



कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
शिपिंग एंड कार्गो हैंडलिंग प्रभाग
Shipping & Cargo Handling Division



ऑपरेशनल ऑफिस कंप्लेक्स,
चिरंजीबपुर, हल्दिया - 721 604
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फैक्स सं. (03224) 252475
जिला - पूर्ब मेदिनीपुर

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No. MTO/G/104/14-VIII/2969

October 17, 2015

CIRCULAR

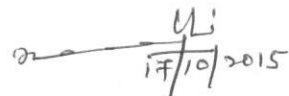
We are pleased to inform our valued customers that a new web-based system has already been introduced for allotment of land on short term license basis inside DIZ. The said system will become fully operational on and from 01.11.2015 and thereafter application for allotment of land shall only be accepted through the aforesaid system. In order to avail the facility of the new system, the concerned users need to comply with the following.

1. The party should open Permanent Credit Account (revolving deposit account) for transaction of various land related charges with a minimum balance of Rs. 1,00,000/- (Rupees One Lac only). For opening the Permanent Credit Account, an application should be submitted in the format enclosed herewith.
2. Prior to submission of application for taking land inside DIZ, the concerned party should top-up his Permanent Credit Account with the amount equivalent to the Security Deposit (one month's license fee) and applicable plot rent for proposed period of occupation.

For further information regarding modalities for opening of Permanent Credit Account and transaction thereof, the concerned users may contact the respective offices of Sr. Deputy Manager (Admn.), HDC and Sr. Deputy Manager (Fin), HDC.

Concerned users are requested to note that application for allotment of land on short term license basis inside DIZ and application for renewal of existing license shall only be accepted through the aforesaid web-based system on and from 01.11.2015 and **any manual application shall not be entertained thereafter.**

Encl: As stated


(A. K. Mahapatra)
Sr. Deputy Manager (Sh & CH)
Haldia Dock Complex, KoPT

Distribution:

- Copy to the President, Calcutta Customs House Agents' Association (CCHAA), 23. R.N. Mukherjee Road, Kolkata- 700 001 (Fax: 033-22159387), for information please
- Copy to the President, The Association of Shipping Interest in Calcutta (ASIC), 6, Netaji Subhas Road, Kolkata- 700 001 (Fax- 033-40128989) for information please.
- Copy to all Importers/Exporters/C&F and Handling Agents operating at Haldia.

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

FINANCE DIVISION'S OFFICE,
5TH FLOOR, JAWAHAR TOWER

REF NO: FD-480/LAMS/321/HR,

Dated: 17 October 2015

SUB: INTRODUCTION OF REVOLVING DEPOSIT SYSTEM (LCAN)
FOR PAYMENT OF LAND RELATED CHARGES AT HDC.

Presently, payments against short term allotment of land inside Dock Interior Zone of Haldia Dock Complex are made by the licensees against bills or on ad hoc basis against each and every allotment separately. The payment towards Security Deposit is required to be made against offer of licensee.

2. The extant system requires processing of claim of refunds of Security Deposit in each and every allotment which is presently taking time. Besides, in case of any excess payment by the licensee, the process of refund of the same also involves a time consuming process. The system demands simplification so as to ensure that the customers get speedy credit against refund of Security Deposit and excess amount paid.

3. In order to facilitate the same, it has been decided to phase out the existing system of Plot wise ad-hoc payment against Short Term Allotments inside Dock Interior Zone of HDC and replace the same with payment through 'LCAN Deposit Account System'. It may be mentioned that for last few years' similar system is being used by customers for payment of Marine, Cargo, Container and Railway related charges, and the system is working seamlessly.

4. The outline of the proposed system is indicated below:

- i) All Licensees presently working under the 'ad-hoc payment system or payment against bill' would be required to submit an application in specified format (enclosed) for opening LCAN Deposit System.
- ii) A minimum balance of Rs. 1, 00,000.00 (Rupees One Lac only) would have to be maintained. No service can be availed against this minimum balance, and the same would be refunded when the party closes operation at HDC. However, HDC may take recourse of the minimum balance, if some due is not paid. The said balance (after required adjustment of other dues) would be refunded only when the customer closes the LCAN deposit account.
- iii) After receiving the application with the payment toward minimum balance, a LCAN Deposit Account will be opened in the name of the concerned Licensee in the books of Haldia Dock Complex.
- iv) **All subsequent payments made by the Licensee against short term allotment of open and covered space inside dock interior zone allotted after opening the LCAN account would be credited to the LCAN Deposit System.**

v) The basic mode of operation of the system would be as below:

- a) All subsequent payments made toward replenishment of LCAN Deposit Account is to be made by Pay Order or by Bank Draft or local cheque (in cases where such facility has been expressly allowed) drawn on “ Kolkata Port Trust, Haldia Dock Complex” and payable at Kolkata / Haldia. Customers should compulsorily indicate either the LCAN Deposit Account Number or LAMS number and TDS amount while making payments.

The payment has to be deposited within specified time within Banking hours to enable generation of Treasury Receipt. Credit against money deposited can be availed only after generation of HDC's Treasury Receipt, as the process would be entirely system driven.

- b) After allotment of any plot inside Dock Interior Zone, the Security Deposit amount would be debited from the available balance in the LCAN Deposit Account.
- c) The bill against the every allotment would be generated and the customers would continue to get separate bill against each and every allotment made.
- d) The Licensee fees / Compensation bill / Exigency bill relating to Short Term allotments of open and covered space inside dock interior zone, would be posted in the LCAN deposit account, by way of a debit entry.
- e) The available balance in the LCAN deposit account after posting of such bills can be used by the customers for payment of Security Deposit/ bills relating to any other Short term allotment inside dock interior zone.
- f) After handing over of any plot, the customers will submit a claim for release of Security Deposit to Finance Division, through the concerned Division of HDC allotting the land in question. No original Treasury Receipt would be required to be submitted for claiming such release of Security Deposit.
- f) After receipt of the said claim with due recommendation by the concerned division, the Security Deposit kept withheld in the LCAN Deposit Account shall be released as a credit entry in the LCAN Deposit Account. The available balance after such credit can be used by the licensees to settle dues against any other short term allotments inside Dock Interior Zone.
- g) The above process would be operated through on-line system.
- h) In case any customer intends to close the LACN Deposit Account and seeks refund of the available balance amount, they will submit a claim in this regard. The claim shall be processed after adjustment of all dues of the customer against any account, including dues on account of non submission of TDS Certificate. No Treasury Receipt is required to be submitted.

- i) Customers may also seek refund of part of available balance, without closing the LCAN Deposit Account through concerned Division looking after allotment of land . No Treasury Receipt is required to be submitted. The same will be processed after adjustment of all dues of the customer against any account. However, this may not be done on a regular basis and in any case, shall not be allowed more than twice in any particular year. The claim shall be processed after adjustment of all dues of the customer against any account, including dues on account of non submission of TDS Certificate.

5. So long the LCAN deposit system is operated; no other form of operation shall be maintainable at HDC for payment against Short Term Allotment of Open and covered space inside Dock Interior Zone of Haldia Dock Complex made after 1st November, 2015.

The dues against short term allotments inside dock interior zone made before opening the LCAN Deposit Account would be settled as per the existing process and recourse of LCAN Deposit Account can not be taken for the same. Allotment Number (HAL) would have to be indicated at the time of payment against such allotments.

Further, all bills /claims against allotments of land, other than Short Term allotment of Open and Covered Space inside Dock Interior Zone of HDC, will continue to be settled as per existing system and **recourse of LCAN Deposit Account can not be taken for the same.**

However, if any earlier due not settled, HDC shall have liberty to debit the same from the LCAN Deposit Account.

6. **The payment against LCAN Deposit Account and payment against allotments not covered under LCAN Deposit Account should not be clubbed and separate payment instrument will have to be submitted for the two types of payment.**

7. The balance position of the LCAN Deposit Account with transaction details would be made available to the Licensee through designated emails on regular basis - The balance position against the account can also be seen from our website (www.kolkataporttrust.gov.in) under the link 'Haldia Dock Complex' followed by "Services" followed by 'Financial Services and then 'Available Revolving Deposit Balance'.

8. HDC shall have the fullest right to make change in the modus of operation and rules governing LCAN Deposit at any time by issuing a notice in the regard in the website of Kolkata Port Trust, Haldia Dock Complex, and any such change shall be effective from the date mentioned in the notice.

9. No interest whatsoever shall be payable by Kolkata Port Trust against the deposit balance maintained by the customers. Further, if during any time the balance position in the Revolving Deposit Account becomes negative for whatsoever reason, interest as specified in the Schedule of Rent of Kolkata Port Trust shall be payable by the customer on such negative balance.

10. The application for opening the LCAN Deposit Account in the specified format shall have to be submitted along with a Bank Draft / banker's Cheque drawn in the name of 'Kolkata Port Trust, Haldia Dock Complex' and payable at Haldia / Kolkata for a sum of Rs. 1,00,000.00.

 17/10/15

R.C. JENA
General Manager (Finance)-I/C

Encl: Format for application

[TO BE TYPED ON LETTER HEAD OF THE CUSTOMER]

**FORMAT FOR APPLICATION FOR OPENING OF REVOLVING DEPOSIT ACCOUNT AT
HALDIA DOCK COMPLEX FOR PAYMENT OF ESTATE RELATED CHARGES.**

**General Manager (Finance)
Haldia Dock Complex
Jawahar Tower, 5th Floor,
Haldia Township, Purba Medinipur,
West Bengal, Pin - 721 607**

Sir,

Sub: Request for opening Revolving Deposit Account (LCAN Deposit Account) for availing Land services at Haldia Dock Complex.

Ref: Trade Notice bearing no FD-480/LAMS/ 321/HR dated 17 October 2015

We have gone through the aforesaid notice and express our intention to operate at Haldia Dock Complex with a Revolving Deposit Account for LAND Related Services (LCAN Deposit) to be availed by us. We however understand that presently, only short term allotment of open and covered space inside dock interior zone of Haldia Dock Complex made w.e.f 01 November 2015 would be brought under the new system.

We firmly and unequivocally confirm the following:

1. We unequivocally accept the terms and condition specified in the notice referred above.
2. We also understand and unequivocally accept that Kolkata Port Trust shall have fullest right to debit all charges accruing in connection with our Company/firm's transactions with the Kolkata Port Trust and / or use of Trustee's property including outstanding dues towards all allotments and any undercharge detected any time afterwards in course of any audit, as well as charge/s against any damage to Port Property. This application should be treated as standing authorization in favour of Kolkata Port Trust for debiting our LCAN deposit account as aforesaid.
3. We also firmly and unequivocally undertake to replenish the LCAN deposit balance immediately, if due to any such debit as above, the balance in our credit falls below the minimum balance, time being specified, so that the specified minimum balance is always maintained.

4. We understand and accept that the payment towards replenishing the LCAN Deposit Account can be accepted at Finance Division HDC within specified time (09:30 AM to 03:30 PM) on any Banking days, for giving credit on the same date and any credit against payments made by us would be available only after generation of HDC's Treasury Receipt. Credit against payments received after the cut off time will be given on the next working day of the Bank.
5. (i) We confirm that it would be the sole responsibility of our Company / Firm to verify the balance position against LCAN Deposit from the website of Kolkata Port Trust (Website: www.kolkataporttrust.gov.in, under the icon '**Haldia Dock Complex**' select '**Services**' followed by '**Financial Services**' and then '**Available Revolving Deposit Balance**').

(ii) We also understand and accept that no separate notice shall be issued by Haldia Dock Complex for replenishment of LCAN Deposit Account and if sufficient balance to cover the estimated charges of LAND is not available in the LCAN Deposit Account, service shall automatically be curtailed and Cargo Movement would automatically be stopped by the authority, if deem fit. No claim against HDC shall lie against any such curtailment of service for shortfall in balance. Further any negative balance in the Revolving Deposit Account will entail payment of interest at the rate specified in the Rent Schedule time being in force.
6. We also understand and accept that if any time during the period of operation of the new system, our Company /firm is debarred and / or de-listed either by Customs or by Port or by an other authority having jurisdiction or by any order of Court of Law from operating at the Port and/or any restriction whatsoever is imposed by any of the aforesaid authority on any operation, including sailing of any vessel/s calling on our account, the same shall be effective, not with standing any standing deposit remaining in our account. We will also be duty bound to inform Port about any such restriction imposed on us immediately and bear the applicable Port Charges consequent to the same.
7. A Bank Draft/Banker's Cheque drawn in favour of Kolkata Port Trust, Haldia Dock Complex bearing No..... Dated For Rs 1,00,000.00 (Rupees One Lac only) is enclosed as initial deposit for opening the LCAN Deposit Account.

8. A copy of the notice referred above, duly signed and sealed on each page as token of our acceptance of the terms and conditions detailed therein, is enclosed.
9. Any communication including the account statements relating to the LCAN Deposit Account may be sent to the following e-mail address:
 - 1)
 - 2)

Yours sincerely,

Dated:

Signature

Name & Designation of
Authorised Signatory

Name of the Company/Firm
With Seal

Encl: 1. Bank Draft as above

2. A copy of the notice duly signed with Firm/Company's seal on each page.

Signature verified by the Banker

Banker's signature with stamp_

**In case the signatory is not a cheque signatory,
an authorization by the company/firm would be submitted.