

VISAKHAPATNAM PORT AUTHORITY  
TRAFFIC DEPARTMENT

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No:ITRA/REV/FCIR  
Dt.10-01-2023.

**CIRCULAR NO – 1555**

Sub: Standard Operating Procedure(SOP) for Un-Authorised Occupation charge bills on licensed plots-Reg.

Ref 1: VPA Board Resolution No-65/2022-23 in Agenda item No S-6 of the VPA meeting held on 02-12-2022.

Ref 2: VPA Circular No:1551 issued vide Lr No: ITRA/SBS/FPDA/6011, Dt: 16-12-2022.

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Vide the referred Resolution, VPA Board approved the Standard Operating Procedure (SOP) for Un-Authorised Occupation charge bills on licensed plots are as follows:

1. Whenever the Port User applies for allotment of a fresh plot for stacking of cargo. The plot will be allotted for maximum 12 weeks only on Vessel to Vessel basis.
2. During fresh allotment, an undertaking shall be obtained from the firms that they will vacate and handover the plot on or before completing the license period.
3. A condition shall be stipulated in the undertaking, that in case, if any firm not evacuated the cargo, VPA will initiate action for auction and evacuation of cargo as per the laid down procedure.

Necessary charges incurred by VPA along with UAO charges and interest shall be deducted from the auction proceedings.

4. If the plot is vacant on the date of completion of license period, this department shall take back the possession immediately upon completion of license period, even if cargo is there or vacant or outstanding exists, this Department shall proceed for auction of the same instead of raising UAO bills and only on final adjustment of the amounts after auction, bills shall be raised.

The areas outside the Dock Area which cargoes are proposed for auction shall be informed to CMM who shall ensure that the cargo is secured by means at CISF posting & barricading so as to avoid trespassing.

Immediate auction of cargo shall be done by CMM for recovery of the dues.

5. Customers whoever have neither handed over the plots nor vacated the cargo, such stevedore license shall be terminated and blacklisted for a period of 3 years either in its name or any other sister concern name and intimated to all Ports.
6. On expiry of 12 weeks if still the cargo exists Port shall auction the cargo without any further notice and till final disposal of the cargo the Port charges shall be thrice the rates with interest.
7. On final disposal of cargo out of the proceeds realized, all the outstanding dues and other auction expenses shall be adjusted and balance if any shall be paid to the stevedore.

The above changes will come into force **w.e.f 01-04-2023.**

A circular in this regard was already issued vide reference 2<sup>nd</sup> cited. The Port Users are requested to make a note of the above changes and plan their movement of cargo accordingly.

TRAFFIC MANAGER

- Copy to: P.S. to Chairman- for favour of information of Chairman.  
Copy to: PA to Dy Chairman- for favour of information of Deputy Chairman.  
Copy to: President, Visakhapatnam Steamship Agents Association. VSP  
Copy to: President, Visakhapatnam Stevedores Association, VSP  
Copy to: President, Visakhapatnam Customs Brokers Association for information.  
Copy to: All Trade - for information.  
Copy to: All BOT/PPP Operators, for information and necessary action please.  
Copy to: CE/CME- for information please.  
Copy to: All Officers of Traffic Department.  
Copy to: EMO – for information.  
Copy to: Jt. Director (R&P) for information and with a request to place in VPT Website.  
Copy to: Shipping Asst.(Traffic Department), he is directed to circulate the above to All Trade through e-mail.