

ORGANISATIONAL SET UP (CARGO OPERATIONS)

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(Citiside view of Cargo Terminal, Kolkata Airport)



AIRPORTS AUTHORITY OF INDIA (Department of Cargo)

DO'S AND DON'TS For the Users of Cargo Terminal



Operational Offices
Gurgaon Road
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Tel No. : +91 11 25652462
Telefax : +91 11 25652463
AAI web site <http://www.aai.aero>
Cargo website <http://www.airports-com.gov.in>

DO's

Do enter the terminal building with proper Entry Permit/Pass, Airport Entry Permit (AEP) and ensure to surrender the Entry Permit/Pass at the exit point while leaving the terminal building.

Do display the Entry Permit/Pass, Valid Airport Entry Permit (AEP) while in cargo terminal.

Do tender cargo in "Ready for Carriage condition" and failure to do so shall attract a fine of Rs.500/- per consignment.

Do supervise opening and re-packing of your consignment.

Do assign the task of clearance of cargo through Customs approved Clearing Agents & Dangerous Goods through IATA qualified personnel whose Photo Identity Card issued by Customs/IATA approval of DG may be checked by AAI officials.

Do pay the AAI's prescribed charges against a proper receipt.

Do follow prescribed procedures and where required may seek guidance from AAI's Duty Manager, Customs PRO & other officials, if required.

Do inform AAI designated officer about irregularity or harassment faced while transacting business at the Cargo Terminal.

Do deposit or inform about lost and found articles to AAI's Duty Manager/Security Manager.

Do help us to keep the Cargo Terminal neat and clean.

Do feel free to give the suggestion(s) to improve our services from time to time.

DON'Ts

Don't gain entry into cargo terminal unauthorisedly to avoid penal action of Rs.100/- per instance.

Don't bring dutiable items or any other material into the cargo terminal either in person or in vehicles without specific permission in writing from authorized AAI officials.

Don't leave unattended / left over cargo (in full or part shipment) at the truck dock in the night/beyond normal working hours to avoid demurrage charges equivalent to no. of days cargo left over, subject to minimum of Rs.500/-

Don't leave personal belongings viz. brief case etc. unattended at the terminal building.

Don't take out the contents from packages during examination or within cargo terminal for voluntary distribution.

Don't pay bribe or speed money which is considered as a criminal/punishable offence.

Don't smoke in public area except in designated areas or smoking chambers to avoid penal action of Rs.100/-.

Don't spit at any place of terminal building of cargo to avoid fine of Rs.100/-.

Don't drive rash or beyond specified limits to avoid fine of Rs.100/-.

Don't park in 'No Parking Area' to avoid fine of Rs.100/-.

DON'T's

Don't create nuisance in Public Area to avoid a fine of Rs.100/-.

Don't display of banner, flag, poster, deface or write slogans in the terminal building to avoid a fine of Rs.100/-.

Don't tamper with official document/records to avoid penal action i.e. Rs.500/- per incidence.

Don't damage, displace, deface or alter any building structure or other property of AAI whether movable or immovable, to avoid penal action i.e. Rs. 500/- besides action to be taken to recover the loss from the defaulter or his organization.



(Citiside view of Export Trml-I Chennai Airport)