

Flow chart of the processing steps of Nepal bound cargo through Kolkata Port:

Steps to be followed from the original of Document in Nepal to the collection of document from the bank.

1. Opening of L/C, Import license
2. Suppliers handover consignment to shippers with packing list, invoices, insurance policy, certificate of origin etc.
3. Shipper allocates container-loading in the ship by shipper
4. Originate B/L-submit B/L and packing list to the supplier by shipper
5. Supplier collects all the documents and sent to his bank.
6. The bank sends the documents with endorsement to the importers.
7. Importer collects the document from his bank after arrival of documents from the shippers through bank and bank needs at least few hours to scrutinize the documents before handing over to the party.

Steps to be followed from the collection of document from the bank to the delivery of container back to the shipping line at Kolkata.

Sr.	Steps	Document required	Time require	Problem	Solution
1	Importer sends the document to the clearing agent with all shipping documents duly endorsed	Invoice, Packing list, Certificate of Origin, copy of Insurance Policy, Original B/L, L/C & amendments if any, copies of VAT/Pan & Rirm Registration, Authority Letter (undertaking letter) with signature verification by bank, proforma invoice, Vanijya letter if L/C is not involved	Courier takes at least 2 to 3 days to deliver the documents to the agent in Kolkata which is generally sent by air/road.	Delay in releasing document from the importing bank. In most of the document may take more than 3 days to arrive at Calcutta. If the documents reach on a working day, then the process starts immediately. Otherwise the agent has to wait for the working day.	Use of EDI or other fast way to transmit the document.
2	Receive original shipping document by the clearing agent in Kolkata	-Do-	Depend upon courier	Delay in processing of document if not document received.	
3	Clearing agent confirms the arrival date of vessel/consignment by taking reference of the vessels particulars or B/L	B/L	Same day		.

	no. or container No. mentioned in the B/L. Few clearing agents use the WEB to know the status of the consignment.				
4	Steamer agent prepares the IGM (import General Manifest) and files to Customs at least before 48 hours of vessels arrival. This relates to the feeder vessels moving after transshipment in Singapore or Colombo. In most of the cases customs proving facility to submit before 1 day also.	Particulars of consignment.	Depends upon St/Agents efficiency.	Only feeder vessels move from Singapore/Colombo. From Singapore it takes 7 days for feeder vessels to Calcutta after transshipment. From Colombo 4 or 5 days.	
5	Confirming of Arrival of Vessels in the port in CPY or NCPY			Landing of vessels may be in CPY or NCPY.	
6	1. CHA collects IGM details from concerned shipping agents by showing B/L 2. CTD preparation by CHA. 3. CTD file in Customs HQ.	1. IGM detail providing by steamer agent. 2. Original shipping document. 3. with Original Documents.	On working day (except Saturday/ Sunday)	If IGM didn't tally with Original B/L in this case IGM should be amended by the St/Agent on request of CHA & it may take 3-4 days for amendment from customs. Processing of document may be delayed if IGM not filed by St/Agent before arrival of vessel	All particulars should be in accordance with Original B/L
7	L/C verification with details provided by Nepalese Consulate General, Kolkata by Dy.Suptd. & Examining officer.	with L/C	10-15 Minutes (Early submission of documents may take 1 day otherwise 2 day for entire process if concerned authorities found in their respective seat)		
8	Document OK by Dy.Suptd. & Examining officer.	All shipping documents with CTD.	10-15 Minutes		
9	IGM verification for Noting in Original, Quardo & Quin copies	-Do-	Within above period.		
10	Document assessment (Invoice, value of CTD etc.	-Do-	10-15 minutes		

11	Guarantee (Undertaking or Insurance) acceptance by appraiser & Asst.com.(Nepal Unit)	Undertaking of NTWCL in case of Govt. cargoes otherwise Duty insurance.	10 minutes		
12	Allotment of CTD no. with & registering in Register.	Original CTD	10 minutes		
15	Appraiser issues open order in Quin copy.	Quin Copy of CTD	5 minutes		
16	CHA pays the charges of shipping agent as per collected bill like THC charges, Delivery order charge, container demurrage, container washing charge, survey charge etc as per bill		1 day depending upon work pressure of the collector.		
17	Bond prepared in Non judicial stamp paper and submit by the CHA in the given prescribed format along with the payment. This bond is prepared for the guarantee for container to the st. agent. (20 tues 1.25 and 40 tues 2.50)	Bond in Rs. 50/- or 100/- depending upon St.Agent	Same day		
18	Delivery order issued by the Steamer Agent & move to vessel agent for No Objection with payment i.e. Rs. 600-800 depending upon agent.	D/O of St.Agent.	Same day		
20	CHA make arrangement to settle the charges of Docks like landing charge, ground rent, crane charge etc. after acceptance of Jetty Challan Tally with LDO (Local Delivery Order) & CTD & moves to concern shed writer for cargo identification.	Fill up the jetty challan for payment in prescribed format of port.	1 hour		
21	CHA move to the Customs field office i.e. port for appraisalment, noting particulars with Quin CTD	Quin CTD packing list, invoice etc.	1 hour (if concerned staff found in own chair & document volume)		
22	Customs mention the status of the seal on the back Quin copy of CTD & Xerox B/L & issue passout for delivery.		1 days		
23	Move to computer IDO (Import Del. Order) & make IDO & punch the same with proper location of container.		half day		
24	Shed Writer checks the Quin CTD & Xerox, B/L & make the rent bill, if incurred.	As stated left side.	Same day		

25	IDO handover to Transporter of entry of lorry. Move to make EGP (Electronic Gate Pass) with lorry permit		Same day		
27	EGP handover to Super Cargo Section for loading the container which is loaded to trailer by cargo overseer posted in spot.			In the congestion period, it may take more time to enter the carrier inside the CPY for loading. There may be cases that the concerned container may be in the ground slot and need action to move the above container before to get the concerned container.	
28	CHA handover the removal letter with Bond issued by St. Agent & give signature in CTD for releasing the container from gate by custom Preventive officer.				
29	Submitting the EGP at Gate.				
	Transit from the port to destination and back to the port As per the Indo Nepal Truck & Trailers Owners' Association the maximum transit period (by road) from Kolkata has been mentioned as per following: Nepalgunj & Bhairawa 22 days Birgunj 19 days Biratnagar & Naxalbari 13 days				
30	Customs presentation at India and Nepal Plz see MEMORANDUM TO THE PROTOCOL TO THE TREATY OF TRANSIT BETWEEN NEPAL AND INDIA Clause 12, paragraph (a) and sub-paragraph (i),(ii), (iii) and paragraph (b) sub-paragraph (i), (ii) and paragraph (c) Clause 12A to 16 for the formalities in releasing the consignment from Indian border customs and Nepal Customs.				
31	After de-stuffing the container at importer's designated place the empty container returns towards Kolkata/Haldia after taking receiving signature with seal from Importer in C/N of the transporter.				
32	CHA checks the slot validity of the container and if found expired contacts to concerned shipping agent				

	with payment for extension of the slot. (in case of late hour arrival of the container no chance of slot extension and one day extra demurrage should be paid and if holiday falls on following days demurrage should be paid till next working day)				
33	After extension of the slot CHA handovers the slot to the transporter to handover the container to the shipping agent. (CHA should handover the slot to the transporter at least before 2:00 PM so that he may handover the slot to the shipping agent before 4:00 PM otherwise shipping agent may not accept for receiving of empty container) (see note 1 for rates)				

Note:

(1) The rate of container charge is as follows:

Period	20'	40'
Upto 5 days	Free	Free
7th day to 10th day	\$7.00	\$14.00
12th day to 21 day	\$14.00	\$28.00
23rd day onwards	\$17.50	\$35.00

(Rate & free period may vary depending upon shipping agent & agreement by the importer with shipping agent earlier)

2. Misc. Exp. Customs About Rs. 600 per document (+ Rs. 200-300 per container extra in case of more than one container) and Port Rs. 700 to 800/- (+Rs. 400/- per container extra if container is more than one)
3. The time given for the delivery from the port is 7 days which will be reduced to 3 days as per the information. If this will come into being, then all the cargo will attract an additional expense of at least 10 to 15 thousand per container simply to take the delivery from the CFS. At least minimum 10 days should be given for Nepal cargo for taking delivery from the port. If the question of congestion arises, we must know that it is only less than 10% of the total import cargo arriving at Kolkata/Haldia Port.
4. The biggest problem is of LCL shipment. The charges being taken by the agent is huge. If we could develop or utilize the facilities under our reach, we can at least bring down those charges for which certain steps to be taken and implemented.
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7. MEMORANDUM TO THE PROTOCOL TO THE TREATY OF TRANSIT BETWEEN INDIA AND NEPAL

In pursuance of and subject to the provisions of the Protocol to the Treaty of Transit, Government of Nepal and the Government of India agree that the following detailed procedure shall apply to traffic-in-transit:

IMPORT PROCEDURE

12. (a) On arrival of the containerised cargo at the border land customs station or at the border railway station, as the case may be, the following examination procedure will be followed:

- i) On arrival of the Nepalese containerised cargo, the Indian customs authorities posted at the land customs station or the railway station shall merely check the 'one-time-lock' of the container put on by the shipping agent or the carrier authorised by the shipping company or the Customs authorities at the sea port or during the transit and, if found intact, shall approve for onward transmission of the containerised cargo, without examination of the cargo unless there are valid reasons to do otherwise.
- ii) In case where the 'one-time-lock' of the container is found broken or defective, the Indian customs authorities posted at the land customs station or the railway station, as the case may be, shall make due verification of the goods to check whether the goods are in accordance with the customs Transit Declaration and conform to the import licence, wherever such licence is issued, and the letter of credit.

- iii) If, on verification, the goods are found in accordance with the Customs Transit Declaration and conform to the import licence, wherever such licence is issued, and the letter of credit, the Indian customs authorities posted at the border land customs station or the railway station shall put fresh 'one-time-lock' and approve for onward transmission of the container. The serial number of the new 'one-time-lock' shall be endorsed by the Indian customs authorities posted at the border land customs station or the railway station on the Customs Transit Declaration.
- (b) On arrival of the non-containerised cargo at the border land customs station or at the border railway station, as the case may be, the following examination procedure will be followed:
 - i) The sealed railway wagons or the sealed marine containers or the sealed pilfer-proof containerised trucks or the sealed tarpaulin covered trucks, as the case may be, shall be presented to the Indian customs authorities posted at the border land customs station or the railway station, who shall examine the seals and locks and, if satisfied, shall permit onward transmission, or the unloading or breaking of bulk, as the case may be, without examination of the cargo, unless there are valid reasons to do otherwise.
 - ii) In cases where seals and locks on the wagons or on the marine containers or on the pilfer-proof containerised trucks or on the tarpaulin covered trucks or on the packages are found broken or defective, or there is suspicion otherwise, the Indian customs authorities posted at the border land customs station or the railway station, as the case may be, shall examine the goods to check whether the goods are in accordance with the Customs Transit Declaration and conform to the import licence, wherever such licence is issued, and the letter of credit. Goods for Nepal, as covered by the said licence, wherever such licence is issued, and the said letter of credit and also in accordance with the Customs Transit Declaration shall be approved for onward transmission through such escorts or supervision as may be necessary to ensure that the goods cross the border and reach Nepal. However, in making such examination, avoidable delays shall be curtailed to the utmost in order to expedite the traffic-in-transit.
 - (c) On arrival of the traffic-in-transit in open trucks, or open railway wagons, the Indian customs authorities at the border land customs station shall carry out such selective percentage examination as is deemed necessary to ensure that goods are in accordance with the Customs Transit Declaration and conform to import licence, wherever such import licence is issued, and the letter of credit.
- 12A. On arrival of traffic-in-transit mentioned at sub-paragraphs (a), (b) and (c) above at the border land customs station or at the border railway station, as the case may be, the importer shall present the original copy of the Customs Transit Declaration duly endorsed by the Indian Custom House of entry, to the Indian customs officer at the border land customs station, who shall compare the original copy with the duplicate and triplicate received by him and will, after satisfying himself as regards the checks contemplated at sub-paragraphs (a), (b) and (c) above, endorse all the copies of the Customs Transit Declaration. The goods in transit shall be allowed onward movement by road or by rail, as the case may be, only after clearance as above by the Indian customs officer at the land customs station or the railway station. The Indian customs officer shall, thereafter, through such escorts or supervision as may be necessary, ensure that the goods cross the border and reach Nepal. He, or in cases where there is an Indian customs officer posted right at the border, will certify on the copies of the Customs Transit Declaration that goods have crossed into Nepal. The Indian customs officer shall then hand over the original copy of the Customs Transit Declaration to the importer, send the duplicate to the Indian Custom House at the port of entry, send the triplicate to the Nepalese customs officer at the corresponding Nepalese post and after it is received back duly endorsed by the Nepalese customs officer, retain it for his records.
- 13. If a consignment in transit is received at destination in more than one lot, the separate lots of the consignment covered by one Customs Transit Declaration may be presented in separate lots and the Indian customs officer at the border shall release the goods so presented after necessary examination and check of relevant documents and goods and after making the necessary endorsement. In such a case, the Indian customs officer, at the border shall send the triplicate copy of Customs Transit Declaration to the Nepalese customs officer at the corresponding Nepalese post only after release of the entire consignment as covered by the Customs Transit Declaration.

14. In cases where the duplicate and triplicate copies of the Customs Transit Declaration are not received at the customs office of exit, the Indian customs office will, by telephonic or other quick means of communication with the customs office of entry, seek confirmation to ensure against delay and then on the basis of aforesaid confirmation allow despatch of goods.
15. The Nepalese Customs officer shall:
- (i) endorse a Certificate over his signature and authenticate it under a Customs stamps on the original copy of the Nepalese Import Licence, if any / Letter of Credit, and the original and the triplicate copy of the Customs Transit Declaration that the packages correspond in all material respects with the particulars shown in the declaration and in all material respects with the particulars shown in the declaration and in all material respects with the Nepalese Import Licence / Letter of Credit wherever required or opened as the case may be and that the goods have been cleared from the Nepalese Customs custody for entry into Nepal.
 - (ii) hand over, under acknowledgement, duly endorsed original copy of the Customs Transit Declaration to the importer who will present it to the Indian Border Land Customs Station within 15 days of the date on which transit was allowed at the Indian port of importation or such extended time as the concerned Assistant Commissioner of Indian Customs may allow. For every week or part thereof delay in presenting the original Customs Transit Declaration duly certified as above the importer shall pay a sum of Re.1/- for every Rs.1,000/- of the Indian market price of the goods to Assistant Commissioner of Customs of the concerned Indian Border Land Customs Station.
 - (iii) send the triplicate copy of the Customs Transit Declaration duly endorsed directly to the concerned Indian Border Land Customs Station.
 - (iv) Endeavour to send a telex/fax communication on a daily basis to the Commissioner of Customs, Calcutta giving the number and date of CTDs received by him on the day confirming that the goods covered by these CTDs have been received in Nepal. The fax/telex will be followed by a post copy in confirmation.
16. The Indian Customs Officer at the concerned Border Land Customs Station shall send fax/telex communication on a daily basis to the Commissioner of Customs, Calcutta giving details of the original copies of the Customs Transit Declarations received by them on a particular day from the importer duly endorsed by the Nepalese Customs Authorities that the goods have been received in Nepal. The fax/telex message will be followed by a post copy in confirmation. The Indian Border Land Customs Station will also forward the triplicate of the duly endorsed copy of the CTD on a daily basis to the Commissioner of Customs, Calcutta by Speed Post.