

KOLKATA PORT TUST  
VIGILANCE DEPARTMENT  
4, FAIRLIE PLACE  
KOLKATA – 700 001.

No. Vig/Misc/19/2010

Date: 16<sup>th</sup> May, 2011

Chief Mechanical Engineer (I/C)

Sub: Dry-docking of commercial vessels in KODS.

In course of an investigation undertaken by this department in KODS dry-docks it is felt that certain measures for systemic improvement are required in the mode of transactions pertaining to dry-docking of commercial vessels in KODS.

In order to improve the system and to take the benefit of computerization in KODS dry-docks introduction of following procedure is suggested for your consideration.

- 1) The Dry Dock Office on receipt of the application for Dry Docks Booking should enter all details in the computer and would generate a registration number and give it to the applicant company.
- 2) The applicant company will thereafter approach the Superintendent of Collection with the registration number for payment. The collection office will put the registration number in the computer in order to fetch all particulars of the vessels. The ad-hoc bill will be generated in details by the computer automatically and the same will be handed over to the applicant company for payment.
- 3) On receipt of the Dry Dock Charge, Electrical Charge and other charges payment entry should be made in the computer by the Superintend Collection Office in order to have on-line confirmation available with the Dry Dock Office/ Electrical Office of Mechanical Engineering Department.
- 4) If there is any extension of time, new service etc. given by the Port the same should be entered in the computer by the Dry Dock Office and the applicant company should be advised to make further payment to the Superintend Collection Office.

- 5) The Superintendent Collection Office will accept the ad-hoc payment and make necessary entry into the computer for on-line availability of information regarding payment with the Dry Dock Office/Electrical Office.
- 6) The process under 4(four) and 5 (five) above will continue till the final un-docking date is decided.
- 7) When the final un-docking date is decided the said particulars along with other services, if any, should be entered by the Dry Dock Office in the computer with advice to the applicant company to approach the Superintendent of Collection for making the payment. The collection office on receipt of payment should make necessary entry for on-line information the Dry Dock Office.
- 8) After the vessel sail out of the Dry Dock and receipt of the said information on-line from the Dry Dock Office, the collection office will generate a final bill furnishing break -up of all services rate and charges and issue a demand notice if there is any due or issue a refund intimation if there is excess payment and inform the applicant company for necessary payment/getting refund.
- 9) In case of refund a copy of the refund intimation should be sent to the Deputy Chief Accounts Officer (Booking) Office for refunding the amount through ECS. The applicant company may not have to approach for the refund.
- 10) All electrical meters of the Dry Docks should be changed to **Digital Meters** for avoiding of wrong calculation reading and manipulation.

The above procedure with modifications, where necessary, for total on-line computerization of the system, as a part of " Port Operation Management System" which is being developed, is suggested.

CME(I/C) in consultation with the P&R Department may kindly initiate actions as necessary.

The above suggestions are made with the due approval of the Chairman.

S.K.Choudhary  
Chief Vigilance Officer