

दूरध्वनी : ९१-२२-६६५६४४२९

: ९१-२२-६६५६४०५१

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मुंबई पोर्टन प्राधिकरण
Mumbai Port Authority



यातायातविभाग,

पोर्ट भवन, एस. व्ही. मार्ग,

बेलाई इस्टेट, मुंबई-४०० ००१

Traffic Department,

Port House, 1st floor,

S.V. Marg, Ballard Estate,

MUMBAI - 400 001.



No.TM/B-1/ 22

of 2024-25

Date:-

29 AUG 2024

CIRCULAR

To,

The President,

Maritime Association of Nationwide Shipping Agencies – India (MANSA)

The President,

Brihanmumbai Custom Brokers Association (BCBA)

The President,

All India Importers & Exporters Association

The President,

Indian Merchant Chambers

The Director,

India Pulses and Grain Association

The President,

Indian Sugar Exim Corporation

Sirs,

Sub: New procedures for receiving request from
port user regarding Shed / Gate opening program
at Time Keeper Office

CHB / Importer / Exporter submit their application / request to Shed Superintendent, Time Keeper at Hamallage Building for deployment of staff and keeping Shed / Gates open for their cargo receipt / delivery operation. On verification of above-said application / request, Shed Superintendent, Time Keeper issues a chit informing that particular Shed / Gate is kept open for their cargo receipt / delivery operation.

2. Under the implementation of Port EBS, IPORTMAN module dealing with Import / Export / Coastal cargo operations has been implemented w.e.f. 04.06.2024. In order to simplify the abovesaid process of Shed / Gate opening and to promote ease of doing business following procedure will be adopted in the matter.

- (i) Hence forth, all Port users concerned are requested to mail their request for keeping required Shed / Gate open on this office email id sratmicstaff@mumbaiport.gov.in , in the attached proforma.
 - (ii) Upon receipt of abovesaid request, on email from Port users, the Time keeper staff will review the request of the port user and will make necessary arrangements for deployment of staff at requested location. Also, Shed Superintendent, Time keeper will respond to the port user by return email about the arrangement made with additional remarks / instruction/ clarification, if any, required in the matter.
 - (iii) The copy of above-said email will also be forwarded to Sectional Asstt. Traffic Manager concerned to issue necessary instruction to the Shed Superintendent / Gate Inspector concerned.
 - (iv) Port Users are also requested to judiciously estimate their requirements of Operational locations to be manned or kept functional before placing their requests/ requirements in the matter, so as to ensure optimum utilisation of the available MbPA staff.
 - (v) It is also pertinent to mention that Shed/ Gate Opening charges will be applicable on closed Dock Holidays (i.e. 26th January, 1st May and 15th August) as per directives/ instructions of office of Sr. Dy. Traffic Manager, Operation Docks, issued from time to time.
 - (vi) In case of any difficulty with regards above or for follow up in the matter Port Users may contact Shed Superintendent, Time Keeper on following Contact Nos. 022 6656 5471/72.
3. The above procedure will be implemented w.e.f. 17/09/2024
 4. Please give wide publicity to this circular amongst your members and encourage them to use the abovesaid facility.

Yours faithfully,

(B.S.SHINDE)

TRAFFIC MANAGER,
MUMBAI PORT AUTHORITY

[on CHA / IMPORTER / EXPORTER Letter Head]

To,
Sr. Asstt. Traffic Manager,
On Duty / Staff- in-Charge

Sub: Request for Shed / Gate opening

1. For Import Cargo

IGM No. / Item No.: _____

Number and Description of Pkgs.: - _____

For Export Cargo

Shipping Bill No.: _____ Date :- _____

Number and Description of Pkgs. : _____

2. Date & Shift for Delivery/ Receipt of Cargo: _____

3. Sheds / Gate to be kept open: _____

(copy of Carting permission for export cargo or Bill of Entry for Import Cargo)

4 Name & Contact Nos of operational executive / personnel available in
Docks dealing with the cargo : _____

Signature of Authorised Personnel
and Seal/ Stamp of Company