



KOLKATA PORT TRUST
TRAFFIC DEPARTMENT

No.Tfc/GZZY 355/Land Policy/P-VI

Dated : 26.06.2019

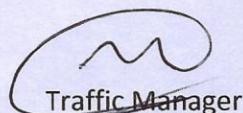
CIRCULAR

Sub : License inside the Customs bound area of KDS for transit storage of cargo.

In terms of administrative guidelines to streamline short term license (30 days) of shed/yard space inside customs bound area of Kolkata Dock System, the following are being effected –

- i) All short term licenses for shed/yard for storage of cargo inside customs bound area of docks at KDS will be allocated for a period of 30 days. Payment for both License Fees and Security Deposit will have to be made in advance before possession of the allocated plot.
- ii) Initial allotment on as-is-where basis of all licenses for yard space will be given in multiples of 100 sqm. Minimum area to be granted for fresh license of yard space will be 100 sqm. On utilisation of the plot, final measurement will also be in multiples of 100 sqm only. In case of partial handover, the same will also be allowed in multiples of 100 sqm only.
- iii) Initial allotment on as-is-where-is basis of all licenses for shed space will be given bay-wise, (i.e. in multiples of bay area of the designated shed). Minimum area to be granted for fresh license of shed space will be half bay area of the designated shed. On utilisation of plot, final measurement will also be in multiples of half bay area only. In case of partial handover, the same will also be allowed in multiples of full bay / half bay area only.
- iv) After completion discharge/receipt and storage of cargo within 30 days, the plot will be measured by Port's surveyor in presence of licensee and shed staff in order to establish the actual area occupied. In case the area occupied is greater than the allocated area, a difference bill will be immediately handed over to the party for payment.
- v) All shed/yard licenses are allotted for 30 days only without any extension (except for Export and Nepal bound consignments). After completion of 30 days if the party fails to hand over the plot, compensation charge will be levied on monthly (30 days) basis. However, the charge will be on the actual re-measured area that is in the possession of the licensee provided that the licensee applies for re-measurement within 48 hrs of the end of the 30 day period. In case application of re-measurement is not submitted within 48 hrs from end of the 30 day period, compensation charge will be levied on the full area that was under occupation.

- vi) When the party clears all the cargo from the licensed plot, he will intimate the concerned shed officials who notify the same on POMS. Once all the dues are cleared, the party will apply for refund of Security Deposit. The same will be processed in the Dock License Section and the advise for refund of Security Deposit will be forwarded to BR Section of Finance Department within three working days.
- vii) In case there is some un-manifested excess / residual cargo in a licensed plot after completion of delivery, then the residual cargo is to be removed by the original licensee (or new licensee if decided) to an earmarked space designated by the Port at his own expense. The new licensee (as and when decided) of the said residual cargo will have to pay license fees from the date of commencement of removal of the said cargo to the earmarked space. In this scenario license fee will be realised on actuals in multiples of 50 sqm.
- viii) In case of mingled cargo fresh license to the second owner will be given only on completion of delivery of first owner. The fresh license will be given from the date of completion of delivery by the first owner. Accordingly, there will be no double charging of same area to more than one licensee. The same has already been clarified vide Circular No. Tfc/G-1873/Pulse dated 23.11.2016.
- ix) In special cases a licensee may apply for a plot with fixed area that will not be increased or decreased till the same is vacated so that the licensee can take delivery/make shipment of the cargo before completion of discharge/receipt of the total consignment and reuse the plot for further storage against the same consignment. In such case Port will demarcate the plot separately prior to storage, but the licensee will not be allowed to re-measure and reduce the plot size. The size of such plots licensed with fixed area should not be less than 1000 sqm. If the actual area occupied is more than the area demarcated, then the licensee is to be notified of the same immediately. The licensee has to clear the excess occupied area within 24 hrs failing which entire area will be treated as in occupation from the date of issue of license and applicable charges levied accordingly.
- x) Notification regarding measurement and re-measurements will be received by the licensee in their registered email.
- xi) The above will be implemented from 01.07.2019.
- xii) An on-line application module and SMS notification is being developed for processing licenses of shed/yard space inside customs bound area. The same will be notified as and when it is ready.



Traffic Manager