

Important Notice

Kolkata Port Trust Traffic Department

No. : Tfc/GZZA 481/JOCC Meeting

Date : 30th January, 2008

Notice

Subject : Extension of working hours of the Collection Office, Subhas Bhavan

In order to facilitate the transactions of the Port Users in KODS arrangement has been made by the Financial Department to extend the working hours of the Collection Office at Subhas Bhavan up to 7 P.M. on weekdays and up to 4 P.M. on Saturdays, w.e.f. 1st February, 2008. These facilities will be provided to those Agencies who would transact through Deposit Account only. The present system of collecting ad-hoc deposit for marine related charges and liquid bulk cargo related charges will however be continued for sometime more.

It is further decided that those container agents/MLOs/Importer/Exporters/Clearing & Forwarding Agents who are at present not operating through Deposit Account shall have to open the Deposit Accounts, on or before 29.02.2008. Till the time they open the Deposit Account the benefit of extended working hours shall not be made available to them. Deposit Account holders are further advised to make payments through Draft and Cheques, in addition to e-Payment option, as cash payment shall not be accepted from them.

Cash payment from parties who at present are not having Deposit Account, shall be accepted up to 5 P.M. only from Monday to Friday and up to 01.30 P.M. on Saturdays. Thereafter, no cash will be accepted. No cash will be accepted on Sundays and holidays by the said office.

The revised time schedule for the Collection Office Counters is given below.

For further clarification in the matter, Supdt. of Collection may be contacted.

Sd/-
(T. K. PALIT)
Dy. Docks Manager (Commercial)
For Traffic Manager

<i>Days</i>	<i>For Deposit Account Holders</i>	<i>For Others (those exempted from opening accounts as indicated in Para 1 above)</i>
From Monday to Friday	10.00 A.M. to 1.30 P.M. 2.00 P.M. to 5.00 P.M. 5.30 P.M. to 7.00 P.M. (Recess : 1.30 P.M. to 2.00 P.M. & 5.00 P.M. to 5.30 P.M.)	10.00 A.M. to 1.30 P.M. 2.00 P.M. to 5.00 P.M. (Recess : 1.30 to 2.00 P.M.)
On Saturdays	10.00 A.M. to 1.30 P.M. 2.00 P.M. to 4.00 P.M. (Recess : 1.30 P.M. to 2.00 P.M.)	10.00 A.M. to 1.30 P.M.
On Sundays & Holidays	10.00 P.M. to 1.30 P.M. 2.00 P.M. to 5.00 P.M. (Recess : 1.30 P.M. to 2.00 P.M.)	10.00 A.M. to 1.30 P.M. 2.00 P.M. to 5.00 P.M. (Recess : 1.30 P.M. to 2.00 P.M.)