



KOLKATA PORT TRUST

कोलकातापत्तनन्यास

An ISO 9001 : 2008 PORT

यातायातविभाग
Traffic Department
यातायातप्रबन्धककार्यालय
Traffic Manager's Office
40, Circular Garden Reach Road
Kolkata-700 043

Phone : 2439 2926 (D)

Fax # 033- 2439 2647

E-mail: tm@kolkataporttrust.gov.in



Tfc/GZZY 355/Land Policy/Part-VI

March 30, 2020

CIRCULAR

Sub: Payment through NEFT/RTGS mode for shed/yard license inside docks.

In view of the lockdown imposed due to COVID-19 outbreak, it has been decided that payments for shed/yard license fees and their security deposits shall now be accepted through NEFT/RTGS mode.

Licensees are advised to make payments through NEFT/RTGS mode to the following bank account of KoPT –

Name of Account	CPT ESTATE RENTAL A/C
Name of Bank	Indian Overseas Bank
Bank Account No.	067502000000606
Type of Account (Current/SB/OD)	Current A/C
Address of the Branch	STRAND ROAD BRANCH 2 CHURCH LANE, KOLKATA – 700 001
IFSC Code	IOBA0000675
MICR Code	700020006

After making the payment, the details are to be sent by the licensee through email to the Dy Chief accounts Officer (RS) Sri B R Biswas (bbiswas@kolkataporttrust.gov.in) and the relevant operational Dy Traffic Manager with a copy to Dock License section (docklicense@kolkataporttrust.gov.in). The details have to be sent only from the registered/authorised email of the licensee with KoPT and not from any other email address. The email should contain the following :-

1. Name of the Licensee
2. SAN number from which payment is being made
3. Payment particulars containing purpose (license or security), amount for the purpose, payee bank and branch, UTR number against each payment and TDS to be deducted in the following format :

Security Deposit

UTR Number	Date	Bank	Branch	Amount in Rs.

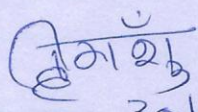
License Fees

UTR Number	Date	Bank	Branch	Amount in Rs.
TDS Amount				
Total				

4. Copy of PDF statement received from licensees' bank bearing NEFT/RTGS transaction number to be attached.
5. Copy of license allotment letter with endorsement of relevant operational Dy Traffic Manager and authorisation letter from importer/exporter (for new licenses) to be attached.
6. Copy of bills for which payment is being made to be attached.

On receipt of the above particulars along with the attachments, the same will be entered into the POMS module at Dock License Section at Subhash Bhavan on a daily basis on all working days. Based on the entry made, the Cash & Pay section will verify the receipt of the money in KoPT's account and will issue TRs against payments. The TRs will be sent to Dock License Section for handing over to the licensees. (The PDF statements received from licensees' bank bearing NEFT/RTGS transaction number will be shared on a daily basis with Cash & Pay section. In case there is non-receipt of money in KoPT's designated account by the next working day, the same should be notified to Traffic Dept.)

The original copy of documents mentioned in point 5 and 6 have to be submitted at the Dock License section within three working days.


30/3/2020
Capt Himanshu Shekhar
(Traffic Manager)