



Kolkata Port Trust

कोलकाता पत्तन न्यास

Office of the Traffic Manager
40, Circular Garden Reach Road
Kolkata – 700043

No. Tfc/CPO/Procedure

Date: 9th July, 2018

C I R C U L A R

All concerned

Subject: Online requisition for daily permits

It is now possible to generate online requisition for daily permits for **Men and Vehicle / Equipment**. Port users who are registered with Central Permit Office can approach M/s NIC for generation of **username** and **password** for accessing online requisition for daily permits. Port users will have to fill up the enclosed **Customer Registration Form** (available for download from <https://goo.gl/eH1M2P>) and submit the same to NIC (Subhas Bhavan, 1st Floor IT Center).

Once equipped with username and password, port users can create requisition for daily permits (Men and Vehicle / Equipment) from the comfort of home or office at all times by simply logging on to POMS Online Services and filling up requisite details like date and place of work, number of permits, Individual IDs, Vehicle / Equipment Number etc. Once all details are filled up and the form is saved a **Requisition Slip** with a **Requisition Number** will be generated.

The port user just need to attend Central Permit Office with a printout of the Requisition Slip, complete payment and take printout of the permits from a separate counter that will be operated for this purpose.

To start with, **Online requisition for daily permits** is compulsory for all requisitions in excess of **100** men permits and **20** vehicle / equipment permits per day from **07:00 hrs 16th July 2018**. Details about web address for POMS Online Services will be made available along with username and password.

For any further clarification please contact Sri Prakash Sarkar, SATM (Permit & PWBB) at 8902175968 or prakash@kolkataporttrust.gov.in.

(P. Kumar)
Sr. Dy. Traffic Manager
For Traffic Manager