

VISAKHAPATNAM PORT TRUST  
TRAFFIC DEPARTMENT



ITRA/SHP/RFID  
Dt. 10-04-2018  
h

**TRADE CIRCULAR No. 872**

Sub: Implementation of RFID permits with regard to lost and expiry cards – reg

Ref: CME Lr. No. IM&EE/MOF/FOF/ET/RFID/1858, Dt. 05-04-2018

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With reference to the above subject, the following procedure will be implemented with regard to the lost and un-returned RFID cards

**LOST CARDS**

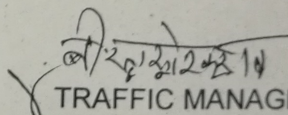
1. Company Users will be given provision for raising request for lost card for blocking such cards
2. On receipt of such request, VPT or counter officials will block the card
3. No penalty will be levied or deducted for reporting lost / damage cards
4. User will have facility of raising a replacement card request on paying requisite fees.

**UN-RETURNED CARDS**

If a RFID card, which has been expired and not returned to VPT within 30 days from the date of expiry, such users shall pay a penalty of Rs. 500/- on completion of 30 days. Such penalty amount shall be automatically debited from the e-wallet on 31<sup>st</sup> day.

The Port Users are requested to make a note of the above and act accordingly.

**THIS HAS THE APPROVAL OF COMPETENT AUTHORITY**

  
TRAFFIC MANAGER

- C:/ PS to Chairman for kind information of Chairman
- C:/ PS to Dy. Chairman for kind information of Dy. Chairman
- C:/ JD (R&P) for information and necessary action to hoist in the VPT Website
- C:/ CME w.r.t to the letter cited.
- C:/ The President, Visakhapatnam Stevedores Association with a request to circulate among all Handling Agents
- C:/ The President, Visakhapatnam Steamship Agents Association for n.a
- C:/ The President, Visakhapatnam Chartership Agents Association for n.a
- C:/ The President, Visakhapatnam Customs & Clearing & Forwarding Agents Association