

Standard Operating Procedure (SOP) of JNPCT

REGISTRATION:

1. The importer who intend to avail DPD facility shall send following scanned documents online to mail id: jnpctdpd@jnport.gov.in or jnptcfs@jnport.com
 - i) duly filled in registration form of JNPCT
 - ii) self-attested copy of permission letter issued by JNCH, Nhava Sheva for DPD facility
2. Upon scrutiny, the Terminal will generate a DPD code against the importer after registering the party in the Terminal Operating System (TOS).
3. The DPD code will be intimated to them through mail to enable them to inform the same to the concerned shipping line for indicating the same in the IGM as well as Import Advance List (IAL).
4. Further, the party details will also be registered in the Import e-Form 13 module and user id and pass word will be allotted for generating PIN for the trailers through the PIN system.
5. Both 'DPD code' and 'user id' with password will be intimated to the importer online through e-mail to the ids provided in their registration form.

PD ACCOUNT AND PAYMENT:

Presently JNPCT is not levying any charges for DPD containers and hence of PD account system is not in existence. All applicable charges are levied to the concerned shipping agencies charges. However in due course, all importers need to open PD account.

RELEASE OF DPD CONTAINER:

1. Importer need to send scanned copies of Customs Out of Charge, print out of valid e-DO generated through PCS & stamp duty receipt online to the following mail ids to facilitate release of DPD containers
jnpctdpd@jnport.gov.in, jnptcfs@jnport.com, planning@jnport.gov.in
Please note that it is mandatory on the part of importer to get the e-DO through PCS from the concerned Shipping Agency.
2. On the above Basis, DPD containers of that importer will be released in the system by the Terminal.
3. Once containers are released from the system by the Terminal the importer will get the pendency in the PIN system screen.

4. For any issues related to release of containers, please contact shift officer on 6781 5201, 6781 5229 or 6781 5019.

PIN SYSTEM PROCEDURE:

1. DPD agency to log-in from http://59.185.252.75/eform13_import/ or http://61.12.23.45/eform13_import/ from the internet browser (**Use only Internet Explorer**)
2. Importer to Login with user name and password (username, as given in the permission letter, to be entered in small case); change password immediately after first log-in.
3. Importer will get status of pendency of containers on their account at JNPCT after release of the same in the system after receipt of documents i.e. out of charge, DO & Stamp duty payment challan.
4. Importer need to create their Transporters (as users) under him with username and password.
5. Allocate containers to different transporters in accordance with pendency.
6. Transporter need to log-in from http://59.185.252.75/eform13_import/ or http://61.12.23.45/eform13_import/ from the internet browser with his "user name" and "pass word" given by DPD agency (**To use only Internet Explorer**).
7. Transporter will get number of containers allocated to him and accordingly he need to generate that many PINs.
8. To generate PIN, Transporter need to enter details of trailers & drivers.
9. Transporter need to communicate the PIN to the truck driver.
10. Driver need to carry the PIN with him and furnish the PIN at "Check Post" along with "Container No." (he intends to carry).
11. JNPT staff generates "pick-up ticket" based on "PIN & Container No." and handed over to the driver.
12. Driver to enter the Terminal with "Pick up ticket" and go to the respective yard get the container loaded.
13. Upon arrival of trailers, DPD containers are loaded using RTGC/Reach Stacker as the case may be.
14. The trailer with DPD container will proceed to gate to move out after generation of EIR/Gate pass, verification & endorsement of OOC by Customs and CISF verification.
15. In case of any problem, cancellation of pickup & PIN shall be carried out at the Gate by Gate Officer (Terminal gate officer)
16. For any system related issues related to PIN system, please contact Mr Venkat, on 6781 5180, 6781 5187.

17. For cancellation of PIN, please contact Shift Supdt (Planning) on 6781 5019 or Gate Officer on 6781 5074.

TIME FOR DELIVERY OF DPD CONTAINERS:

As per Custom notification no 161/2016, DPD container has to be picked up by the Agency within 48 hours of its landing. Otherwise, the same may be shifted to a CFS (Speedy Multimodes Ltd or any other CFS as per direction of Customs). Once pickup is generated, the DPD container will be allowed to take delivery even after 48 hrs as per PN 08/2017.
