



विशाखपट्टणम पोर्ट प्राधिकरण
यातायात विभाग
अम्बेडकर भवन, पोर्ट क्षेत्र,
विशाखपट्टणम - 530035 (आ.प्र.)

VISAKHAPATNAM PORT AUTHORITY
TRAFFIC DEPARTMENT
Ambedkar Bhavan, Port Area,
Visakhapatnam – 530035 (A.P)



No.ITRA/REV/F-UAO /SOP,

Dt.03-07-2023.

CIRCULAR NO. 16/14

Sub: Standard Operating Procedure (SOP) for Un-Authorised Occupation Charges 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.

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

3. VPA Circular No:1555, No.ITRA/REV/FCIR/6401, Dt.10/11-01-2023.

4. VPA Board Resolution No-23/2023-24 in Agenda item No S-3 of the VPA meeting held on 19-06-2023.

In reference to the Board Resolution 4th cited, The VPA Board had Resolved to approve the Standard Operating Procedure (SOP) for Un-Authorised Occupation Charges billing related to License Plots as per the procedure mentioned below:

For Import Cargo:

1. Initial allotment for import vessel shall be given for 12 weeks duly collecting license fees per SOR. The license holder shall evacuate the cargo within 12 weeks and hand over the plot to VPA.
2. If the Licensee does not vacate the cargo and hand over the plot to VPA before expiry of 12 weeks License period, for the next 12 weeks – double the license fees (Penal or UAO charges @ 2 times of License fee) will be levied.
3. If the cargo is not removed even after levy of double license fee for 12 weeks, 10 times license fees shall be levied until the plot is vacated and handed over to Port.

For Export Cargo:

1. Initial allotment shall be given for 12 weeks duly collecting license fees applicable as per SOR.
2. If the licensee fails to export cargo even after 12 weeks of allotment, double the license fees shall be levied for another 12 weeks period.
3. If the licensee still fails to export any cargo even after levy of UAO charges (@ 2 times license fees) for next 12 weeks, then 10 times license fees shall be levied till such time the plot is vacated and handed over to Port.

FOR VACATION OF PLOTS FOR CAPACITY AUGMENTATION PROJECTS:

1. Port shall issue notice to the licensee for vacating the plot required for Projects related purpose duly giving 1 month prior notice.
2. If the licensee hands over the plot in vacant condition within 1 month of notice Port shall take back possession of the plot.
3. If the licensee has cargo stacked in the subject plot, necessary arrangements shall be made to vacate the plot within the notice period.
4. After expiry of 1 month notice period, if the licensee still does not vacate the plot, 2 times license fees shall be levied for the next 2 weeks' time duly giving further notice to the licensee Exporter/Importer that Port shall take possession of cargo if not vacated within the 2 week stipulated time.
5. The cargo possession so taken will be put up for auction through MM Division under CISF vigil.
6. After expiry of 6 weeks (i.e., 1 month notice + 2 weeks UAO), Port shall immediately take possession of land along with cargo and take action as aforesaid


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: P.A. to T.M. for kind information of Traffic Manager please.
Copy to: FA&CAO – for information please.
Copy to: CE/CME- for information please.
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: All Officers of Traffic Department.
Copy to: EMC – 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.