

EXPORT & IMPORT for DCCL/DPL, NGANGLAM, PEMA GATSEL

A. Standard Operating Procedures (SOP) for EXPORT

Location	Agency Responsible	Action sequence	Relevant agency	Remarks / Timeframe
1. DCCL Office	Logistic Div. DCCL	a. Receive all relevant details of incoming drivers one day in advance electronically b. Submit all the details of incoming vehicles electronically to relevant agencies for clearance	Export Marketing Agent Immigration, RBP & DCCL In-charge	Submitted one day advance in advance latest by 4 PM
POE (Entry Process)	DCCL / RBP	a. Follow the overall SOP for EXPORT through Pelzomthang PoE b. All entry documentation formalities completed online to avoid physical contact c. All drivers and handy boys to remain inside the d. Move to PoE under escort e. No stopping in the town or market areas	RBP RRCO, Immigration, RBP RBP RBP & DCCL RBP & Desuung	Entry time: 6AM-5:30PM Exit time: 6:00AM-10.00PM
3.DCCL Premises / Parking area	DCCL	a. Enter through Gate -2 b. Disinfect at the entrance by staff on duty d. Proceed to the designated parking area	DCCL security/Escort DCCL DCCL Securiy	

		<p>e. Do not move beyond the parking area and wait either in the vehicle or resting area</p> <p>f. Practice frequent hand washing, wear face mask and maintain physical distancing</p> <p>g. Cooking allowed only in the designated area</p> <p>h. Must maintain surrounding areas clean at all times</p> <p>i. Proceed to the unloading/loading area only on instruction from the competent authority</p> <p>j. After unloading / loading, move back to the parking area and wait for directives</p>	<p>DCCL Securiy</p> <p>DCCL Securiy</p> <p>DCCL security/Escort Drivers/DCCL</p> <p>DCCL</p> <p>DCCL</p>	
<p>4. DCCL/ICP</p> <p>(Exit Procedues)</p>	DCCL	<p>a. Submit list of exiting vehicles to relevant agencies</p> <p>b. Transfer consignment details electronically for clearance</p> <p>b. Move to ICP for exit under escort</p> <p>c. Exit ICP after accord of clearance by relevant agencies by following the overall IMPORT SOP</p>	<p>RRCO/RBP/Immigration</p> <p>RRCO/RBP/Immigration</p> <p>DCCL/RBP</p> <p>RRCO/RBP/Immigration/ DCCL rep.</p>	<p>On departure from the DCCL parking. Sent in advance an hour before (for export)</p> <p>Last exit latest by 10.00 PM</p>

II. Stranderd Operating Procedues (SOP) for Indian drivers involving night halt in the holding

Location	Agency Responsible	Responsibility: Action sequence	Relevant agency	Remarks / Timeframe

<p>DCCL Parking</p>	<p>DCCL</p>	<p>a. All vehicles to be parked in the designated parking area only</p> <p>b. Holding area shall be cordoned off and no movements shall be allowed beyond the cordoned area</p> <p>c. Both entry and exit points shall be sealed and guarded by the security personnel</p> <p>d. Cooking shall be permitted in the designated area within the cordoned area only</p> <p>e. The security personal/company officials shall strictly monitor the compliance and if found in breach shall be quarantined for 21 days without any consideration at their own expense</p> <p>f. All basic facilities such as water, lighting and toilet facilities are provided</p> <p>g. Must frequently wash hands, wear face mask and maintain physical distancing at all times</p> <p>h. Essential food items shall be made available on request and payment.</p> <p>i. On completion of unloading/loading process, follow the same exit procedures as above.</p>	<p>Corporate Services Department, DCCL</p> <p>DCCL Security</p> <p>DCCL Security / Elite Security</p> <p>DCCL Security</p> <p>DCCL Security</p> <p>Real Estate Setion</p> <p>HA, DCCL / OHS</p> <p>Administrative Section, DCCL</p> <p>duty/ Dccl rep. at ICP</p>	<p>Will mostly be vehicles carrying Raw materials, Equipments and spare parts which cannot be unloaded in a day.</p>
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B. Standard Operating Procedures (SOP) for IMPORT

Location	Agency Responsible	Action sequence	Relevant agency	Remarks / Timeframe
1. DCCL	Logistic Div. DCCL	a. Receive all relevant details of incoming drivers/consignment one day in advance electronically consignment electronically to relevant agencies for clearance	Suppliers RSTA/RRCO/RBP/Immigration/DCCL rep.	Submitted one day in advance latest by 4 PM
2. ICP / POE (Entry Process)	DCCL / RBP	a. Follow the overall SOP for IMPORT through Pelzomthang PoE b. All entry documentation formalities completed online to avoid physical contact c. All drivers and handy boys to remain inside the vehicles. d. No stopping in the town or market areas	RBP BCCI/DCCL/RBP RRCO, Immigration, RBP duty	Entry time: 6AM-5:30PM Exit time: 6:00AM-10.00PM
		e. Drivers with high temperature and flu like symptoms to be exited immediately f. No passenger except handy-boy g. Move to DCCL under escort h. No stopping in the town or market areas	Health/RBP/Immigration RBP RBP & DCCL RBP & Desuung	37.3oC
3. DCCL Premises / Parking area	DCCL	a. Enter through Gate -2 b. Disinfect at the entrance by staff on duty	DCCL security/Escort DCCL	

		<p>d. Proceed to the designated parking area</p> <p>e. Do not move beyond the parking area and wait either in the vehicle or resting area</p> <p>f. Practice frequent hand washing, wear face mask and maintain physical distancing</p> <p>g. Cooking allowed only in the designated area</p> <p>h. Must maintain surrounding areas clean at all times</p> <p>i. Proceed to the unloading/loading area only on instruction from the competent authority</p> <p>j. After unloading / loading, move back to the parking area and wait for directives</p>	<p>DCCL Security</p> <p>DCCL Security</p> <p>DCCL Security</p> <p>DCCL security/Escort Drivers/DCCL</p> <p>DCCL</p> <p>DCCL</p>	
4. DCCL/ICP (Exit Procedures)	DCCL	<p>a. Submit list of exiting vehicles to relevant agencies</p> <p>b. Transfer consignment details electronically for clearance</p> <p>b. Move to ICP for exit under escort</p> <p>c. Exit ICP after accord of clearance by relevant agencies</p>	<p>RRCO/RBP/Immigration</p> <p>RRCO/RBP/Immigration</p> <p>DCCL/RBP</p> <p>RRCO/RBP/Immigration/ DCCL rep.</p>	<p>On departure from the DCCL parking</p> <p>Last exit latest by 10.00 PM</p>

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