

To
The Secretary,
Kolkata Port Trust,
15, Strand Road,
Kolkata – 700 001

Dear Sir,

**Sub : Issuance/renewal of ‘Dock Clerical and Supervisory Workers’ License’
for the year.....**

We wish to apply for issuance/renewal of Dock Clerical and Supervisory Workers’ License for the year, to enable us to draw all categories of Dock Clerical and Supervisory Workers of the Calcutta Dock Labour Board, as per provisions of ‘Calcutta Dock Clerical and Supervisory Workers (Regulation and Employment) Scheme, 1970’.

2. In this connection we submit the following :-

- (a) Letter No. dated from M/s.
(Steamship Company/ Steamer Agent/Charterer of vessel authorized to appoint their own contractor for supply of Dock Clerical and Supervisory Workers) indicating that they are prepared to enter or have already executed a direct contract with us for supply of Dock Clerical and Supervisory Workers on-board their vessels. [Please strike out which is not applicable]
- (b) We undertake to engage Dock Clerical and Supervisory Workers on- board ships only from the register of such workers maintained by Calcutta Dock Labour Board and in doing so, also satisfy the provision of booking of those categories of workers as are required under the Rules and Regulations of Calcutta Dock Labour Board.
- (c) We have financial ability to meet the obligation to our workers and staff in the matter of wages, bonus, compensation payable under the Workmen’s Compensation Act etc. to the satisfaction of the Trustees for the Port of Kolkata and we are ready to furnish, if called upon to do so, guarantee in this behalf in a manner and form to be prescribed by the Trustees.
- (d) We have already submitted Security Deposit of Rs. 10,000/- through Treasury Receipt No. dated issued by the Financial Advisor and Chief Accounts Officer, Kolkata Port Trust. [Applicable only for renewal of licence]

3. We would now request you to advise us the amount of issuance/renewal fees to be deposited by us for the year, to enable us to pay the same to the Treasury of Kolkata Port Trust.

Enclo : (a) Letter of sponsorship from
Steamship company/Steamer Agent/Charter of Vessels

(b) Copy of TR towards Security Deposit

Yours faithfully,

(Authorised signatory of the applicant)