



**KOLKATA PORT TRUST**  
कोलकाता पत्तन न्यास  
**An ISO 9001 : 2008 PORT**

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**Traffic Department**  
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Tfc/G-5163/License Policy

May 18, 2020

**CIRCULAR**

Sub: On-line facility for submitting application for renewal  
of Jetty Sircar License.


It has been decided that application for renewal of Jetty Sircar License shall now be accepted online through email. A dedicated email has been provided for this purpose.

The email address is [cflicense@kolkataporttrust.gov.in](mailto:cflicense@kolkataporttrust.gov.in).

Clearing and Forwarding Agents will apply for renewal of their Jetty Sircar Licenses to the aforementioned email address by attaching (i) scanned copy of their application letter on company letterhead duly signed by the authorized signatory of the company mentioning the period of renewal required and (ii) scanned copy of the existing license. The date of receipt of the email containing application with complete documents will be considered as receiving date of application for renewal.

On receipt of complete application, the same will be processed by the License Section and payment advice so generated will be sent to the Clearing and Forwarding Agent by return mail.

The Jetty Sircar, when ready, will come to Subhash Bhavan only once for payment and physical collection of the license. The Jetty Sircar will present copy of the payment advice and the mail (from License Section) for payment at Collection Office (Gr Floor). The new license is to be collected from License Section on submission of the payment receipt, recent PP size photograph and the existing license.

  
(G. Thomas)  
Sr. Dy. Manager (Traffic)  
for Traffic Manager