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**KOLKATA PORT TRUST**

Estate Division's Office  
15, Strand Road  
Kolkata-700001

No. LND5887/ 18/2297

Dated 10-10-2018

Sub: Notice to all valued stakeholders for effecting payment of Estate bills through E-payment Gateway.

We are pleased to inform our valued stakeholders that a new web-based E-payment Gateway has since been developed for effecting payment of Land/Estate/Quarter Rent bills. The said system will become fully operational on and from 01-12-2018.

Please visit our web-site [www. Kolkataporttrust.gov.in](http://www.Kolkataporttrust.gov.in) and follow the link Kolkata Dock System==> Estate Corner=> E-payment Gateway of KDS==> Online Payment.

**Menu Path:-** Tenant/Party → Estate Bill → Online Payment → Outstanding Bill Payment.

**Payment Process:-**

- i. All red asterisk('\*') marks are mandatory
- ii. Chose particular plate code.
- iii. Click Button—Show outstanding bill(s)
- iv. Select (click into square box) particular bill(s)
- v. Put 'TDS Amount' if not applicable then put 'o'.
- vi. Click Button-Continue
- vii. Confirm message will display- check message and if want to continue press 'OK' button.
- viii. It will redirect to Bill Desk payment process and make the payment.

**Provisional Transaction Receipt Print:-**

**Menu Path:** Tenant/Party → Estate Bill → Online Payment (Tax Invoice) → Provisional Transaction Receipt.

**For Printout:-**

- i. Click Button- Search
- ii. Click on particular ' Transaction ID' hyperlink
- iii. Click Button- ' Export Report' as PDF

For effecting payment through newly developed E-payment gateway following onetime information must be required for creating Access credential (Login ID & Password) for a particular Tenant.

- i. Tenant Name
- ii. Tenant Code
- iii. Pan No.
- iv. Tan No.
- v. GSTIN No.
- vi. Aadhar No. (If pan and GSTIN no not available)
- vii. Contact No.(Mobile) for SMS facility

- viii. Email ID- For immediate intimation regarding access credential (Login ID & Password) as well as Online bill facility.

After successful payment an e-receipt will be generated by the web-based system. For final adjustment of amount paid as well as for collections of Treasury Receipt, reconciliation of payment or any dispute the user is requested to contact Finance Division's office. As per RBI guidelines information regarding transaction charges is also available in web-based payment gateway. All concerned are requested to verify all details before clicking to "proceed" for payment.


All concerned are requested to extensively use the web-based E-Payment gateway for payment of Land/Estate/Quarter Rent with effect from 01-12-2018.

#### **TDS us 194I**

**TDS certificate against tax amount deducted under section 194(I) at the time of payment Estate rental should be submitted within 30 days from the date of ending of particular quarter of the particular financial year.**

#### **RTGS/NEFT**

No RTGS/NEFT payment would be accepted separately in other accounts after deployment of payment gateway.



P.Mandal  
Deputy Estate Manager  
For Estate Manager  
Kolkata Port Trust

Copy to Sr. PS to Chairman for favour of kind information of Chairman.

Copy to PS to Dy. Chairman (K) for favour of kind information of Dy. Chairman (K).

Copy to FA&CAO for favour of information and it is presumed that Officers of Finance Division have taken all necessary action in consultation with software developers regarding integration of e-payment with all Finance Modules.

Copy to Sr.Dy.Director(EDP) for information and necessary action regarding hoisting of above mentioned circular in KoPT's website. It is also requested to inform all concerns through KoPT's website regarding a briefing Session to the tenants at KoPT Guest House will be held on 22-10-2018.

Copy to all HOD of KoPT for favour of information please.

Copy to Estate Manager with reference to his instruction in file No. Lnd 5887.

Copy to all Officers of Estate Division for information to all KoPT's lessees/licensees/ occupants/ quarters occupants on urgent basis as well as incorporation of same information in newly developed system for smooth functioning of newly developed e-payment gateway. A copy of format is enclosed for obtaining information from all tenants/licensees, etc.