



Tfc/G-6258/Circular/TCG

December 09, 2024.

TRADE CIRCULAR**Sub: Introduction of Truck Chit for entry and exit of goods vehicles (TCG).**

Online generation of Truck Chit for Containers is already operational at KDS, SMPK since long. In line with the same, online generation of Truck Chit for Cargo is being introduced to streamline the process of entry and exit of trailers meant for loading of import cargo or unloading of export cargo inside SMPK.

Standard Operating Procedure (SOP) for creating TCG online is as under:

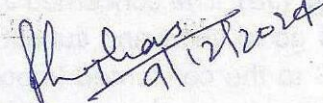
Import	Export
Registered CHA will log into their Accounts in POMS Online.	Registered CHA will log into their Accounts in POMS Online.
Click on the Services Tab.	Click on the Services Tab > Export Process (Cargo) > Export Application (Cargo) to generate RCE [Request for cargo (export), – copies of Shipping Bill, Cart-in-Order, paid Dock Chalan, Packing List, etc. to be uploaded as attachment].
Click on Cargo Truck Chit (TCG) and then click on Truck Chit Generation.	Click on Cargo Truck Chit (TCG) and then click on Truck Chit Generation.
Voyage Calling Number (VCN) is required to generate TCG.	Voyage Calling Number (VCN)/Stock VCN (CCU10000000) are required to generate TCG against vessel or for Stock. For stock entry – necessary cargo details to be provided in 'Remarks' column.
Truck Chit in duplicate along with RFID tags will have to be shown to the CISF posted at entry gates.	TCG in duplicate along with RFID tags will have to be shown to the CISF posted at entry gates.
The CISF posted at entry gates will satisfy himself with the credential and duly sign both the copies of TCG and hand it over to the Jetty Sircar (JS). The concerned JS of CHA/CFS will then go to shed and submit a signed copy of TCG to the concerned Import Shed Writer for further processing and preparation of Shed Delivery Order (SDO) while the other copy of TCG will retain with himself for handing it over	The CISF posted at entry gates will satisfy himself with the credential and duly sign both the copies of TCG. The concerned Jetty Sircar of CHA/CFS will then go to the concerned shed with duly signed TCGs for further processing and preparation of Entry Gate Pass (EGP) & Shed Receiving Order (SRO).

to the CISF posted at out gates at the time of delivery of cargo.	
After entry into Dock, empty vehicle(s) will go for weighment at Weigh Bridge, if required. Similarly, loaded vehicle(s) will go for weighment after loading, if required.	After entry into Dock, loaded vehicle(s) will go for weighment at Weigh Bridge, if required. Similarly, empty vehicle(s) will go for weighment after unloading, if required.
The concerned Import Shed Writer, on receipt of TCG signed by the CISF, will generate SDO and issue loading order for the vehicle(s).	After receiving of cargo at shed/yard and on receipt of TCG duly signed by CISF at entry gate, the concerned shed official will process the 'Export Application' in POMS. After unloading of cargo, the empty vehicle(s) will go out through exit gate on submission TCG.
On receipt of loading order, the Checker will arrange for loading and supervise the loading operation of cargo as per Loading Order and check the marks and numbers of cargo loaded.	CHA/CFA will submit Request for Readiness of Cargo (RRE) along with Let Export Order (LEO) through EoDB Portal.
After loading, the concerned official will generate Exit Gate Pass (XGP) in duplicate through POMS, sign and hand over both the copies to the concerned JS for subsequent handing over to the CISF posted at exit gate to effect delivery of cargo. Henceforth, the XGPs will suffice as the Passout Slip. The CISF posted at exit gate, will sign both the copies and return one copy to the concerned Shed official to be retained as record.	Shed official will verify and allow cargo for shipment.

Notes:

- For generating a TCG through EoDB Portal, Vehicle ID, Driver ID, and the Request Number for Import Application (RIA) or Export Application (RCE) is required.
- Vehicle(s) meant for shifting of cargo from vessel to yard/shed and vice-versa will enter without observing POMS formality. The sectional officer will allow entry/exit of such vehicle(s) based on application.
- The current procedure for entry and exit of vehicles for both import and export will continue along with mandatory usage of TCG. The status will be reviewed after 7 working days

The above procedure will be effective from 11/12/2024


(R. S. Rajhans)
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