



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-G),
MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE,
NHAVA SHEVA, TALUKA: URAN, DISTRICT: RAIGAD,
MAHARASHTRA-400707.**

F. No. S/43-10/2012 PSO JNCH Part IV

Date: 03.03.2017

PUBLIC NOTICE NO. 25/2017

Sub: Standard Operating Procedure consequent to commencement of "Document Processing Area" in the Parking Plaza and Gate Automation for Export & Import through JNPCT; reg.

Attention of the Importers, Exporters, General Trade, Port Terminal Operator, Shipping Lines / Shipping Agents, CFSs coming under the jurisdiction of JNCH, Nhava Sheva and all other stakeholders is invited to the Public Notice No 163/2016, dated 01.12.2016 and subsequent Public Notices issued [by Jawaharlal Nehru Customs House \(JNCH\) about procedure in regard to](#) Export of containers (entry of factory stuffed (including self-sealed) and CFS stuffed Export Containers into port terminals after granting of LEO at Parking Area) and movement of Import Containers from Port Terminal to CFS/ICD as well as Direct Port Delivery to importers.

2. While prescribing the standard operating procedure, it was stated in the said Public Notice No 163/2016, dated 01.12.2016 (Note below Para 6.2.2) that their (JNPCT) Automatic Gate Automation System (AGS) will be fully functional shortly and subsequent to commissioning of JNPCT Gate Automation System (AGS), a separate Public Notice indicating Standard Operating Procedure (SoP) shall be issued.

3. JNPCT vide letter Ref No JNP/CM(T)/PN/AGS/17/ 2006, dated 24 February, 2017 that JNP Container Terminal AGS installation was completed on 25.12.2016 and undergoing testing & it will commence operation w.e.f. 01.03.2017. In this regard, they provided standard operating procedure to be followed by JNPCT from 01.03.2017. Accordingly,

4. Accordingly, The below mentioned would be the standard operating procedure to be followed for movement of such Containers to and from the Port Terminal.

JAWAHARLAL NEHRU PORT CONTAINER TERMINAL (JNPCT):

EXPORT PROCEDURE

Step 1: Trucks carrying CFS / Factory stuffed or Empty Export Containers to approach JNPCT Parking Area. Wherein, registration of Truck in Automated Gate System (AGS) will be done by updating Truck registration number, Driver name / license snaps will be taken against RFID Tag assigned to that Truck, the same tag will be affixed to the Truck (windscreen).

- Step 2: After registration, the truck moves from Parking Area towards Holding Area (IN) next to it. At the entry point of Holding Area, which is identified as In-Survey-Point, the surveyor equipped with Hand Held Terminal (HHT) enters the PIN number (that was generated by the Terminal Operating System-TOS at the time of pre-gating the export container information) as provided by the truck driver which pops up the container details automatically on the HHT display. At this stage, transactions are generated and all container details are assigned to the RFID tag fixed in the Parking area. The Surveyor captures images of export container, its seal number and driver's license. In case of export empty container, image of empty container (inside) is captured. All the information is uploaded and assigned to that container. The details along with images related to Factory stuff containers are then sent to Customs for approval. Factory stuff trucks will move inside holding parking area for getting LEO from customs and after approval of customs in AGS truck will move towards JNPCT gates through holding yard exit. CFS bound trucks will move directly towards JNPCT export Gates approach road through holding yard exit.
- Step 3: As soon as the truck carrying export container(s) arrives at In-Gate, The AGS identifies the RFID tag affixed on the truck and allows it to proceed further under camera zone. The live details of truck / container are captured by 5 cameras installed (in each lane) and still images of these cameras along with the container details including Customs approval already available in AGS are displayed to CISF for their verification. With the approval of CISF in AGS, the boom barrier will be opened automatically and the truck proceeds further towards printer kiosk. Wherein, Drop-Off-Ticket slip will be delivered to the Driver. (This slip will indicate container details along with the Yard location for dropping the said export container). The truck proceeds to designated yard.
- Step 4: After dropping the export container in designated yard as prescribed in Drop Off Ticket, the empty truck moves to Out-Survey-Point (Porta-cabin provided near TT maintenance office) wherein, surveyor carry out checks of the truck / driver details and then is allowed to move out towards Out Gates.
- Step 5: CISF carries necessary checks of the truck with respect to AGS and once its approval is done, the boom barrier opens up to allow the truck to proceed to printer kiosk. The truck driver to collect the out gate passes (EIR) and leaves the gates.

IMPORT PROCEDURE

- Step 1: Empty Trucks to approach JNPCT Parking Area. Wherein, registration of Truck in Automated Gate System (AGS) will be done by updating Truck registration number, Driver name / license details against RFID Tag assigned to that Truck, the same tag will be affixed to the Truck (windscreen).
- Step 2: After registration, the truck moves from Parking Area towards Holding Area next to it. At the In-Survey-Point of Holding Area, the surveyor equipped with Hand Held Terminal (HHT) enters the Import PIN number (that was generated by the Import e-form 13 portal) as provided by the truck driver which pops up the relevant details automatically on the HHT display. The Surveyor captures image driver's license. The truck moves towards JNPCT export Gates approach road.

- Step 3: As soon as the Empty truck arrives at In-Gate, The AGS identifies the RFID tag affixed on the truck and allows it to proceed further under camera zone. The live details of Truck are captured by 5 cameras installed (in each lane) and still images are displayed to CISF for their verification. With the approval of CISF in AGS, the boom barrier will be opened automatically and the truck proceeds further towards printer kiosk. Wherein, Pick-Up-Ticket slip will be delivered to the Driver. (This slip will indicate container details along with the Yard location for picking the said import container). The truck proceeds to designated yard.
- Step 4: After picking the import container from the designated yard as prescribed in Pick-Up-Ticket, the truck moves to Out-Survey-Point. (Porta-cabin provided near TT maintenance office). The Surveyor captures images of import container, its seal number and driver's license. In case of import empty container, image of empty container (inside) is captured. All the information is uploaded and assigned to that container. For Direct Port Delivery, the details along with images are then sent to Customs for approval and truck moves towards JNPCT Import Gates approach road. For CFS bound container the truck moves directly to JNPCT out gate.
- Step 5: CISF carries necessary checks of the truck with respect to AGS and once its approval is done, the boom barrier opens up to allow the truck to proceed to printer kiosk. The truck driver to collect the out gate passes (EIR) and leaves the gates.

INTER-TERMINAL TRUCK MOVEMENT

- Step 1: The truck after offloading Export container at JNPCT wishes to take Import container from GTI will move towards the porta cabin installed at South end of POC Import yard for completion of transaction in JNPT Automated gate system (AGS). The Surveyor carries necessary checks of the truck with respect to AGS and once its approval is done, generate out gate passes (EIR). The truck driver to collect the out gate passes (EIR) and leave for GTI.
- Step 2: The truck after offloading Export container at JNPCT wishes to take Import container from NSICT will move towards the porta cabin installed at North end of reefer yard for completion of transaction in JNPT Automated gate system (AGS). The Surveyor carries necessary checks of the truck with respect to AGS and once its approval is done, generate out gate passes (EIR). The truck driver to collect the out gate passes (EIR) and leave for NSICT.
- Step 3: The truck after offloading Export container at GTI wishes to take Import container from JNPCT will move towards the porta cabin installed at South end of POC Import yard wherein registration of Truck in Automated Gate System (AGS) will be done by updating Truck registration number, Driver name / license details against RFID Tag assigned to that Truck, the same tag will be affixed to the Truck (windscreen). The surveyor equipped with Hand Held Terminal (HHT) enters the PIN number (that was generated by the Terminal System) as provided by the truck driver which pops up the relevant details automatically on the HHT display. The Surveyor captures image driver's license. Wherein, Pick-Up-Ticket slip will be delivered to the Driver. (This slip will indicate container details along with the Yard location for picking the said import container). The truck proceeds to designated import yard

Step 4: The truck after offloading Export container at NSICT wishes to take Import container from JNPCT will move towards the porta cabin installed at North end of reefer yard wherein registration of Truck in Automated Gate System (AGS) will be done by updating Truck registration number, Driver name / license details against RFID Tag assigned to that Truck, the same tag will be affixed to the Truck (windscreen). The surveyor equipped with Hand Held Terminal (HHT) enters the PIN number (that was generated by the Terminal System) as provided by the truck driver which pops up the relevant details automatically on the HHT display. The Surveyor captures image driver's license. Wherein, Pick-Up-Ticket slip will be delivered to the Driver. (This slip will indicate container details along with the Yard location for picking the said import container). The truck proceeds to designated import yard.

5. This, issues with approval of the Chief Commissioner of Customs, Mumbai Zone-II, JNCH.

Sd/-

(SUBHASH AGRAWAL)

Commissioner of Customs (NS-G).

To:

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH for information.
2. The Chairman, JNPT / CEO GTI / CEO NSICT & NSIGT
3. The Pr. Commissioner of Customs, NS-1, JNCH
4. The Commissioner of Customs, NS-G/ NS-II / NS-III/ NS-IV / NS-V, JNCH
5. All Additional / Joint Commissioner of Customs, JNCH
6. All Deputy / Assistant Commissioner of Customs, JNCH
7. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS-IV / NS-V, JNCH
8. AC/DC, EDI for uploading on JNCH website immediately.