

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

श्यामा प्रसाद मुख़र्जी पोर्ट, कोलकाता

यातायातविभाग Traffic Department

यातायातप्रबन्धककार्यालय Traffic Manager's Office (Erstwhile Kolkata Port Trust)
An ISO 9001: 2008 PORT

40, Circular Garden Reach Road, Kolkata-700 043

No. GZZY-241/CD/Procedure

All Concerned Circular

Dated: 15.12.2021

Sub: Procedure for payment of Royalty charges for Stevedoring and Shore Handling activities

As per Kolkata Port Trust (Stevedoring and Shore Handling License) Regulations, 2020, Royalty charges for Stevedoring and Shore Handling activities are to be paid in advance prior to commencement of cargo operations. In partial supersession of the current practice of payment of an ad-hoc amount prior to calling of vessels, the following procedure is to be followed for payment of royalty charges.

A) For Bulk and Break Bulk cargo (Import):

- The vessel agent will declare the name of the Stevedoring and Shore Handling Agent/s for the total cargo to be discharged through KDS line number wise in the planning meeting.
- 2) The vessel/ barge agent on the basis of Import General Manifest (IGM) quantity, will submit a duly filled up declaration form as per format in Annexure-I as enclosed.
- The duly filled up format will be submitted by the vessel agent to the shed concerned for entry of data into the POMS.
- 4) After entry of relevant data the format duly signed by shed in-charge will be sent to collection office for preparation of bill and debiting of charges.
- 5) Collection office will prepare the bill and debit charges from the PD account of the concerned stevedoring and shore handling agent(s).
- 6) Copy of the paid bill will be submitted to DTM/ SATM (Shipping) for calling the vessel.
- Copy of the paid bill will also be submitted to the shed concerned prior to commencement of cargo operation.
- 8) Difference of charge, if any, will be raised by Collection office based on additional data entered by the shed in POMS within 10 days of completion of vessel/barge operations.

B) For Bulk and Break Bulk cargo (Export):

- 1) The vessel agent will declare the name of the Stevedoring and Shore Handling Agent/s for the total cargo to be shipped through KDS.
- 2) The vessel/ barge agent will submit a duly filled up declaration form as per format in Annexure-I and submit the same to shed.
- 3) The shed, on the basis of the quantity and cargo type declared by the vessels agent or exporter or on completion of entry of all export cargo account the vessel/ barge will enter the data in POMS and send the certified format to collection office for preparation of bill and debiting of charges.
- 4) Collection office will prepare the bill and debit charges from the PD account of the concerned stevedoring and shore handling agent(s).
- 5) Copy of the paid bill to be submitted to the shed concerned. Shed will intimate ADM office for release of the vessel/ barge from the docks.
- 6) Difference of charge, if any, will be raised by Collection office based on additional data entered by the shed in POMS within 10 days of completion of operations.

C) For Container (Import):

- 1) The vessel/ barge agent on the basis of IGM, will submit a duly filled up declaration form as per format in Annexure-II as enclosed.
- 2) The duly filled up format will be submitted by the vessel agent to the container terminal/ shed concerned for entry of data into the POMS.
- 3) After entry of relevant data the duly signed format will be send to collection office for preparation of bill and debiting of charges.
- 4) Collection office will prepare the bill and debit charges from the PD account of the concerned stevedoring and shore handling agent(s).
- 5) A copy of the paid bill will also be submitted to the shed concerned prior to commencement of operation.
- 6) Difference of charge, if any, will be raised by Collection office based on additional data as entered by the shed in POMS within 10 days of completion of vessel/ barge operations.

D) For Container (Export):

- 1) The vessel agent will declare the name of the Stevedoring and Shore Handling Agent/s for the total cargo to be shipped through KDS.
- 2) The vessel/ barge agent will submit a duly filled up declaration form as per format in Annexure-II and submit the same to shed.
- 3) The shed, on the basis of the quantity of containers declared by the vessels agent to be shipped/advance container list will enter the data in POMS and sent the certified format to collection office for preparation of bill and debiting of charges.
- 4) Collection office will prepare the bill and debit charges from the PD account of the concerned stevedoring and shore handling agent(s).
- 5) Copy of the paid bill to be submitted to the shed. Shed will intimate ADM office for release of the vessel/ barge from the docks.
- 6) Difference of charge, if any, will be raised based on additional data entered by the shed in POMS within 10 days of completion of operations.

Encl: Annexure-I and Annexure-II

(P. Kumar)

Sr.Dy. Traffic Manager For Traffic Manager

Syama Prasad Mookerjee Port, Kolkata Kolkata Dock System

			11	.ine /)C No				Agent Name VCN / BCN			
			2	Cargo Name				to constitution of the con			
			3	Dry Bulk (MT)		Opera	S	Import / Export			
			4	General (MT)		tion at And	tevedorin	Export			
			5	Bag (MT)	Break Bulk	Operation at Anchorage / Berth	Stevedoring on Board				
			6	Jumbo Bag (MT)		erth		Foreign / Coastal			ANNEX
			7	(MT)	Operation			Coastal			ANNEXURE-I (Stevedoring, Shore Handling and Receiving/Delivery Details)
			60	General (MT)	00	Operation at Berth / Ship face / Barge	Shore Handling		Vessel		edoring , Sh
Separate Contract of the Contr			9	Bag (MT)	Break Bulk	Ship face /	ndling	Indian / Nepal	Vessel /Barge Name		, Shore Handling and R
			10	Jumbo Bag (MIT)		Barge		Nepal	lme	Service	ng and Rec
			11		Drv Bulk	Ope	R			Date	eiving/Deli
			1.2	General B	Bre	Operation at Road / Rail	Receiving/Delivery				very Detail
			13	E	Break Bulk	pad / Rail	elivery				S)
			14	Stev	edo	ring					
- Character Constitution of the Constitution o			15 16	on S	on Board Shore Handling Receiving / Delivery						
			17	Rec							
			78	Total Amount (including 18% GST)			Total				
			TA	10	Remarks						

Signature of Steamer Agent

Signature of Stevedore

Certified by Shed (Traffic Dept)

Paid / Debited by Collection Office (FA&CAO)

Signature of Port officer with stamp & date:	Signature of Stevedore with stamp & date:	Signature of vessel agent with stamp & date:	Delivery / Receiving Operations	Shore Handling Operations	Above 40'	40'	20'	CONT. SIZE	NAME OF STEVEDORE & SHORE HANDLING AGENT:		Above 40'	40'	20'	CONT. SIZE	NAME OF STEVEDORE & SHORE HANDLING AGENT:		CONTAINER (IMPORT/EXPORT)	FOREIGN / COASTAL:	VCN:	VESSEL NAME:	DECLARATION FORM FOR STEVEDORING & SHORE HANDLING OPERATIONS AT KDS, SN
								LOAD						LOAD							EVEDORI
								EMPTY		STEVE				EMPTY		STEVEDOF					NG & SHC
								COUNT (LD+MT)		STEVEDORING OPERATIONS				COUNT (LD+MT)		STEVEDORING OPERATIONS AT ANCHORAGE					RE HANDLING
								TEUs		TA SNOI				TEUs		S AT ANC					OPERATI
								TEUs for calculation of charges		AT DOCK				TEUs for calculation of charges		HORAGE					ONS AT KDS, SMP, KOLKATA
								Charge assessment (By Collection Office)						Charge assessment (By Collection Office)							ATA (ANNEXURE-II)