time to time. Traffic Inspector places requirement to DTM (Op) for the jetty handling work to be performed and on the basis of this requisition to DTM (Op)'s office advises the Jetty Handling Contractor to supply necessary workers, equipment etc to do the work, then the contractor performs the work as per the said requisition.

2. Issuance/preparation of shed vouchers, R/L etc in case of removal works done as per ton rate basis :

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After completion of work, the shed staff deputed for the purpose prepares R/L mentioning actual weight as per relevant manifest of the cargo handled/removed. A statement is also made inserting the R/L particulars and get it signed by TI concerned. Then the statement along with shed voucher and a copy of R/L are handed over to the contractor.

3. Preparation/issuance of work done statement, shed voucher etc in case of other works done as per man rate basis :

A work done statement is prepared after completion of work and the same is signed by TI concerned. Then this statement is sent for approval of DTM(Op) through Zonal TO/ATM. After approval, the same is handed over to Contractor alongwith shed voucher duly signed by TI/TO concerned.

4. Submission of Bills by Contractor :

Upon collection of the above noted papers/documents, contractor prepares necessary bill in their printed form and submits the same to the Handling Section of DTM(Op)'s office along with the relevant papers/documents.

5. Processing the Bill for payment :

On receipt of Jetty Handling Bills along with the requisite papers/documents form the contractor, the same is entered in the register maintained for the purpose. Then the bill is verified and checked as per rate schedule, agreement etc properly and the relevant papers/documents are also examined minutely. If the bills and papers submitted by the contractor, are found correct, then the same is processed after deduction of DWMB's levy for forwarding to Accounts Department. A summary of bills, bills and relevant papers are signed by TO/ATM/DTM (Op) and after that these are sent to TA Branch of Accounts Department/CPA for payment.

### 11.3 Cleaning Contractor

1. Contractor appointed by Chittagong Port Authority for cleaning Office, yard, shed premises, drains and latrines within Port protected area and for the removal of rubbish so accumulated by truck for dumping outside the Port protected area.

2. Preparation of master roll for the workers engaged by the contractor in cleaning works : In case of cleaning works, master roll for the cleaning workers are prepared by the Traffic Inspector concerned under his signature and the same is handed over to the Cleaning Contractor duly signed by ATO/TO concerned.

3. Preparation of Gate Pass for removal of accumulated rubbish out of Port protected area :

A Gate Pass addressing the Jetty Gate Sergeant/Incharge, is issued by the Traffic Inspector/Shed Incharge concerned to pass out the truck loaded with rubbish through the Gate. At the time of passing out of the loaded truck through Jetty Gate, the Gate Sergeant/Incharge affixes his signature on the gate pass as a testimony of removal of the rubbish from the Port protected area.

4. Submission of Bill by the Cleaning Contractor :

After completion of cleaning work, the Contractor collects the above noted papers/documents from the relevant point, thereafter the contractor prepares bill in the printed form and submits the same in the General Section of DTM(Op)'s office.

5. Processing the Bill for payment :

On receipt of the bill, the same is checked and verified properly and if the bill is found correct, the same is put up for the signature of TO/ATM/DTM (Op). After their signatures the bill is sent to Accounts Department/CPA for payment.

## PROCEDURE FOR COLLECTION OF PORT DUES AND CHARGES

### 12. Procedure for collection of Port dues and charges

#### 12.1 General procedure

The parties desiring to pay the Port charges and dues on their consignments of Imports or Exports will fill in data sheet and submit alongwith other documents such as ADO/ Shipping Order, B.E/Shipping Bill and packing List at the Billing point for assessing the charges/dues. The bill will be prepared by Bill Clerk and sign the relevant documents as a token of his check and pass on the documents to the Bank Cashier for payment of Port charges. Payment may be made by Cash, pay Order, Bank Draft drawn on Banks who are members of only Chittagong Clearing House. Cheques from Government Agencies but drawn on Banks who are members of only Chittagong Clearing House may be accepted as a special case.

Agents who are allowed to operate deposit account with the CPA Bank must maintain sufficient fund in their account so that bills could be adjusted from the account as and when placed. Bank will have to maintain a register for all such deposit account and must be in a position to state at any time the amount of fund available in the account.

After collection of charges/dues or adjustment against the deposit account, the Bank casheir will acknowledge the payment under the Bank seal with his initial and hand over the documents to the party concerned retaining one copy of the bill for Bank's record, one copy for C&F Agent, one copy for the shed and one copy for Accounts Section for preparation of returns and submission of the Balance Sheet.

After completion of Balance Sheet alongwith the returns Accounts Section will send one copy of the bill to AAO/TA Branch alongwith the Balance Sheet and retain one copy as record.

#### 12.2 Rail freight, Terminal Charge and demurrage charge

#### 12.3 Collection of rail freight, terminal charge and Booking of Goods

Mainly the Earnings are as follows :

Freight charges on Goods booked and delivered (Rly. charges).

Terminal charges on goods booked and delivered (Port charges).

Demurrage charge on wagon.

#### Railway Freight

Outward consignment must be covered by a consignment Note tendered by the party duly certified by the Shed concerned (Traffic Inspector or Head Shed Clerk) as to the correct payment of the Port dues and the correct weight declared by the party on the forwarding Note. The consignment is then booked through an Invoice Book as paid or to pay local or foreign as the case may be and if it is a paid one a money receipt is to be granted to the party for the amount in lieu of the Cash received. The Invoice Book consists of five foils in each viz. Record, Receipt, Accounts, Invoice and Junction foils, Similarly Inward consignment is entered in the delivery Register and freight realised granting a money receipt likewise. After booking and delivery, the Cash for both outward and inward are entered in the Cash Book and C.R. Note and remitted to the Bank representative through a Challan meant for, if it is Cash and if C/Note or Voucher to the accounts Section of DTM (Op)'s office and then to RLY. Cash office under sealed Cash Bag by SM/SRV staff.

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**Terminal charge :**

This is a Port charge and realised through Way Leave Bill Book.

**Demurrage Charge:**

Demurrage charge is realised for the detention of wagon when placed in position for loading and unloading on expiry of General free time. The free time is generally 6 hours in broad day light. These are also Port Charges and remitted to CPA through Bank.

**12.4 Realization of Port Charges from different Private Terminal and Jetties****12.5 Oil companies, silo jetty, Cement Clinker Jetty and T.S.P. Jetty****Oil companies :**

- a) River dues for the imported POL stored in the Customs bonded tanks of different Oil Companies shall be paid by the respective consignee at Cash and Accounts Section of DTM(Op)/CPA's Office against Customs outpassed Bill of Entry.
- b) River dues for the imported crude oil in bulk (Petroleum) handled through Dolphin Jetty of ERL shall be paid by the Bangladesh Petroleum corporation before arrival of the vessel at berth.
- c) River dues for the imported edible oil (in bulk) stored in the Customs bonded tanks of ITTL, BTTL, etc. shall be paid by the respective consignee at the Cash and Accounts Section of DTM (Op)'s office against Customs outpassed Bill of entry.

**Silo Jetty, Cement Clinker Jetty and TSP Jetty :**

River dues for the imported goods handled in these jetties shall be paid by the consignee concerned at Cash and Accounts Section of DTM (Op)'s office before arrival of the vessel at berth.

**12.6 Cargo despatched from Silo through Wagons**

GCI/NM Silo goods shall prefer bills for Terminal Charges to the Superintendent of Silo with copies to DTM(Op) and others for the cargo despatched from Silo through wagons (month wise). On the basis of this bill Terminal charges shall be paid by the Food Department at Cash and Accounts Section of DTM (OP)'s office.

**12.7 Cargo despatched from different oil companies through wagons**

GCI/Guptakhal Goods shall submit bills for terminal charges to the Oil Company concerned with a copy to DTM(Op) for the cargo (Petroleum products in bulk) despatched from their tanks. On the basis of the same DTM(OP) shall realise the charges preferring bill upon the respective oil company.

**12.8 Cargo despatched to Inland Riverine Port from different oil companies, BTTL, ITTL. etc. and through different Jetties**

TI/Guptakhal shall maintain records for the cargo despatched daily to Inland Riverine Ports from different Oil Companies (including ITTL,BTTL, etc) and through private jetties. Different Oil Companies, ITTL, BTTL etc shall submit monthly statement of cargo (Petroleum and edible oil) despatched from there to Inland Riverine ports to TI/Guptakhal. Similarly monthly statements of cargo sent to Inland Ports through different private jetties shall also be submitted to TI/Guptakhal. After verifying the correctness of these statements TI/Guptakhal shall sent the same to DTM (OP)'s office. Accordingly on the basis of these statements DTM (Op) shall make arrangements for collection of river dues (If leviable) and terminal charges preferring bills to the concerned organisation/agencies.

## 12.9 Cargo handled through CUFL and KAFCO Jetties

a) River dues for the fertilizer to be exported from CUFL/KAFCO shall be paid by them before loading of the cargo into vessel.

b) Statements (month wise) of cargo (fertilizer) despatched to Inland Riverine Port from CUFL duly authenticated by CPA official posted there, shall be submitted to DTM(Op)'s office by CUFL authority. On the basis of these statements necessary bills shall be prepared upon CUFL by DTM (Op) for collection of Port charges.

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## CHAPTER - 13

### PROCEDURE FOR AUCTION GOODS

#### 13. Procedure for Auction of Goods

##### 13.1 Auction of Goods

The auction of goods may be conducted through direct or in special circumstances through open tender duly published in the press or by private offer.

##### 13.2 Sale Procedure

- A.i) All goods which have been brought to the port for export and lying in sheds for more than three months uncleared.
- ii) All unconnected loose articles left behind by the parties as un-connected and abandoned.
- iii) All imported goods lying uncleared for more than 45 days other than those mentioned below.

The following goods should not be included in the Sale list:

- a) property of foreign government (b) Property of diplomatic or Consular representative
- (c) all packages for which not found have been granted (d) All packages under Railway booking lying due to restrictions (e) All packages under Police investigation (f) All packages for which OTR have not been submitted (g) Other Port cargo awaiting transhipment and (h) All unmanifested cargo lying a/c Agent (for this cargo a separate list shall be required). (i) Port Authority's Cargo.

- B.I) The list of goods that are to be sold is to be forwarded by the Director (Traffic) to the Commissioner of Customs.

The Port Authority may auction all goods only after the Customs Authority have been intimated and the list mentioned above have been sent to the Commissioner of Customs.

All sale of goods will be conducted in presence of Customs officials who may attend the sale and may remain present through out the auction.

The goods, etc will be delivered from the custody of the Port/Customs under a miscellaneous gate pass issued by the authorised officials of the Port and countersigned by the Customs officials and vice-versa.

The representative (LPOS) of the director (Traffic) will inform the Chief Finance & Accounts Officer the dates of auction, who will arrange to send one representative to attend the sale.

##### 13.3 Information of sale

A notice of sale will be given by the CPA/auctioneer in daily newspapers having wide circulation. A complete list of property put for sale will be prepared by the Port giving the following particulars :

- a) Shed No. (b) Vessel's name (c) Date of arrival (d) Line No. (e) Marks (f) description (g) quantity (h) name of the consignee if known (i) remarks if any.

The sale will be published for public notification by CPA/ auctioneer.

### 13.4 Terms and conditions of Sale

1. Sales by auction may be held periodically in the Port or at any place notified by the Director (Traffic) in respect of unclaimed, undisposed off, abandoned and unconnected property which has remained in the possession of the jetty authorities for over 45 days or a lesser period in case of perishable commodities.
2. Auction sale is conducted by a recognised auctioneer or by the authorised officials of the Director (Traffic) on special orders received from Director (Traffic).
- 3) The notice of sale will be published in local newspaper and commercial bulletin issued from the locality where the sale is to take place. The auctioneers shall undertake to draw up catalogue describing lots of the goods etc and also enclosing a copy of the rules and conditions of the auction sale. The auctioneer will also advertise the sale by atleast one insertion in a daily newspaper and approved by the Director (Traffic) at least 15 days in advance of the date fixed for auction sale and also bills and posters in Bengali.
- 4) At least 15 (fifteen) days previous notice of each auction is to be given by advertisement in Newspaper except in case of perishables and the Port Police, Customs, Audit and Inspection Department of the Port and Excise (if necessary) should be advised of the intended auction to enable their representative to the present to watch the auction and collect their respective dues on the spot.
- 5) A Port Authorities servant shall not purchase or bid for either in person or by agent in his own name in that of another or jointly or in shares with others any property put to auction by the Port.
6. The public will be allowed all reasonable facilities for access to the place of auction and the Auctioneer must invite open and wide competition in order to secure the highest price. Always a reserve price for the articles shall be fixed. The highest bidder must deposit not less than 25% of the bid at the fall of the hammer; in default of this payment, the goods will be reauctioned before the close of that day's sale.
7. The Attendance Register of the bidders will be maintained by the persons conucting the auction. The bidder must sign this Attendance Register accepting the terms and conditions of the auction before bidding.
8. Director (traffic) or his representative has the authority to remove any person from the place of auction or to refuse admission to the auction to any person without assigning any reason.
9. The Port Authority or auctioneer is not responsible for the contents or the sale of contents of the goods auctioned. The bidders must satisfy themselves about lots/articles and the contents thereof before offering their bids. The samples drawn are at random. Unless a guarantee good only is given and written by the sale officer in the bid sheet and by the auctioneer on the cash memo no question of condition of goods will be entertained. Bidders must bid and accept the cargo as they are, at their entire risk and responsibility.
10. Ordinarily the highest bidder on the fall of hammer or on other customary manner must be considered as the purchaser. the officer conducting the sale can however withdraw the goods at his discretion from the sale, if the highest bid is less than the fixed reserve price.

11. The Director (Traffic) has full authority to cancel full or part or the sale without assigning any reason and refund the amount recovered from the bidder in regard to the sale cancelled.

12. The successful bidder or his representative will be required to take delivery orders from the auctioneers after tendering the full bid value. Any endorsement authorising delivery to another person if to be made, must bear an endorsement on the delivery orders.

13. No cheques will be accepted towards payment of the bid value, however such payment may be made in the form of Pay Order, Bank Draft, Cash etc.

14. Controlled articles when auctioned will only be delivered on production of necessary permits, allotments or licenses obtained by the purchaser from the officers concerned. No refund of the 25% of the bid money paid on the date of auction shall be made if the purchaser fails to take delivery for reason of failure to obtain such permits, allotment or licenses.

15. All goods purchased in the auction must be cleared within one week after the completion of the sale failing which the party is liable to forfeit the right to clear the articles from the port premises and the goods may be re-auctioned without any intimation to the party. If any delivery is taken after the expiry of one week, a wharfrent at the rate laid down in CPA Tariff for the goods will be charged. In case where delivery is detained by the Port authorities, no rent shall be charged. However, CPA may review the time limit for delivery from time to time.

16. No refund of money paid will be granted to the buyer for the bids which have been finalised on the day of auction except as laid down in para 11 above. It will not be binding on the purchaser to take delivery of the goods purchased by him in the auction if for any reason the Port Authority fails to deliver the goods within 15 days from the date of auction after which period if the purchaser so desires the same may be treated as cancelled and the purchaser will be entitled for the refund of the amount paid by him.

### 13.5 Sharing of Sale proceeds

Sale proceeds shall be shared as follows :

1. Auctioneer's fees, etc.
2. Carriers claim, if any
3. Customs duties/VAT, etc.
4. Port Authority's/ bailees dues.

After meeting the demands against item 1 to 4 as mentioned above, the remainder of the sale proceed, if any, will be retained by CPA if the goods auctioned are not dutiable. In case of dutiable goods such remainder to be deposited in favour of Customs.

In case of shortage of the sale proceeds to meet the claims against all the agencies except item 1. the proceeds to be shared by all agencies on pro-rata basis against their claims.

## PROCEDURE FOR EXPORT OF GOODS

### 14. Procedure for export of goods

#### 14.1 General formalities

1. The Shipper or his Agent should submit "B" Form or Shipping Bill alongwith Shipping Order from the Shipping Agent to Cash and Accounts Section of DTM(Op)'s office for payment of CPA Charges.

In case of export cargo arriving by wagons YM/CGPY will send particulars of export wagons daily alongwith the Railway receipt accompanying the wagons to the Goods Section in DTM (Op)'s office. The Goods Section will maintain a Wagon Register for all arrived wagons. The Shippers whose cargo is arriving in wagons will first attend Goods Section and submit his copy of R/R. The Goods Section will check the arrival of the wagons and if the Wagons have arrived will realise all charges in connection with Rail transportation. Thereafter the Shippers will go to the cash and Accounts Section of DTM(Op)'s office for payment of Port charges.

2. The Shipper or his Agent will report to the Export Section for preparation of Shipping List. The Export Section will retain one copy of the Shipping Order and Shipping Bill and Shipping List and handover two copies of the Shipping List to the Shipper. The Export Section will maintain a Shipping List Register and a "B" Form Register.

In case of export cargo carried by wagons, the Export Section will maintain a Wagon Register. After preparation of the Shipping List, the Export Section will issue shunting order giving copy to YM/CGPY, YM/CGD, YM/NM, TI/PORT, TI/ of the berth and to the shipper.

3. The Traffic Inspector of the concerning berth will issue Misc. Gate pass for Export cargo arriving by trucks and the shipper will handover the same to the Gate Sergeant who will enter the Gate Pass in the Export Register maintained at the gate. The Gate Sergeant will issue necessary trucks pass for trucks carrying Export and the Shipper will arrange placement of the trucks at the berth.

4. The Shed Incharge on receipt of the Shipping Bill/B Form and the Shipping List will obtain "Allow Order" from the P.O (Customs Preventive Officer) on board on the Shipping Bills/B Forms and will post the particulars of the Shipping Lists in the Shipping List Register and will issue shunting order for placement of wagons as per working programme of the vessel.

5. The particulars of shipment will be kept on the Shipping List by the Export Clerk at the time of actual shipment and completed Shipping Lists alongwith unloading and shipment statement, shipment tallies and work done statement shall be submitted by the Shed Incharge every morning to the Export Section. The Export Section will enter shipment in the Digit Register.

6. The Export Section will send the shed copy of the Shipping List to the Handling Section from where this will be sent to the AAO/Jetty alongwith the Handling Bills.

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#### **14.2 Procedure for Shut Out Cargo**

- a) When cargo is shut out by a vessel, Export Rent will be charged from the Shipper or his Agent from 8 a.m. of the fourth day counted from the date the vessel closes her export and till the day (inclusive) this is removed from the jetty premises or his declared for another vessel or as may be mentioned in the Tariff.
- b) Fridays, Customs, and Chatter Party holidays will be treated as "Dies Non" if they fall within the free time, but full charges will be made for such days after expiry of free time.
- c) Cargo not shift due to rejection must be kept in shed at a proper place putting labels on them containing particulars of wagons and B Forms and on receipt of delivery order from the Export Section the Shed Incharge will arrange delivery on collection of all port dues under Misc. Gate pass.  
Replacement must not be allowed without written application by the Shipper and order from DTM(OP).
- d) The Shed Incharge will submit a shut out statement on the day on which the ship sails or on the day following to the Export Section.
- e) The Export Section will verify the shut out statement with the completed shipping lists and will ensure issue of delivery order for all the shut out cargo.

#### **14.3 Mate's receipts**

The Steamer Agents will submit one copy of the Mates Receipt of Export cargo to the Export Section where there particulars will be posted in the office copy of the Shipping Lists.

#### **14.4 Export Manifest**

The Export Manifest to be submitted by the Steamer Agents within 10 days must be compared with the Shipping lists and the Mates Receipts at the Export Section and any discrepancy must be brought to the notice of the officer concerned at once.

#### **14.5 Placement of Wagons and Shipment thereof**

One copy of the Shunting order issued by the Export Section of DTM (Op)'s office will be furnished to the Commercial Section/concerned Traffic Inspector to maintain proper cooperation with the Yard staff as to the placement of the Export wagons. This Shunting Order will be in addition to the Shipping List issued by the Export Section. The vessel's working programme for export should be obtained from the Steamer Agents by the Traffic Inspector of the Berth normally 08.00 hours, in advance to ensure timely placement of the wagons by the Yard staff. No change in the vessels working programme made by the Agent in respect of the lifting ports should normally be allowed and only in exceptional circumstances such changes may be approved by the concerned Traffic Officer/DTM (Op).

Except the following circumstances, the issue of Shunting Orders must always be in accordance with the serial order of the working report appearing in programme issued by the agent.

1. Fixed rate shipment cargo.
2. Monthly shipment cargo.
3. Cargo shut out by previous vessel and re-allocated to the working vessel.

The following shall be the proforma in which the shunting orders shall be issued by the Traffic Inspector concerned to the AYM on duty for placement of export cargo in wagons and suitable remarks in this connection will be given by the Export Section in the Shipping List.

Form : Traffic Inspector/Shed To : AYM/.....

Berth no.	Vessel's Name	Shunting Order No, Date & Time of issue	Shipping List No.	Wagon required to be placed		Port of destination	Hatch no.	Remarks
				Owning Rly	No.			

The Traffic Inspector Incharge of the Shed concerned must submit the following particulars in respect of the export vessels working at the berths under his control to the ship Supervisor. Connection will be given for export in the Shipping List.

BerthNo.	Vessel's	Total	Port wise breakdown			Working during 24 hours		
			Name	Allocation	Port	No. of wagons	Wagons under advance Shunting order	Wagons placed
1	2	3	4	5	6	7	8	9

Working during the last 24 hours	Programme of Lifting			Remarks
Wagons out-standing	Party's Name	No. of Hooks	Wagon for which shunting order issued	
10	11	12	13	14

The position in the above proforma in respect of work done between 6 and 18 hours shall also be kept ready by the T.I on duty for information of the T.O./A.T.M./D.T.M. (Op) latest by 19/30 hours daily.

In case of non-placement of out-standing export wagons a/c sailing vessels which are immediately required for shipment the Traffic Inspector/A.T.I must contact the T.O/A.T.M./D.T.M (OP) for immediate action.

In case of shut out of export wagons, the Shed office concerned must submit the shut out particulars to the Export Section, DTM (Op)'s office showing the cause of non-shipment within 24 hours of the sailing of the vessel.

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**CHAPTER - 15**  
**DUTIES AND RESPONSIBILITIES OF TRAFFIC STAFF AND OFFICERS**

**15. Duties and Responsibilities of Traffic Staff and Officers**

**15.1 Deputy Traffic Manager (Operation)**

The Deputy Traffic Manager (OP) is one of the Deputy Head of Traffic Department of the CPA. Immediate Superior is Director (Traffic), the Following are his duties and responsibilities :-

1. Responsible to the Director (Traffic) for the efficient Break Bulk cargo operation including allotment of berth for vessels as per guideline at Chittagong Port. He is the key person for Break Bulk Cargo handling operation and planning.
2. Within the limits of CPA policy and control procedures. The Deputy Traffic Manager (OP) has the authority to fulfil the duties set forth below :  
He may delegate the duties and responsibilities to the subordinate Asstt. Traffic Managers, together with portions of authority for their fulfilment but he may not delegate nor relinquish his overall responsibility for results nor any portion of his accountability. Maintain close liaison with the shipping agents, Clearing and Forwarding agents and stevedores.
3. To arrange periodical meetings or discussions with shipping agents, stevedores, importers/clearing & forwarding agents to ensure quick clearance of cargoes and vessels performance of any matters related with break bulk cargo operations.
4. Take all steps and keep close liaison with Harbour Master and terminal manager to ensure quick turn around of vessels.
5. Approve break bulk cargo handling Bills and issue vendor watchman contractors licences.
6. To formulate or receive and make recommendations on Break Bulk cargo operational activities within the CPA limits and Implement such recommendations when approved. In the exercise of this function the Deputy Traffic Manager (OP) is to keep the Director (Traffic) informed on and refer to him for decision on related Policy and planning matters.
7. Through the Asstt. Traffic Managers and other subordinates, organize all aspects of the daily activities of CPA related to break bulk cargo operation. Similarly organize and control the activities of shipping agents, C&F agents and stevedores.

**15.2 ASSISTANT TRAFFIC MANAGERS (ZONE-A,B&C).**

Immediate superior : Deputy Traffic Manager (Op).

1. Planning activities for vessels loading and discharging operations. Including overtime works.
2. Ensure exchange or relevant information among vessel operations with port users..
3. Interpret and apply ports acts, regulations, Manuals etc, with regard to handling, stacking & delivery of cargoes.

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4. Monitor and Guide the work of sub-ordinates (Zonal Traffic Officers) to ensure their effective and efficient performance.
5. Ensure the rules of safety standard in the shed/dump etc
6. To assist Deputy Traffic Manager (OP) in his daily activities.
7. Follow up I.M.O. rules and regulations regarding dangerous/ hazardous cargoes.
8. Follow up vessels performance and ensure quick turn around of vessels.
9. Carry out such duties as the Deputy Traffic Manager (OP) may require.
10. To finalize the establishment matters, Personal records of all staff working under zonal sheds, office including annual increment, annual leave, sick leave etc.
11. Dealing with the matters of realising port charges, port dues and ensure follow up actions as require.
12. Check the availability of all required operational needs, stores and other requirements of office, shed etc. and to arrange and fulfil such requirement within the provisions and also place demand to DTM (Adm). controller of stores/CPA for quick supply availability
13. Monitor & Follow up early submission of vessels OTRs'
14. Ensure group meetings with subordinates, shipping agents, stevedores, C & F agents and other bodies related with the use of port.
15. Organize and control the activities of shipping agents, Stevedores, shore handling contractors, Jetty handling contractor and cleaning contractor.
16. Approve the night delivery of applied consignments.
17. Passing shore handling and Jetty handling bills for approval of DTM (OP)/CPA.

**15.3 Traffic Officers (Zonal)**

1. Supervise the vessel loading and discharging operations daily.
2. To assist the concerned ATM in his daily activities.
3. Ensure timely attendance of shed and warehouse staff.
4. Attend accident, theft cases and enquire the matters as and when asked for.
5. Keep constant watch on proper stacking and warehousing of cargoes and ensure that all IMO rules and safety standard are strictly followed in all stages for IMDG special cargo handling transportation, receiving & storage or delivery.
6. To perform such works that will be assigned to them from time to time
7. Ensure timely submission of classified manifest, receipt posting etc.
8. Ensure timely submission of vessels OTRs.
9. Allow direct delivery of consignments by keeping constant watch on the progress for ensuring quick turn around of vessels.
10. Ensure timely hand over of auctionable cargo to customs authority.
11. Co-ordinate with Assistant Commissioner (Auction) Customs House, Chittagong for timely auction and disposal of customs hand over cargoes.

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- 12. As direct comply with the requirements to produce and distribute statistical information on shed activities including customs hand over process and progress.
- 13. Liaise and co-operate with other traffic Officers in the matters relating to CPA activities and proper distribution of equipment and progress of daily works.
- 14. To keep constant watch on neat and cleanliness of shed and adjacent areas.
- 15. Consult with the seniors and subordinates with any financial irregularity and make progress in all sectors.
- 16. Passing shore handling and jetty handling bills for the approval of concerned ATM & DTM.

#### **15.4 Traffic Officer (Central Operation)**

- 1. Assist the DTM (OP) in his daily activities
- 2. To make plan and allocate equipment in break bulk cargo operations in advance, consulting and assessing the users requirements in each every shift or during day and night.
- 3. Maintain own knowledge on prevailing and existing port rules and formalities etc, and ensure that staff under his control working are maintaining such rules & procedures.
- 4. To keep constant watch on the availability of required equipment in vessels works including appraisement and delivery of cargoes.
- 5. To perform such works that will be assigned to him from time to time.
- 6. To attend enquiry as and when asked to do so and submit report accordingly
- 7. Liaise and co-operate with related port engineers and officers on relevant matters as and when necessary to make progress of the operation works.
- 8. To supervise the activities of the road and rail weigh bridges staff and keep constant watch for the efficient and unhindered works of the weighment bridges.
- 9. To allow weighment permission as per procedure inforce.
- 10. To look into the attendance and establishment works of the staff working in the DTM(op), office.
- 11. Record all operational data, availability of equipment, downtime and utilization.
- 12. Identify and select staff for training, lecture on training courses on operational procedures.
- 13. Liaise with other zonal Traffic Officers and T.O (Accounts & Statistics) to ensure that the best interest of the port and its uses are met including sufficient equipment to service the task within their zones.
- 14. Keep constant watch on the neat and cleanliness of DTM(OP)'s office and adjacent area.
- 15. Attend accident cases in the break Bulk cargo operations area and when asked for.
- 16. To recommend when necessary the research and study of improvements to operation procedure, for equipment and port facilities.

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17. Make arrangement to ensure that all equipment is always readily available to suit users demand and ship's schedules.

**15.5 Traffic Officer (Accounts & Statistics)**

1. To assist in the preparation of plans and budgets to meet CPA'S objectives as determined by the management.
2. Carry out such other duties as the DTM(OP) may require from time to time.
3. Arrange audit objections/queries/reports and send reply in time.
4. Check Shed bills and accounts of DTM(op)'s office C & A section daily or weekly and maintain liaison with Janata bank/other concerned banks to ensure proper recording/realization of port charges.
5. Attend such inquiry that will be assigned to him from time to time.
6. Liasse and co-operate with other traffic officers in the matters relating to CPA financial interest.
7. Consult with the seniors and sub-ordinates with any financial irregularity and make progress in all sectors.
8. To assist in the preparation of statistical information to meet CPA's objectives as determined by the management.
9. To liaise with jetty administration in matters relating to payroll, salary, allowances, roster, time keeping----etc.
10. T.O (Account & Statistics) is directly responsible to the DTM(op) for all the billing, realizing under charges, issuing C & F agents working licences and collection of removal charge at the Break Bulk Cargo Operation area and for the accounting services within the CPA management.

**15.6 Zonal Assistant Traffic Officers (Operation)**

1. Reporting to concerned zonal Traffic officer or A. T. M concerned. Responsible for starting vessels and shift works in time by controlling the attendance of staff work under them.
2. In support of efficient vessels work, persistently liaise with shipping lines/agents to obtain all the available necessary information for discharge and loading operations.
3. To ensure plan, allocate staff and equipment in advance in each shift consulting with concerned zonal Traffic officer and assessing the users requirements in each and every shift.
4. To assess the operational needs required stores and forms for documentation and other daily activities and also place demand to Traffic officer (central operation) for supply and make available.
5. To perform such work and attend enquiry that will be assigned to them from time to time also to submit report in time.
6. To ensure proper landing tally of cargo already landed also receipt posting work in the classified manifest daily. If any dislocation of work to be noticed that must be informed to zonal Traffic officer.

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7. On the completed working of each vessel, check, complete and file the respective discharge/loading lists, maintain other filing and operational systems as may be necessary.
8. Ensure timely submission of cargo landing position (GI vessel) as per landing tally with excess quantity if any to the OTR section or DTM (op)'s office.
9. To supervise the proper cargo stacking and warehousing activities and also to ensure the works as per stacking schedule.
10. Attend accident cases in their zones and enquire the matters as and when asked for.
11. Check regularly manifest posting of tally records/delivered consignments and arrange timely removal and disposal of unmanifested/excess cargo/damaged cargo etc.

#### **15.7 Zonal Assistant Traffic Officers (General)**

1. Reporting to concerned zonal Traffic officer or A.T.M. concerned. Responsible for starting jetty works under their control in time by controlling the attendance of staff work under them.
2. In support of efficient jetty/Shed works, persistently monitor the jetty works to obtain all the available necessary information.
3. To assess the sheds need, required stores and forms for jetty works and other daily requirements and also place demand to T.O (op) for supply and make available.
4. To perform such work and attend enquiry that will be assigned to them from time and also submit report in time.
5. Ensure timely issuance of notices as per CPA ordinance for the consignments not cleared within one month time.
6. Ensure timely handover of consignments not cleared within 45 days to Customs Authority for auction.
7. To keep constant watch on the neat and cleanliness of their zones daily.
8. For ensuring timely submission of vessels OTRs, consult and guide the shed staff in this connection.
9. Ensure that port charges are correctly realised, recorded and accounted through computer system.
10. Liaise with the T. O (Accounts & statistics) in the matters concerning to staff payroll, salary other bills etc.

#### **15.8 Duties of Traffic Inspector/Assistant Traffic Inspector**

- a) The Inspectors are out-door staff. Their offices shall be posted with telephone clerks fully conversant with the vessel, shed and wagon position available at all hours of day and night. Proforma in which the information is required to be maintained by the telephone clerks is given below. These clerks should be educated to answer the telephones and reply to all queries made by the officials and public as and when required. They will maintain telephone registers

in which all messages will be noted down serially giving their numbers, date and time of message received and action taken. These registers will be daily checked by ATO/TO and necessary action taken.

**PROFORMA FOR INFORMATION**

Shed No.	Vessel	Landed		Shipped		Wagons	
		Name	Day	Night	Day	Night	Loaded
1	2	3	4	5	6	7	8

Delivered			Vessel working		Labour Position	Wagon	
Rail	Road	Boat	Cranes	Derricks		Jute	Tea
9	10	11	12	13	14	15	16

Place	Wagon			Balance on Board	Total on Board		
	Mise	Jute	Tea		Mise	Jute	Tea
17	18	19	20	21	22	23	24

Empty Wagons placed	Empty Wagon on hand in the yard	General Remarks
25	26	27

The Traffic Inspectors on duty will be personally responsible for keeping up the DTM (Op)'s office telephone clerks fully advised of any change in the position during his turn of his duty and to the correctness of this information in possession of the telephone clerks. The DTM(OP)'s telephone clerks and the Inspector shall make themselves fully conversant with the telephone numbers of all Port officials, Railway officials, Customs Officials, Agents, Labour Contractors and major Importers and Exporters both office and residential connections.

- b) The traffic Inspectors shall keep upto-date knowledge of the berthing position of the Port and will prepare the shed accordingly.
- c) The Traffic Inspectors will see that the gangways to passenger ships are supplied immediately upon berthing of the vessel.
- d) There should be minimum time lost between the berthing of the vessel and the starting of the work. To achieve this, the wagon requirements should be obtained before hand and endeavour made to the place the stack required before the vessel is berthed.
- e) The Traffic Inspectors must check the attendance of the staff and take up with all late comers.
- f) The daily start of work be checked and they will be held personally responsible for any delays in the start of work.
- g) The Traffic Inspectors will check and ensure that following registers are maintained properly :-

i) Attendance Register ii) Not found Register iii) Cash Book iv) Tools and Plants Register  
 v) Sweeping Register vi) A B C Register vii) Outward F/Note Register viii) Wagon Position Book ix) Inward Local Register x) Allotment & Demand Register xi) Classified Manifest Register with its Postings upto-date xii) Un-identified Register xiii) IWH Register

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xiv) Letter Register xv) Old Record Register xvi) Vessel Register with CL Date Register  
xvii) Shed Diary xviii) Register for Bill Books (import and Export) xix) Lockfast Register  
xx) Vouchers Registers and all other records.

h) ~~before~~ The Traffic Inspectors will attend the loading, unloading and placing of wagons and will see that they are expeditiously worked without any loss of time.

i) ~~before~~ The Traffic Inspectors shall see that the shed, shed office, lockfast and the open space of cargo are utilised with economy of space and safety of goods is maintained as per cargo stacking orders.

j) The Traffic Inspector will see that the security staff is alert and will report any deficiencies to the security officer with a copy to DTM (OP) and Director (Security).

k) The Traffic Inspectors may occasionally check lorry/truck at the gates if specially authorised to do so and will sign the registers and will report the same in the diaries.

l) The Traffic Inspectors will see that the special cargo and ammunitions and spare parts are properly handled and correctly delivered as per standing order of the subject.

m) They will be present at all passenger vessels and supervise the embarkation and disembarkation of passengers.

n) ~~before~~ They will see that the duplicate classified manifest are marked and special list prepare in good time to avoid any pilferage.

o) In case of fire they will personally supervise the fire fighting and inform the telephone clerk to advise all officers i.e. Chairman/CPA, all Members and Heads of Departments, DTM (Op), Fire Brigade, Police, Security officer and the Jetty Pumping.

p) The Traffic Inspector will check the lockfast everyday. The check must be complete and through.

p) The Traffic Inspectors shall see that no Out-turn Reports are delayed beyond the specified time limit and will take up with the staff responsible for such delays report into DTM (OP). The inspectors will see that the shed do not delay the office correspondence more than 48 hours and all replies are despatched immediately.

r) The Traffic Inspectors shall maintain daily diaries briefly reporting the following :

- i) Vessel work ii) Accidents iii) Fires iv) Irregularities found in their checking
- v) Late attendance of staff vi) Labour Position vii) wagon supplied and yard working viii) Any other matters of importance ix) Instruction to relief staff.

These diaries should be addressed to DTM (Op) and submitted to the Shipping Section of DTM(Op)'s which will extract all items of importance and will put up to DTM (OP) as the case may be for necessary action. The reports should be very brief and factual.

s) The Traffic Inspectors will attend to all complaints made by the Steamer Agents and other parties and will see that the cause of complaint be removed at once. If they find that they are not capable of meeting the situation the report should be made to DTM(Op) as the case may be for necessary action.

t) Special attention should be paid to the monthly shipments and to the finishing vessels.

u) The Traffic Inspectors will hold preliminary enquiries in all accidents and will report briefly in their diaries all the accidents.

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- v) The Traffic Inspectors will personally supervise the H/L working and will keep a close liaison between the shed and H/Lift yard.
- w) The Traffic Inspectors shall see that the Jetty Handling Contractor Bills are prepared and vouchers arranged without any loss of time after the operation is completed and that the vouchers are issued as per office orders.
- y) The Traffic Inspectors will see that the Port cargo handling equipments is used to the best advantage and that all sheds received their demands within the limits of availability of the cargo handling equipment.
- z) The Traffic Inspectors shall carry out the duties detailed and any other duties that the Director (Traffic)/DTM (OP) may consider necessary from time to time.

#### **15.9 Duties of Traffic Inspector (Transit Sheds)**

- i) The duties of Traffic Inspectors will be to conduct all works of the Jetty shed and its annexes. He will closely supervise all the works and will see that the works is distributed amongst the shed staff fairly and timely and that the requirements of the public are promptly met.
- ii) He should be present on the Jetty Head whenever a vessel berthing or sailing. He should make himself prominent on the Jetty Head until the Steamer is tied or the last line is released and should perform all the duties regarding berthing and sailing of vessels. When a ship is not working, he should particularly see that its derricks are placed in proper position and do not project out towards Jetty.
- iii) He will see that all the staff of the shed perform their duties in accordance to rules properly and diligently. Any lapses on their part must be immediately reported to the officer concerned in writing or on telephone (to be confirmed in writing later on). For any irregularities in the shed works the Shed Incharge will be taken up in absence of the written reports against the staff concerned.
- iv) He will be personally responsible for the following :-
  - a) Stacking of cargo inside and outside sheds are made in accordance with the rules and in proper order.
  - b) Jetty front, Shed, vicinity of the shed, the shed office and lockfast are always kept neat and clean.
  - c) Should personally checked one truck and one wagon daily before out or booking out.
  - d) "Not found" remarks are accepted or rejected personally by him.
  - e) U.T.C. (Untraceable cargo) reports are properly and timely issued.
  - f) All shed registers are properly and neatly maintained in accordance with rules and countersigned by him every week after checking all the entries thereon.
  - g) All statements and returns are correctly and timely submitted under his own signature .
  - h) Handling and storage of explosive, dangerous goods, cars, valuable and fragile packages, currencies, stamps, arms ammunitions, heavy lift and other packages which are liable to be damaged, Stolen or cause accident, according to rules.
  - i) That handling vouchers are promptly and correctly submitted.

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- j) The Steamers or lighters work reports are promptly and correctly submitted and maintain records of time lost in shed diary and start work in time and their attendance is properly and correctly kept and that commencement of ships work is not delayed for any reason including the fault of Port staff.
- k) That wrong/nil mark application are correctly and properly passed.
- l) To submit space position to DTM(Op)daily.
- m) That Posting in the classified manifest are upto-date.
- n) That Import Warehouse removals started and completed in time and all packages due removable are properly marked.
- o) That Out-turn Report and Short Landing Certificates are submitted in time correctly and properly.
- p) No cargo whatever it may be remains in the Transit Sheds over 45 days and be removed or disposed of according to rules.
- q) That the complete position of the shed, vessel and wagon and staff is kept by him personally and communicated to officer concerned personally whenever required.
- r) That survey and waiver applications are properly remarked.
- s) That office correspondence and claims refund, Court cases and Audit queries from office and other sheds are timely attended to and replied expeditiously.
- t) That wagons indents are accepted and wagons are supplied as per rule.
- u) That the Log Books of the Mechanical Equipments are properly entered and signed.
- v) That the ship's work starting and closing register is properly entered with time and signed by all concerned.
- w) He will be personally responsible for the following in regards to export cargo shipment :
  - a) He will personally ascertain Hatch position of the ship daily and will conduct shipment accordingly.
  - b) He will personally keep full position of outstanding and on hand wagons and will see that no wagons are delayed unnecessarily and that maximum shipment is made.
  - c) He will have to ensure that the shunting orders are issued, contact yard staff and arrange placement of wagons in time.
  - d) He will personally see that all the shipping lists are posted immediately after shipment and sent to office in time.
  - e) He will personally see that shutout cargo is timely and properly disposed of.
  - f) He will personally see that the shortage messages and missing of Railway goods are issued in time correctly.
  - g) He will personally issue entry pass for Export cargo coming by road for shipment.
- vi) He will pay particular attention to the following :-
  - a) That no excess or incorrect receipt granted to the Steamer Agents.
  - b) That all special and broken cargo are readily surveyed and properly secured.

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- c) That no excess or wrong delivery is given.
- d) That charges and Port dues are correctly and promptly paid or certified by staff as the case may be.
- e) That wanting lists are certified properly, correctly and timely from all points.
- vii) He will present himself on the spot of accident or fire and will submit preliminary report therof after making his on the spot investigation and will also assist the officials deputed in conducting the enquiry.
- viii) In addition to the above he is to perform the duties that are attached to him from time to time by the officers concerned.
- ix) To take necessary steps to avoid any delay in shipment due to irregularity in placement of coaster/barge/and truck.
- x) To see that all staff perform their duties promptly and diligently.
- xi) To ensure cleanliness of the space inside and outside the shed.
- xii) To prevent all subversive activities within and outside the shed area which is under his jurisdiction.
- xiii) To bring to the notice of the officer concerned any accident such as fire, injury, death etc within the areas under his jurisdiction.
- xiv) To ensure proper working condition within the shed to contact Police and Port security in case of any emergency.
- xv) To book staff for overtime work, if required and ensure their proper discharge of assigned tasks.
- xvi) To see that workers/labourers of Shore Handling/Jetty Handling Contractors and C & F Agents do not engage in pilferage and cause any damage to the Port property and the cargo they handle.
- xvii) To instruct staff working within the shed and open yard to watch the activities of all persons entering and coming out of the shed/open yard.
- xviii) To ensure check at random of landing, shipment, loading and delivery as well as related documents of Import and Export cargo.
- xix) To maintain daily diary indicating therein the position regarding (a) vessel's work, (b) accident, (c) fire, (d) irregularities found in checking, (e) late attendance of staff, (f) labour position, (g) removal position, (h) equipment position, (i) receiving, delivery and shipment of the cargo, (j) shed position, (k) special occurrence, (l) Any other information requiring attention, (m) time lost by vessel with reasons.
- xx) To submit statistical information to DTM (OP) and Director (Traffic) in time.
- xxi) To keep in contact with the concerned officials of the Civil, Electrical, mechanical Department for timely corrective measures.
- xxii) To take necessary measures as per cyclone preparedness plan.
- xxiii) To arrange manning of the shed during emergency.

#### **15.10 Duties of Traffic Inspector (Storage Sheds/Warehouse)**

- i) His duties will be conduct all works of the shed and its annexes. He will closely supervise all the works and will see that work is distributed amongst the shed staff equitably and timely and that the requirements of the public are promptly met.
- ii) He will see that all the staff of the shed perform their duties in accordance with rules properly and diligently. Any lapses on their part must be immediately reported to the officer concerned in writing or on telephone (to be confirmed in writing later on). For any irregularities in the shed works, the shed incharge will be taken up in absence of the written reports against the staff concerned.

- iii) To keep in contact with the concerned officials of the Civil, Electrical and Mechanical Departments for timely corrective measures.
- iv) To inform higher official, Port security, Police in case of theft, pilferage, accident and other emergency situation. To submit statistical information to DTM (Op) and Director (Traffic) in time.
- v) He will be personally responsible for the following :-
  - a) Securing and handing over of special cargo and broken packages promptly.
  - b) Stacking of cargo in shed as per stacking schedule by mark and vessel wise.
  - c) For maintaining cleanliness of the shed and its annexes.
  - d) Prompt reply of search memo and prompt certification or wanting lists.
  - e) Proper and timely submission of U.T.C. report by the Head Shed Clerk.
  - f) Excess of wrong deliveries. He should personally check one truck and wagon daily.
  - g) Proper and upto-date maintenance of all the Shed Registers which are to be countersigned by him every week after checking each page.
  - h) Prompt and correct collection of Port dues.
  - i) Proper and timely submission of Jetty Handling Vouchers.
  - j) Proper and timely submission of statements and returns to concerned officers/sheds.
  - k) Office correspondences and claims, refund, Court cases and Audit queries from offices and other sheds are timely attended to and replies expeditiously.
  - l) Ensure attendance of staff in time and proper checking of attendance register.
  - m) Correct certification of wrong/nil mark application.
  - n) Proper and correct certification of storage space to DTM (OP) by 0800 hours daily.
  - o) Timely removal/handing over cargo for auction.
  - p) Keeping complete position of the shed, wagons and staff and for timely communication of the same to the officers concerned personally whenever required.
  - q) Proper remarks in survey and waival application.
  - r) From reply to office correspondences.
- vi) He will present himself on the spot of accident or fire and will submit preliminary report thereon on the spot enquiries and assists the officials in conducting investigation.
- vii) In addition to the above he is to perform the duties that are attached to him from time to time by the officers concerned.

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**15.11 Duties of assistant Traffic Inspector (Transit Shed)**

- i) To assist-Transit Shed in the discharge of various functions of the shed efficiently and effectively.
- ii) To be responsible for the smooth working of the ships taking berth along each shed
- iii) To supervise proper stacking of cargo inside and outside the shed.
- iv) To supervise closely the works of Senior and Junior Outdoor Assistant responsible for tally of cargo .
- v) To check delivery documents in case of night deliveries and to supervise these deliveries.
- vi) To maintain vessel work register and get it countersigned by Stevedore's Supervisor.
- vii) To maintain cargo diary and to enter therein full particulars of cargo landed, removed, delivered and shipped.
- viii) To maintain twentyfour hours position register.
- ix) To ensure that operational works are not hampered and to bring to the notice of incharge-Transit Shed and officer's concerned if any bottleneck regarding operational work.
- x) To assume the responsibilities of Incharge-Transit Shed in his absence.
- xi) To give necessary direction to the staff when any problem is faced by them and which brought to his notice.
- xii) To be responsible for proper shed working during evening and night shifts.
- xiii) To maintain Round Register recording therein his observations on the shift work.
- xiv) To maintain Mechanical Equipment Register separately for shed, ship and on board works.
- xv) To sign and send shore crane order to Electrical Branch.
- xvi) To bring to the notice of Superiors , Police, Security, Fire services as the case may be of any incident instantly.
- xvii) To arrange manning of the shed during strikes, cyclones etc.
- xviii) To be responsible for any other functions as may be assigned to him by Incharge-Transit Shed from time to time.

**15.12 Duties of Head Shed Clerk (ATI or Sr. O.A. Day)**

- i) The duties of Head Shed Clerk will be to conduct the paper work at the counter. He will closely supervise the work of the shed and will also see that work is fairly divided among the shed staff working at different counters.
- ii) To check delivery documents before submission for final approval for delivery in order ascertain that all charges have been paid and all formalities fulfilled.
- iii) To check correctness Out-turn Report before submission to concerned section.
- iv) To ensure timely preparation of wanting list and submission of Out-turn Report to concerning points.
- v) To accept Wrong/Nil Mark application and maintain a Register for the same.

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- vi) To make official correspondence and to put up same before the Traffic Inspector for signature and ensure that such correspondences are made within 48 hours of receipt of letter.
- vii) To perform necessary formalities in connection with execution of space rent agreement.
- viii) To maintain Space Rent Register.
- ix) To accept Import Delivery Challan when presented to him by the party taking particular care :
  - a) That no notice of lien for freight or other charges has been given by the Agents or Master of the vessels or if such has been given that the lien has been subsequently despatched ;
  - b) That the Delivery Order Stamp of the Agent of the vessel has been put on the Bill of Lading or a separate Agents Delivery Order issued with weights and measurements shown thereon.
  - c) That the particulars entered in the challan corresponds with the last endorsement that Bill of Lading and the signatures on the Import Delivery Challan and the Bill of Entry corresponds.
  - d) That the Bill of Lading is endorsed by the Shipper for "ORDER" Bill of Lading and by the consignment of the Bill of Lading is made out in favour of a named consignee.
- x) To ensure posting of the Common Landing Date on the Import Delivery Challan by the Manifest Clerk correctly as received from the office.
- xi) To supervise the transfers from the un-identified register.
- xii) To ensure that all port charges are correctly calculated and realised before delivery of cargo is permitted.
- xiii) To ensure that all in full bills of entry are sent to the customs immediately upon delivery having been completed and all bills of Entries whether relating to in part or in full delivered items are sent to Custom House within 48 hours of the submission of the Out-turn Report.
- xiv) To issue search memo within 48 hours in connection with "Not Found" cargo to every point where the vessel has worked or its cargo has been removed.
- xv) To record particulars of search memo in the Not Found Register.
- xvi) To conduct search of Not Found Cargo within the shed and adjoining open yards.
- xvii) To issue untraced cargo memo (UTC memo) within 72 hours after acceptance of Not Found to all concerned on the failure to reply to search memo.
- xviii) To record particular of untraced cargo in Untraced Cargo Register.
- xix) To prepare Missing Report and sent to all concerned.
- xv) To maintain personally the Not Found Register.
- xvi) To perform any other functions as may be entrusted upon him from time to time by the Incharge/Assistant-In-Charge of the Shed.

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### 15.13 Duties of Manifest Clerk (Sr. O.A. - Day)

- a) To compare the Classified Manifest with original Manifest with original as soon as received from office.
- b) To post landing particulars and Common Landing Date of cargo in Classified Manifest with proper signature.
- c) To post removal acquittance and overside lists in the Classified Manifest.
- d) To post Un-manifest cargo from Un-manifest cargo Register in the Classified Manifest under direction of Head Shed Clerk.
- e) To register Import Delivery Challan on receipt from the Head Shed Clerk in the Classified Manifest noting counter nos. as shown on the challan.
- f) To post delivery particulars in Classified Manifest and Import Delivery Challan after checking the delivery documents.
- g) To issue Wanting List to relevant points after lapse of 15 days from Common Landing Date of a vessel.
- h) To post particulars of certified Wanting List in Classified Manifest from Removal Slips sent from relevant points.
- i) To prepare Unconnected Cargo List and Unmanifested Cargo List and sent it to DTM (Op) and Steamer Agents.
- j) To amend, delete and supplement the Classified and Original Manifests as and when necessary.
- k) To prepare statement relating to joint checking with the steamer Agent.
- l) To sort out short Landed Cargo particulars from the Classified Manifested and get them signed by the Traffic Inspector-In-charge, Transit Shed.
- m) To issue Short Landing Certificates.
- n) To prepare Out-turn report (O.T.R.) and send it to Traffic Officer (documentation) Out-turn Section alongwith the (a) Joint Checking Report (b) Un-connected Cargo List (c) Un-manifested List and (d) Short Landing Certificate.
- o) To close the Import Delivery Challan and arrange disposal of the Classified Manifest and Customs copy of the Manifest within 48 hours of submission of the Out-turn Report.
- p) To check the Jetty licence of the consignee's representative.
- q) That the Custom Appraiser's permit either "In-Part" or "Infull" must have been recorded in the Bill of Entry if an "In-part" permit is granted then the number of packages detained must be noted on the delivery order.
- r) To perform any other functions as may be assigned to him from time to time by the Head Shed Clerk or Assistant Incharge of the Shed.

### 15.14 Duties of Counter Clerk (Sr. O.A.-Day)

They will be responsible for passing delivery of goods and preparing Bills of Charges due on Challans. The following rules in regard to passing delivery must be carefully observed :

- a) That all delivery documents are in their possession and the delivery document has been properly attested by the Head Shed Clerk and the Manifest Clerk.

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- b) That Shed Delivery Orders and Gate passes must not be signed until the Challan has been carefully examined to see that the quantity due against the consignment, and that the correct description of the cargo as per Bill of Lading has been put, viz. cases, drums, bundles, etc. The work packages must be avoided at all costs.
- c) To check the Jetty Licence of the consignee's representative.
- d) That the Custom Appraiser permit either "In-part" or "In full" must have been recorded in the Bill of Entry. In an "In-Part" permit is granted then the number of packages detained must be noted on the Delivery Order.
- e) That details of every "No Mark" of 'Wrong Mark" application after being approved and attested by the Head Shed Clerk and countersigned by the DTM (Op)/ATM or Inspectors must be entered in the Shed Delivery Order, Release Order, Jetty Challan before passing delivery.
- f) That all Challans and connected papers must be securely kept in custody and at the close of work all "in full" challans must be checked and forwarded to the pre-audit department of the jetties.
- g) That all entries must be ink and alteration must be initialled clearly with or signature (no erasing, defacing or over writing allowed).
- h) To ensure possession of all delivery documents and verified the delivery documents after being passed by the Head Shed Clerk and Manifest Clerk and signed release Order on being satisfied that all formalities have been observed and charges paid correctly and thereafter record quantities due and process delivery of cargo.
- i) To ensure submission of delivery documents when demanded by higher officials for enquiry, claim case etc. He will maintain a movement register for the delivery documents wherein necessary whereabouts should be recorded.
- j) To send full delivery documents to central record from time to time keeping record in the movement register. He will preserve all the incomplete delivery documents i.e. part documents in his custody.
- k) To perform other functions as may be delegated to him from time to time by the officer concerned.

#### **15.15 Duties of lock Fast Clerk (ATI or Sr. O.A. - Day)**

- i) To receive Lock fast cargo and to record particulars of such cargo in the Lock fast Register, from the hand over list with the date or receipt in the lock fast.
- ii) To do the following functions in connection with delivery of cargo kept in the lock fast :
  - a) Check delivery documents of the parties ;
  - b) Record delivery of cargo in the Lock Fast Register;
- iii) To prepare Removal Tallies at the time of removing cargo to Auction Shed or to Lock Fast of Storage Shed/other Transit Shed.
- iv) To record particulars of cargo contained in the Wanting List in Re-tally Register.
- v) To certify Wanting List.

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- vi) To see that the consignee has got a permit from the head Shed Clerk in the Shape of an appraising ticket or survey ticket or the consignee has got a jetty release order before he allows any package to be taken out from the Lock Fast and must obtain an acquittance in the Lock Fast Register from the consignee. He must also check the jetty licence of the consignee's representative.
- vii) He will be personally responsible for all packages received, stored and delivered from the Lock Fast. He must check all the Lock Fast packages along with entries of the Lock Fast Register and bring any discrepancies, if found, to the notice of the Shed Officer under advice to DTM(OP).
- viii) Packages taken out for appraisement and surveyed or appraised packages in the shed will not be taken back into Lock Fast for storage without the permission of the DTM/ (OP)/ATM and without being properly sealed after appraisement.
- ix) To maintain Damage Register; entering particulars of cargo damaged/ broken at the time of landing.
- x) The Security staff will guard and keep general supervision overall cargo stored in the Lock Fast in conjunction with the Lock Fast Clerk and the Traffic Inspector. The keys of the Lock Fast at the end of days' work will be kept in key board of the respective shed or as directed by the authority from time to time. The Lock Fast will remain open between 7.30 hours to 17.00 hours by the Lock Fast Clerk (Lock Fast will be sealed at the close of the day in presence of Traffic Inspector and Security Inspector)
- xi) To prepare the following monthly statements :-
  - a) Cargo lying uncleared for over one month,
  - b) Cargo lying uncleared over 45 days ;
  - c) Cargo removed to Auction Shed ;
  - d) Cargo awaiting removal to Auction Shed ;
  - e) Cargo detained by Customs and seized by Police ;
  - f) Cargo lying under Nil/Wrong Mark ;
  - g) And any other statements as and when required.
- xii) To do any other functions relating to Lock Fast cargo as and when deemed necessary.

#### **15.16 Duties of Import Warehouse Clerk (ATI or Sr. O.A.-Day)**

- i) To prepare Removal Tallies at the time of removing cargo to storage shed/other Transit Shed.
- ii) To maintain Removal Register, recording particulars of removal cargo from Removal Tally Slips.
- iii) To check acquittance copy of Removal Tally with the original copy and then to hand over the same to the Manifest Clerk.
- iv) To supervise delivery of cargo including Nil/Wrong mark cargo.
- v) To record delivery particulars in the Import Warehouse Register.
- vi) To supervise proper stacking of cargo in the Sheds/open yards.
- vii) To certify wanting list and to submit re-tally for proper accountal of cargo in the OTR of vessel.

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- viii) To maintain Mechanical Equipment Register in case of shed removal or for dressing cargo in the shed.
- ix) To sign log Book of Drivers of Mechanical Equipment inserting relevant particulars used in removal/dressing of cargo.
- x) To enter particulars of removed cargo in the cargo diary maintained by the Incharge/ Transit Shed.
- xi) To reply to search memo for Not Found cargo after physical search of the cargo.
- xii) To prepare various daily and monthly statements.
- xiii) To do the following functions in connection with removal of cargo to Auction Shed :
  - a) Prepare removal tally.
  - b) Handover the auction cargo to Custom Authority after making proper inventory in presence of Customs officials when cargo is removed to Auction Unit and the inventory list should be signed jointly by Port and Customs officials.
  - c) Prepare Bills for realisation of charges on cargo delivered from Auction Shed against outpassed Bill of Entry.
- ix) To handover unmanifested cargo to Steamer Agents after preparing removal tally and recording in the Import Warehouse Register.
- x) To submit books and records to central Record Section at the end of a year.
- xi) To make marking and stencilling cargo as and when necessary.
- xii) To record cargo in the Ware House Register as received from the vessel under landing tally and indicating location.
- xiii) To receive cargo stored in the shed without tally from the stevedore maintaining proper entry in the Import Ware House Register.
- xiv) To do any other functions as and when required.

#### **15.17 Duties of Appraisement Clerk (Sr. O.A. - Day)**

- i) To check documents of parties, licenses of Jetty Sircars of parties/C&F Agents, enter particulars of documents and jetty sircar licenses in the Appraisement Register before appraisement of cargo by the Customs.
- ii) To ensure that the correct cargo is placed for appraisement.
- iii) To be present at the time appraisement by Customs in presence of party's representative.
- iv) To ensure that the Appraisement Ticket is correctly filled in and signed by all concerned without delay.
- v) To ensure closing and sealing of boxes, packages, cartons with the help of carpenter/ sealmen, jointly sign by himself and by the party after appraisement.
- vi) To maintain Appraisement Register recording relevant particulars of the appraised cargo.

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- vii) To ensure securing of the appraised cargo in the Lockfast or place assigned therefore under intimation/with the knowledge of staff deputed for keeping watch on cargo at that area.
- viii) To prepare list of Appraised cargo. A copy of the list must be given to the security ASI on duty in the shed.
- ix) To do any other work related to appraisalment etc as may be assigned by the Traffic Inspector, Assistant Traffic Inspector from time to time.
- x) He will help the Traffic Inspector the nature of receipt granted for any package for which a survey has been applied for or a Police Report is necessary.
- xi) He will daily see that the appraising enclosures is cleared of the previous days appraised goods and made room for fresh cargo to be appraised.

#### **15.18 Duties of Receipt Poster (Sr. O.A. - Day)**

- i) To collect Landing Tally slips and file them properly.
- ii) To post landing particulars in the Classified Manifest and Un-identified Register from landing Tally Slips.
- iii) To prepare Excess Report (Vessel wise) showing excess landing of cargo.
- iv) To send landing tally slip to the Original Manifest dealing Transit shed.
- v) He will also bring to the notice of the Tally Supervisor any special cargo or broken package which has not been secured in the Lock Fast. This will be determined in the absence of the initial of the Lock Fast Clerk in the Tally Sheet against any special cargo and broken packages which are secured in the Lock Fast.
- vi) To do any other work entrusted by the superiors.

#### **15.19 Duties of Tally Supervisor (Sr. O.A. - Shifting)**

- a) He will distribute Junior Outdoor Assistant for all tally works of vessels and will see that they attend their, duty point promptly.
- b) He will see that no excess or incorrect landing receipt is granted to the Steamer Agent representative and that all the landing tallies are handed over to his reliever with proper receipt.
- c) He will be personally responsible for starting the ships work in time.
- d) He will prepare the special lists as per markings by the T.I. and will hand over the same to all concerned points.
- e) He will conduct all the operational works of the vessel and will check the landing/shipment tallies and initial every page of the same.
- f) He will prepare the list of special cargo landed and will hand over the same to the S.I. or any other authorised official on duty. S.H.C. and T/Sup. Incharge must see that handing over is completed properly.
- g) He will see that broken packages are properly secured and handed over as soon as landed as per procedure.
- h) He will see that the wagons tallies are properly and correctly maintained and that the loading Jr. O.A. remain at the doors of the wagons.

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- i) He will check all the shipping lists as soon as those arrive from office and obtain "Allow Order" from the Customs and will prepare outstanding list of wagons without delay.
- j) He will ascertain full position of placed wagons and programme of the ship for lifting export cargo and will issue shipment orders accordingly.
- k) He will personally post all the entries in the Shipping lists and other statements and will arrange submission of these to office in time.
- l) He will collect the unloading statements, unloading tallies, shipment tallies, wagon card labels and hand over the same to the Export Incharge and will issue damage and deficiency message properly in time.
- m) He will report discrepancies to the shed offices immediately and will ensure that all the rules are followed regarding landing and shipment of various types of cargo.
- n) Any completed record must at once be taken in his personal custody and handed over to the Record Clerk in time.
- o) He will personally be responsible for the correct maintenance of the following registers :
  - i) Lighter register ii) Ships work, starting, finishing and stoppage register iii) Tally supervisor's diary.
- p) He will personally keep the full names and specimen signatures of the Steamer Agents/Stevedors Tally clerks.
- q) He will send the shipping lists and the special lists of the vessel to the concerned Transit sheds without delay in case the vessel shifts.
- r) He will maintain the Register of Nil Mark packages landed ex vessel immediately after the completion of discharge.
- s) He will exchange the tallies with the Steamer Agents after checking each tally properly and after signing each tally slip himself and getting signature of the shed incharge.
- t) To visit tally working points and to check the tally sheets at random basis.
- u) To ensure collection of all the landing/loading tally sheets at the close of shift work, from the Jr. Outdoor Assistant.
- v) To handover landing tally to the Receipt Poster.
- w) To ensure issue of Gate Pass for Exporting cargo as per vessel's working programme.
- x) To maintain the register regarding cargo delivery (Showing particulars of both Import and Export cargo).
- y) To perform any other job as may be assigned by the Traffic Inspector/Asstt. Traffic Inspector from time to time.

#### **15.20 Duties of Shed Delivery Clerk (Sr. O.A. - Shifting)**

- i) To supervise all local deliveries of cargo taking place from Sheds.
- ii) To examine the delivery documents, before delivery of cargo, in order to ensure their correctness, check Licences of Jetty Sircars, correctness of realisation of Port dues etc.
- iii) To make proper entry of the particulars of delivery documents in delivery register maintained by him and taking initial of the Jetty Sircar before allowing delivery.
- iv) To enter in the Delivery Register vehicle number, quantity delivered and other particulars relating to local delivery.
- v) To assist Import Warehouse Clerk in opening of Shed doors required for smooth delivery and ensuring their proper closer and sealing after completion of delivery.

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vi) To supply to Incharge-Transit Shed with particulars of deliveries taken place during working period at the end of day's work.

vii) To discharge efficiently any other functions as may be delegated to him by Incharge-Transit Shed from time to time.

#### **15.21 Duties of Shed Writer (Sr. O.A./Jr. O.A.- Day)**

i) To prepare the following daily :

a) 24 hours cargo position statement ;

b) 24 hours shore crane position statement ;

c) Shore crane statement ;

d) Inside/outside shed space position statement.

ii) To arrange sending of the above statements to relevant sections.

iii) To receive correspondences/statements from various points within the shed and send them to concerned section.

iv) To receive incoming correspondence, Memos, Circulars, etc and to distribute them to concerned points.

v) To prepare Master Rolls for : (a) Monthly Salary/Wages (b) Shifting Allowance (c) Overtime Allowance etc. and to sent them to the 'Staff Bill Section'.

vi) To maintain Overtime Register for obtaining approval from concerned officer for doing overtime work in shed.

vii) To deal with establishment matters of shed staff.

viii) To receive and convey telephone messages and write them in message book.

ix) To draft correspondences as and when necessary.

x) To do the following works in connection with stores of the shed :

a) Bring necessary stores from traffic stores ;

b) Distribute the stores items within the shed as and when required ;

c) Maintain stores ledger keeping proper accountal of stores items.

xi) To maintain Berthing Register, according relevant Berthing particulars.

xii) To prepare ship's work done report.

xiii) To prepare Mechanical Equipment Statement.

xiv) To fill up statements and send them to statistics section.

xv) To perform any other functions as and when directed by Shed Incharge.

#### **15.22 Duties of Record Clerk (Sr. O.A. - Day)**

i) To keep all completed records of the shed, year-wise and vessel-wise showing on the cover page the arrival and departure date of the vessel.

ii) To maintain a Register for recording movement of records received.

iii) To supply necessary record as and when requisitioned by Audit and concerned section for the purpose of Court, claim and refund cases etc.

iv) To send old records to Central Record Room on receiving instructions from concerned officer.

v) To make records available for as and when required by Internal and External Audit.

vii) To keep the keys of Record Room and will be fully responsible for any loss or mutilation of records.

viii) To perform any other function as and when directed by the shed Incharge.

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### 15.23 Duties of Tally Clerks (Jr. O.A.- Shifting)

#### 15.23.1 Duties of Hatch Tally Clerk

- i) To maintain the actual Hatch tally work of import and export cargo/container unloaded and loaded respectively from and to vessels.
- ii) To check the marks, serial numbers on packages and connect them properly before allowing movement.
- iii) To check the outward conditions of each package and insert remarks on the Tally Slips accordingly.
- iv) To check closely the Tally done by Steamer Agent's Representative so as to ensure correct tally of cargo.
- v) To hand over all the Tally Slips at the end of day's work to the Tally Supervisor.
- vi) To report any deficiency in the packages at the time of Tallying cargo to the Tally Supervisor to ensure appropriate action on them.
- vii) To maintain the Tally by himself and give his full signature in the Tally Sheet and not initial in any circumstances.
- viii) To check the special list before allowing the cargo to be moved from the hatch and in case of special cargo to bring to the notice of the Tally Supervisor to take charge of the same.
- ix) To keep close check on the tally of his counter part (Steamer Agent's Tally Clerk) and to ensure the correct maintenance of his tally.
- x) To make himself conversant with the rules relating to the duties of the Tally Supervisor, rules regarding Lock Fast, rules regarding Stroke Tally, Over-piling Tally, Wine Tally, Arms & Ammunition Tally, Special Cargo Tally, Dangerous Cargo Tally etc. And bring all matters of the dispute between him and the Steamer Agent's Tally Clerk immediately to the notice of his superiors and get the same settled on the spot.
- xi) To maintain Removal Tally as and when required.
- xii) To maintain R/L Note.
- xiii) To assist in certification of Wanting List under the direction of the Sr. Outdoor Clerk.
- xiv) To supervise sorting of cargo inside/outside the shed.
- xv) To maintain tally for sorting, re-stacking and long lead.
- xvi) To perform any other job as may be assigned to him from time to time by his superiors.

#### 15.23.2 Misc Duties :

To work in any other capacity e.g.

- i) Preparation of Return under the direction of Sr. Outdoor Clerks and Sr. Outdoor Assistant (Goods).
- ii) Tracing of cargo.
- iii) Certification of Wanting List under the direction of Sr. Outdoor Clerks.
- iv) Supervision of sorting of cargo in shed and out of shed.
- v) Maintenance of Tally for sorting, re-stacking.
- vi) Checking of cargo in local deliveries by trucks, or for the purpose of maintaining records and preparing statements relating to the Shipping and goods working of the Port as directed by his superiors.
- vii) Any other functions as may be assigned to him from time to times.

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#### **15.24 Duties of Head Assistant (Goods)**

- i) To supervise the works of the goods points under his control and distribute the works among the staff working under him.
- ii) To ensure timely performance of assigned responsibilities by the staff.
- iii) To maintain daily attendance register of the staff in the particular goods point where he is being posted and also pay surprise check to examine the attendance of the staff of other goods points under his control, wherever applicable.
- iv) To submit late attendance statement of staff to the officer concerned for necessary action.
- v) To maintain constant liaison with various points regarding allotment, placement and release of wagons.
- vi) To make necessary correspondence with concerned points in connection with various irregularities which may arise in case of rail born traffic such as wrong booking, excess booking, short booking, booking in damaged condition etc.
- vii) To ensure proper maintenance of various registers and preparation of various statements and their timely disposal.
- viii) To ensure correct and timely realisation of all port and railway charges and arrange depositing the same to Bank.
- ix) To provide all assistance and information necessary to Railway Audit Team when they come to contact Audit and Goods points.
- x) To arrange necessary staff when any retirement or transfer takes place so that working in the goods points goes on smoothly.
- xi) To supervise proper loading, reveiting and unloading of cargo from wagons and to issue necessary instruction to subordinate staff in this regard.
- xii) To perform other functions as may be delegated to him from time to time by officer concerned.

#### **15.25 Duties of Forwarding Clerk and Goods Clerk**

- i) To assist the Sr. Assistant and supervise the works of Jr. Assistants.
- ii) To accept wagon demands from parties and make posting of the same into Allotment and Demand Register.
- iii) To prepare Wagon Demand Statement for submission to Railway operation section.
- iv) To accept forwarding notes submitted by parties after completion of loading and ensure timely posting of forwarding note particulars into Forwarding Register, after checking the correctness of the forwarding notes.
- v) To enter particulars of forwarding notes in the release order submitted by C & F Agents and send the same to the Shed where loading takes place.
- vi) To prepare Railway Receipt (R/R) in connection with the realisation of Railway charges and ensure posting of the same in Railway Cash Book.
- vii) To prepare bill of realisation of charges a/c Port and ensure posting of the particulars in the Cash Book (Port's Account).
- viii) To prepare C.R. Note and observe necessary formalities in connection therewith.
- ix) To prepare periodical statement of earnings and arrange submission of the same to concerned points.

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- x) To prepare Monthly Goods Balance Sheet and other statements relating to the Balance Sheet and ensure timely submission of the same to concerned points.
- xi) To supply all documents, records in connection with Audit.
- xii) To do any other works as may be entrusted by the supervisor.

#### **15.26 Duties of Goods Tally Clerk :**

- i) The loading Tally Clerks will receive the loading slip himself from the Traffic Inspector and will receive the relative forwarding note from the Goods Clerk before loading is started and under no circumstances loading will be done without these two documents.
- ii) He will write in Block letter the name of destination station in full on the labels (with coloured pencils from 1st June to 1st October) Code words will not be used.
- iii) The particulars of booking against each item as detailed in the labels must be filled in by him properly with coloured pencil.
- iv) He must fill up the weight column in tons in the labels.
- v) He must properly fill in the labels of these wagons loaded in his presence and to personally see that such wagons are properly sealed and labeled in his presence and labels properly tied.
- vi) He will put the F. Foil of the invoice or packing note himself inside the wagons.
- vii) He must make remarks on the back of tally slip regarding the condition of consignment found at the time of loading.
- viii) He will sign the forwarding note in token of the correctness of loading of wagons in full and also the entries in the Forwarding Note Register.
- ix) He will return the tally slip and forwarding note to Goods Clerk concerned after the loading has been finished for the issue of Railway Receipt without delay. He will put the date and time of supply of wagons and the date and time of completion of loading of such wagons loaded in his presence in the forwarding note without fail.
- x) He will see that the consignments are duly marked before being despatched and wagon closed.

#### **15.27 Duties of Carpenter**

- i) To open and close boxes, cases, packages etc for appraisal/survey.
- ii) To repair cases, boxes, packages etc which are broken while handling.
- iii) To repair furniture and fixtures of sheds.
- iv) To perform any other job as may be assigned by his Superiors.

#### **15.28 Duties of Riveter:**

- i) To rivet, seal and affix labels to wagons, after completion of loading of import cargo.
- ii) To cut rivets of wagons, bringing in export cargo, prior to unloading for shipment.
- iii) To seal up cases/boxes/cartons etc after appraisal of cargo.
- iv) To open and close doors of sheds at the starting and closing of work of sheds and any other job as may be assigned by his superiors.