



SYAMA PRASAD MOOKERJEE PORT, KOLKATA

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

यातायातविभाग
Traffic Department

(Erstwhile Kolkata Port Trust)
An ISO 9001: 2008 PORT

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Reach Road,
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यातायातप्रबन्धककार्यालय
Traffic Manager's Office

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) :

- 1) 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.
- 3) 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.
- 7) 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


15/12/2021

(P. Kumar)

Sr.Dy. Traffic Manager
For Traffic Manager

DECLARATION FORM FOR STEVEDORING & SHORE HANDLING OPERATIONS AT KDS, SMP, KOLKATA (ANNEXURE-II)

VESSEL NAME:	
VCN:	
FOREIGN / COASTAL:	
CONTAINER (IMPORT/EXPORT)	

STEVEDORING OPERATIONS AT ANCHORAGE

NAME OF STEVEDORE & SHORE HANDLING AGENT:		LOAD	EMPTY	COUNT (LD+MT)	TEUS	TEUS for calculation of charges	Charge assessment (By Collection Office)
20'							
40'							
Above 40'							

STEVEDORING OPERATIONS AT DOCK

NAME OF STEVEDORE & SHORE HANDLING AGENT:		LOAD	EMPTY	COUNT (LD+MT)	TEUS	TEUS for calculation of charges	Charge assessment (By Collection Office)
20'							
40'							
Above 40'							
Shore Handling Operations							
Delivery / Receiving Operations							
Signature of vessel agent with stamp & date:							
Signature of Stevedore with stamp & date:							
Signature of Port officer with stamp & date:							