



**GUJARAT MARITIME BOARD**  
(GOVERNMENT OF GUJARAT)

SAGAR BHAVAN | Sector-10/A | Chh Road | Opp. Air Force Station  
Gandhinagar-380 010 | Gujarat (INDIA)  
Phone : +91-79-23238346-47-48-51 | Fax : +91-79-23234704  
E-mail : info@gmbports.in

**Urgent/Most Important**

No.GMB/T/SOP(Cargo Storage Plot Allotment)/127/897

Date. February 27, 2024

**Circular**

**Sub: Implementation of Standard Operating Procedure (SOP) for cargo storage plot allotment at GMB Owned and Operated Ports.**

Sirs,

The allotment of storage plots/godowns/platforms/sheds for cargo handling at Ports, owned and operated by GMB, shall be governed by the Standard Operating Procedure (SOP) as per Resolution No. 3714. The said SOP shall be implemented from the date of issuance. Only importers/exporters/cargo owners receiving or dispatching cargo at the port shall be allotted storage space in accordance with the SOP.

To avail storage facilities, importers/exporters/cargo owners shall have to create PLD Accounts and register online on the <https://gpofms.gujarat.gov.in>. The list of importers/exporters/cargo owners shall have to be mentioned by the shipping agent while declaring the vessel on the GPOFMS module. It may be noted that registered users fulfilling the criteria as per SOP shall be eligible to avail storage facility.

All Port Officers are hereby requested to inform all relevant stakeholders under their jurisdiction about the requirement and to facilitate the implementation of the SOP. Additionally, it is urged to review and take all necessary actions to evacuate cargo stored for over 90 days within port premises where the SOP applies.

In case of any difficulties in implementing the SOP, the same shall be brought to the notice of the Head Office on an immediate basis.

The circular is issued with the approval of VC&CEO and shall have to be treated on immediate basis.

**ENCL: AS ABOVE**

**Traffic Manager (Ports)**

**Copy to:**

All Port Officers, \_\_\_\_\_

Signature valid

[www.gmbports.org](http://www.gmbports.org)

Signed by: Jalpesh Karengia  
Traffic Manager (Ports)  
Date: 2024.02.26  
10:06:57 +5:30

File No: GMB/WRT/e-file/212/2024/0669/Traffic Branch

Approved By: Chief Executive Officer, VC and CEO OFFICE, GMB

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**Annexure-1**

**Guideline for Demarcating Cargo Storage Plots at GMB Owned and Operated Ports:**

1. **Area Identification:** The committee shall identify the area to be covered under the Standard Operating Procedure (SOP) for cargo storage plot allotment.
2. **Parcel Size Determination:** Evaluate the parcel sizes historically handled by importers/exporters/other cargo owners to determine the appropriate size for each storage plot.
3. **Number of Plots Identification:** Determine the number of storage plots required based on the vessels handled on a monthly basis.
4. **Plot Design and Layout:** Design each plot with clear passages, considering traffic flow and storage convenience.
5. **Plot Numbering and Measurement:** Assign a unique number to each plot and measure its dimensions accurately and determine the storage capacity of each plot based on its size and layout.
6. **Optimal Land Utilization:** Plan the layout in a manner that optimizes land and storage area utilization, ensuring efficient use of available space.
7. **Stakeholder Consultation:** Circulate a draft plan among port stakeholders for their input and feedback.
8. **Finalization of Plan:** Incorporate feedback from stakeholders and finalize the plan, including storage plot numbers, measurements, and storage capacities. Committee shall submit the final plan to the Head Office for online portal.
9. **Periodic Review:** Periodically review the plan to address any inconveniences or changes in cargo handling requirements. Committee may recommend alteration in the layout as necessary to optimize efficiency and accommodate evolving needs.

