



**KAMARAJAR PORT LIMITED**  
(A company of Chennai Port Trust)  
(Ministry of Ports, Shipping and Waterways – Government of India)

**STANDARD OPERATING PROCEDURE FOR GATE-IN/GATE-OUT OF ODC'S AND GATE-IN/GATE-OUT OF RAIL RAKES HANDLED AT KPL.**

**Procedure for ODC movement:**

**Gate-in:**

1. Trailers loaded with containerized export ODC consignment destined to **AECTPL (Adani Ennore Container Terminal)** on arrival at the Port Main gate, CISF personnel posted at Main gate shall verify the Booking Receipt (BR) of ODC & Port entry RFID pass of the driver and vehicle, thereafter the North West gate of the Truck parking yard shall be opened for the ODC movement. AECTPL's surveyor posted at KPL Main gate will coordinate with CISF personnel posted at the Main gate for ODC movement through the North West gate of Truck parking yard. This process shall be completed within **one hour** of the ODC Trailers reporting at KPL Main gate.
2. Trailers loaded with export ODC consignment destined to **General Cargo Berths (other than AECTPL)** shall be allowed to pass through the Truck parking yard based on the permission received from Traffic division through e-mail.

**Gate-out:**

1. Based on the permission received from Traffic division through e-mail, CISF shall allow the Trailers loaded with import ODC consignment to pass through the North West gate of Truck parking yard to gate out from KPL.

Gate-in and Gate-out of ODC consignments required to pass through the **West gate** shall be allowed by the CISF based on the written permission from the Traffic division on case to case basis.

**Procedures for Rail Rakes:**

**Gate-in:**

1. Traffic division receives the arrival information of Rail rakes from the terminal operator's viz. M/s Adani Ennore Container Terminal Pvt Ltd and M/s Ennore Bulk Terminal Pvt Ltd through e-mail.
2. On confirmation from the Station Master, the Gate Mithra person posted at level crossing will inform to Traffic division and CISF on arrival of Rake.
3. Meanwhile, Traffic division verifies the containers/cargoes details received from the terminal operators through e-mail. After verification, the permission shall be forwarded to CISF for Railway gate open and also to inform Gate Mithra.

*J. J. J.*  
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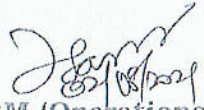


4. Based on the permission received from Traffic division, CISF shall open the Railway gate to allow empty / laden Rail rakes to gate-in.
5. In case, the permission of Traffic division is delayed, the Gate Mithra person can hold the Rake before level crossing to avoid road blockage/congestion.

**Gate-out:**

1. Traffic division receives request from the terminal operator's viz. M/s Adani Ennore Container Terminal Pvt Ltd and M/s Ennore Bulk Terminal Pvt Ltd through e-mail with the information on containers/cargoes to gate-out through Rail rakes.
2. Traffic division verifies the containers/cargoes imported from the Vessels handled at KPL. After verification, Rail rake gate-out permission will be issued by the Traffic division to the CISF and Terminal operators through e-mail for outward rake movement.
3. Based on the permission received from Traffic division, CISF shall open the Railway gate to allow empty and laden Rail rakes to gate-out.
4. Traffic division shall also inform to the Gate Mithra on Rake Gate out permission. Accordingly, Gate Mithra shall co-ordinate with Railways for level crossing management.

Gate Mithra personnel deployed at Level crossing outside the Port by KPL shall coordinate with Station Master of Athipattu/Pudhunagar, Southern Railway, Traffic division and CISF for Railway Gate operations.

  
GM (Operations)  
Kamarajar Port Limited