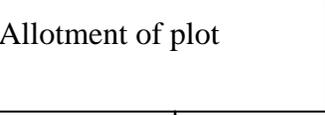
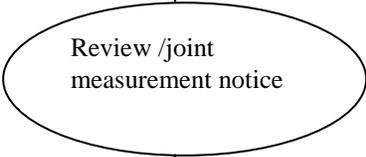
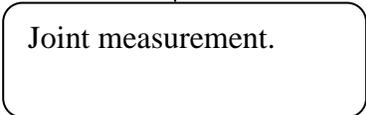
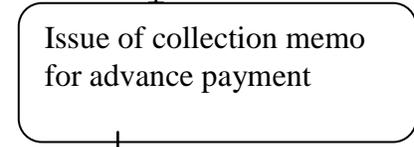
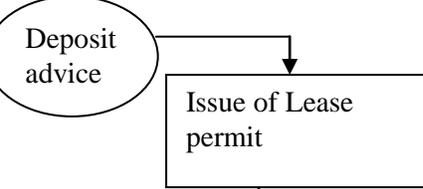
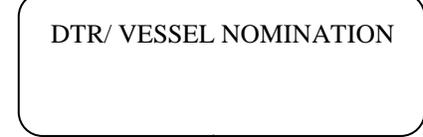
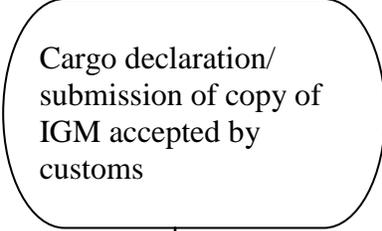
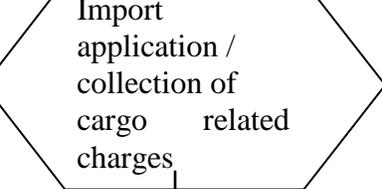
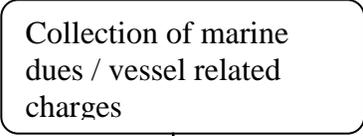
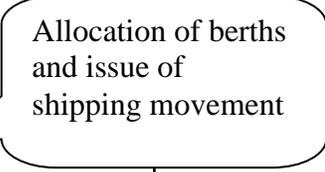
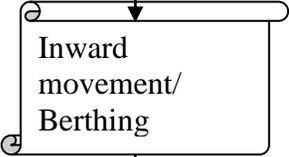
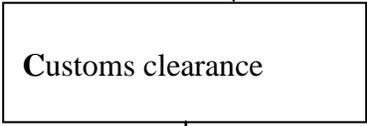
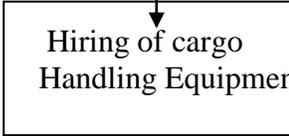
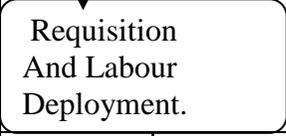
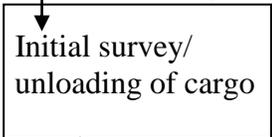


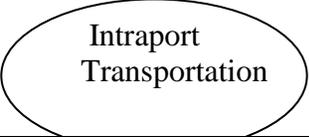
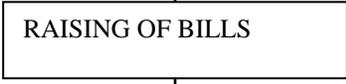
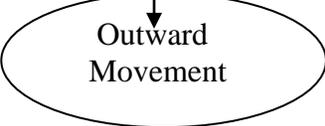
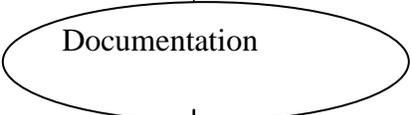
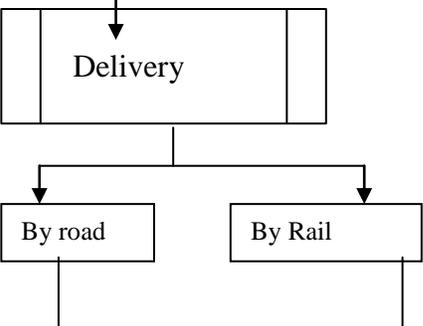
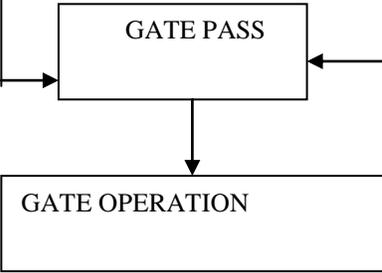
**PARADIP PORT TRUST**

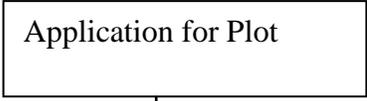
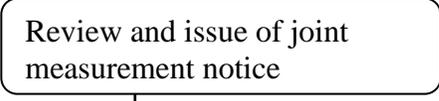
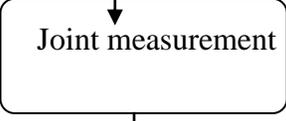
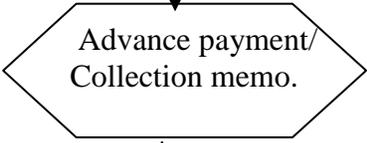
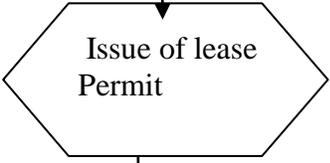
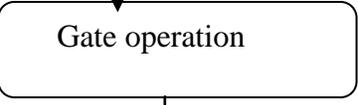
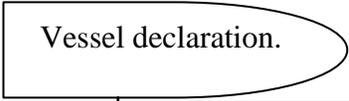
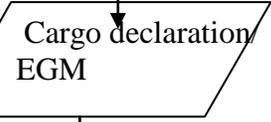
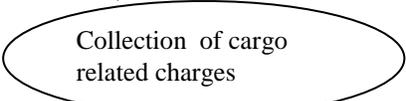
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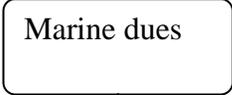
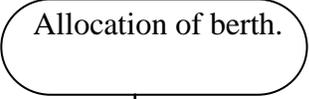
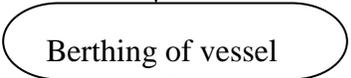
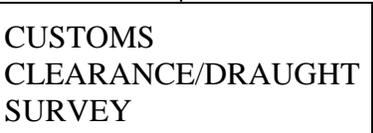
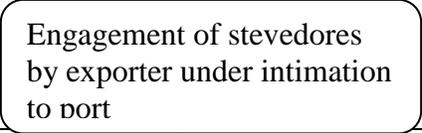
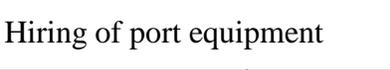
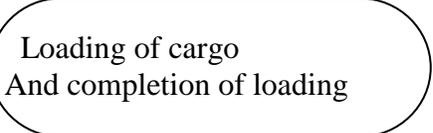
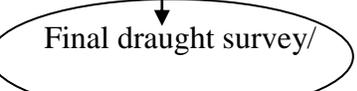
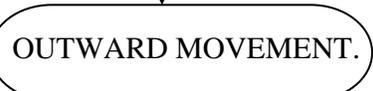
Activity	Stage No	Responsibility	Record
	1	DTM[O]	Application for allotment. Port users file
	2	DTM[O]	Allotment register/ Notice for joint measurement.
	3	DTM[O]	Report of joint measurement.
	4	DTM[O]	Collection Memo Book and Register.
	5	DTM[O]	Lease permits
	6	TM	DTR minutes/ Letters from agents
	7	DTM[O]	Copy of the cargo declaration duly accepted by customs with IGM
	8	DTM[O]	Import application



Activity	Stage No	Responsibility	Record
	9	DTM[O]	Format I to V Deposit challan
	10	TM	Shipping movements/DTR
	11	DC/HM/ PILOTS	PILOTAGE Certificate
	12	DTM [OPN]	Instruction Book
	13	By the Importer	To be recorded by the agent from the boarding officer.
	14	Importer	Letter of importer/ Declaration in the DTR
	15	DTM (O) / EE, CHD	Requisition from the importer/agent.
	16	DTM[O]/ TO[O]	Requisition from Stevedores/ DTM [OPN]
	17	Stevedores / IMPORTERS	DTR MINUTES Survey Certificates

Activity	Stage No	Responsibility	Record
	18	Importer	Option letter from the Importer.
	19	DTM (O)/	BE/IGM Import. Appli/draught survey certificates.cargo dec/Bank Advice/Pilotage certificate.
	20	TM/ DC/HM	Shipping movement/ Marine signal
	21	DTM (O)/	IGM Import app. Delivery order/BE/Cus.Clearance/Payment receipt Authorisation
	22	DTM (O)/	Instruction Book/weightment challans
	23	TO/TF	Loading challan/ Weightment challan
	24	CISF	Delivery Challan/ Gate Pass

Activity	Stage No	Responsibility	Record
<b><u>EXPORT PROCEDURE</u></b>			
	1	exporter	Application Request letter port user file
	2	DTM(O)/TF	Plot allotment register.
	3	DTM(O)/TO(O)	Joint measurement Report
	4	DTM (O)/TF	Collection memo Bank Advice
	5	DTM(O)/	Joint measurement/ Bank advice/lease permit
	6	Exporter	Entry Register of CISF
	7	Shipping Agent	Letter from vessel Agent
	8	DO	EGM/Cargo declaration
	9	DTM(O)/	Export Application /EGM SB Collection Memo/ Bank advice

Activity	Stage No	Responsibility	Record
	10	DTM(O)/	Format I to IV Vessel records/ Deposit Advice scale of rate
	11	DTM(O)/	Master ETA/Arrival letter
	12	TM/ SR. DTM/ DTM[O]	Shipping movement Marine Signal
	13	Vessel Agent	Clearance from boarding officer
	14	Exporter	Intimation letter
	15	Exporter & CHD	Equipment Requisition/ Advance deposit
	16	TO(L)	Labour requisition
	17	DTM[O]	Letter of intent as IPT has been made optional.
	18	DTM[O]	Stevedoring
	19	Imp/Exp	Draught survey report/
	20	TM/HM	SHIPPING MOVEMENT

<b>Activity</b>	<b>Stage No</b>	<b>Responsibility</b>	<b>Record</b>
Raising of bills	21	DTM[OPN]	EGM/SB Exp. Appl /Pilot Certificate[inward/outward]