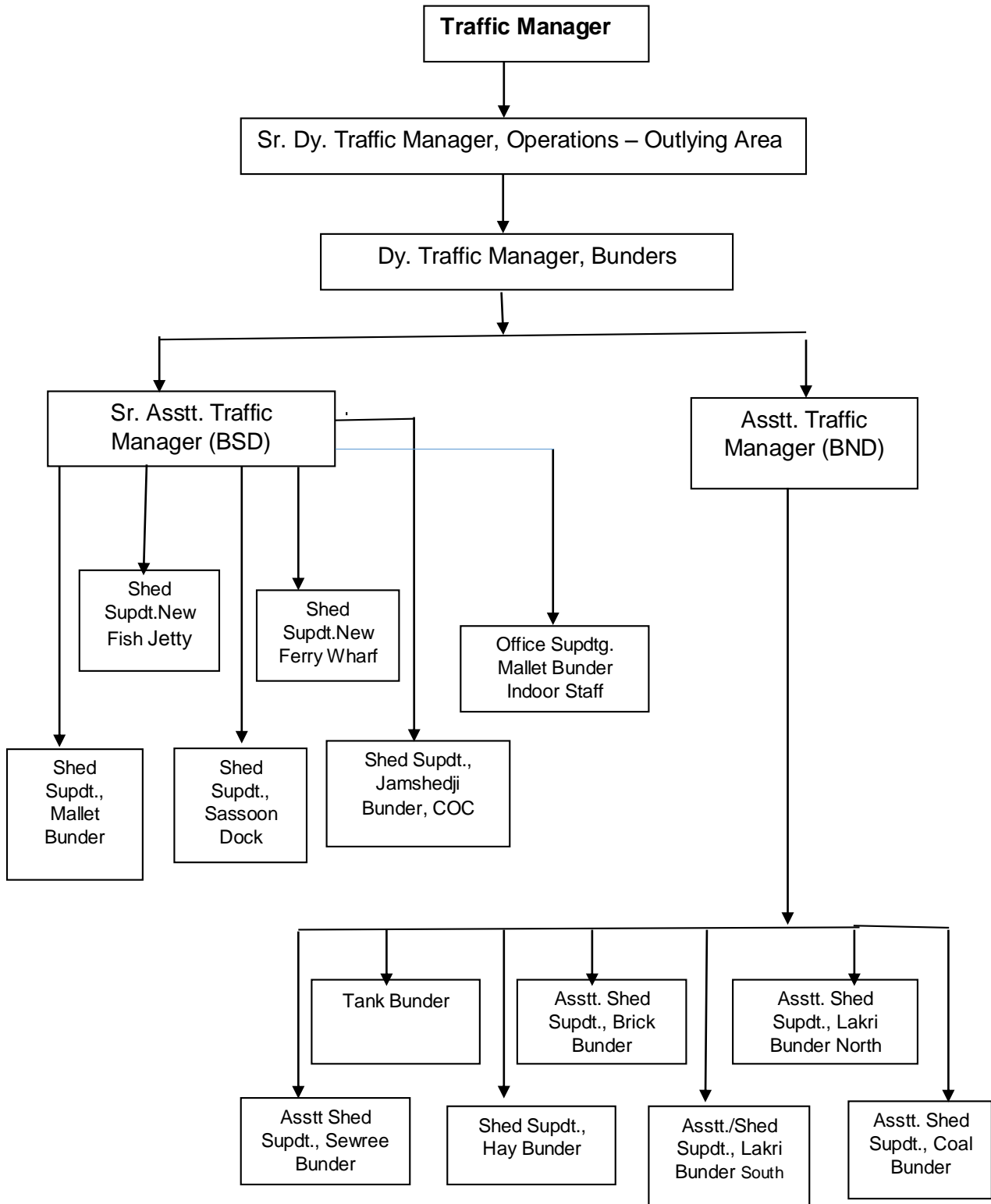


Organisational structure of Bunder



WORKING MANUAL OF BUNDERS

At present there are about 12 Bunders under the jurisdiction of Traffic Department. The managements of the bunders was earlier done by the erstwhile Land and Bunders Department and was subsequently transferred to the Traffic Department. General Bye- Law has been framed under section 73 and 74 of the BPT Act 1879 for regulation and management of Bunders.

Organizational Structure of Bunders Division (Traffic Department) is as shown in **ANNEXURE - I**

1) Duties of Dy. Traffic Manager, Bunders

He is entrusted with the responsibility of day to day working of entire Bunders Division with the assistance of Asstt. Traffic Manager, Bunders South Division and Asstt. Traffic Manager, Bunders North Division and allied staff. However, All the policy matters and Board proposals are routed through Sr. Dy. Traffic Manager, Operations- Outlying Areas to Traffic Manager.

Main functions of Dy. Traffic Manager, Bunders are :

- To ensure expeditious removal of encroachments in Bunder areas within the jurisdiction of Traffic Department.
- To ensure proper recovery of beaching / breaking / repairing charges for shipbreaking / repairs services carried out in Bunder areas
- To ensure compliance of stipulated safety norms by the Shipbreakers while performing shipbreaking activity.
- Permission for Berthing of Ships/Crafts at various bunders.
- Repairs Permission to crafts.
- To ensure recovery of Port Trust charges including MLF from Fishing Boats.
- Issuances of notices to defaulters for recovery of Port Trust charges
- Registration of Fishing Boats with base of operations as New Fish Jetty, New Ferry Wharf & Sassoon Dock.
- Issuance/ renewal of Licenses to Users & ancillary trade at New Fish Jetty, New Ferry Wharf and New Sassoon Fish Harbour & Old Sassoon Dock for various categories i.e.(i) Ice- Crushing Machine, (ii) Fish Auctioneers, (iii) Hand Carts, (iv) Ice Suppliers, (v) Water Supplier, (vi) Transport/ Vehicles Licensing & (vii) Weighing Scale (Katawala).
- To hold discussions with the fishermen's societies and other users of Bunder periodically to have a cordial relation with the users.

2) **Duties of Sr. Asstt. Traffic Manager, Bunder South District**

- To ensure payment of monthly licence fees by the fishing trawlers at Fish Jetty, New Ferry Wharf and Sassoon Dock.
- To ensure payment of water charges for supply of water from Licensed Agencies.
- To ensure timely registration/ renewal of licenses of fishing boats and fishing related activities.
- To ensure expeditious removal of encroachments by co-ordinating with Police Authorities, Chief Security Officer and Civil Engineering Deptt. in Bunders South District areas within the jurisdiction of Traffic Department.
- To ensure proper cleanliness of New Fish Jetty & Passenger Terminal, New Ferry Wharf & Sassoon Dock.
- To oversee loading of bunker oil and water supply barges at Mallet Bunder.
- To ensure recovery of Casual Occupancy charges.
- To ensure timely reply to the Residential Audit Officer's query/ R.T.I. query/ Parliamentary questions.
- To liaise with Civil and Mechanical engineering deptt. for carrying out various maintenance works at Bunder South District.

3) **Duties of Sr. Asstt. Traffic Manager, Bunder North District**

- To ensure recovery of charges viz. shipbreaking, ship repairing charges, etc.
- To ensure recovery of charges viz. COC, CSC, Crane Parking charges, licence and storage charges.
- To ensure removal of encroachments.
- To monitor whether safety norms are observed by Shipbreakers.
- To liaise with Civil and Mechanical engineering deptt. for carrying out various maintenance works at Bunder North District.
- To ensure recovery of wharfage charges for import of oil at Hay Bunder.
- To ensure recovery of wharfage charge for import of cargo at Hay Bunder by RCF and other parties.
- To ensure that these shipbeakers are clearing scrap material as per laid down terms and conditions.
- To ensure that all the material i.e. hazardous/ non-hazardous be disposed as per guidelines issued by MAR POL and Supreme Court orders.

Issuance/ Renewal of Licenses to Users & Ancillary Trade at New Fish Jetty, Ferry Wharf and New Sassoon Fish Harbour & Old Sassoon Dock : The office of Dy.

Traffic Manager, Bunders issues licences on recovery of licence fees as per Chapter VI

6.1(B) of Scale of Rates for various categories i.e.(i) Ice- Crushing Machine, (ii) Fish Auctioneers, (iii) Hand Carts, (iv) Ice Suppliers, (v) Water Supplier, (vi) Transport/ Vehicles Licensing & (vii) Weighing Scale (Katawala).

However, no new licenses are issued for the aforementioned categories except Handcarts and only the existing licenses are renewed as per circular dated 18.11.2016 issued by Traffic Manager.

Category-wise documents required alongwith application form for issuance/ renewal of licenses for all categories regarding fishing related activities in Mumbai Port Trust

<u>Licence For</u>	<u>Requirement</u>
1 Use of ice crushing machine	(i) Application for licence in the prescribed format with self-attested recent passport size photograph. (ii) Self attested copy of Aadhar Card or any other photo identity card recognized by Govt. (iii) Acceptance of terms and conditions mentioned in Licence Booklet (iv) Payment of MbPT Licence fees
2 Supply of ice	
3 Fish Auction	
4 Use of Weighing Scale	
5 Supply of Water	
6 Plying Handcarts	All conditions mentioned above i.e. (i) to (iv) and (v) Self attested copy of Plying licence issued by MCGM
7 Trucks/ Tempos	All conditions mentioned above i.e. (i) to (iv) and (v) Certified copies of R.C. book and Insurance.

Henceforth a self-attested photo copy of Aadhar Card or any other photo identity card recognized by Govt .e.g. Pan Card, Passport, Driving Licence, etc. will be obtained in lieu of physical appearance of the concerned licence holder.

Only valid licence holders shall be allowed to carry out above activities at the fish jetties at Ferry Wharf, Sassoon Dock and Mallet Bunder. The licence shall be valid for a

period of one year and shall be renewed annually. The Registered Co-operative Societies of Fishermen shall be granted rebate of 50% in the Annual Licence fees.

Entire process is completed within 04 working days following the date of submission of application with all valid documents and payment of licence fees.

These licence booklets are issued with distinct coloured cover page for easy identification of the type of licence. The colour of each of licence booklet is enumerated as under :

Ice Crushing Machines	Brown
Fish Auctioneers	White
Hand Carts	Yellow
Ice Suppliers	Light Green
Water Suppliers	Of-white (Cream colour)
Transport / Vehicle Licensing	Pink
Weighing Scales (Katawala)	Light Blue

Registration of Fishing Boats at New Fish Jetty, Ferry Wharf and New Sassoon Fish Harbour & Old Sassoon Dock

Vide Circular No.TM/B/10-50/32 dtd.06.02.2015, Traffic Manager has stipulated procedure for registration of fishing boats with MbPT

The documents required to be submitted by an applicant desiring to register his/ her fishing boat as base of operation at Ferry Wharf or Sassoon Dock at MbPT are enumerated as under :

- (i) Application for registration of fishing boat in the prescribed format with self attested recent passport size photograph,
- (ii) Certified valid insurance copy,
- (iii) Document showing proof of residence (e.g. Aadhar Card)
- (iv) Identity card (Marine Fisheries identity card) issued to fishing boat owner by Ministry of Agriculture, Govt. of India.
- (v) Form No.04, Vessel Registration Certificate (VRC) issued by Registrar of Indian Fishing boat and Asstt. Commissioner of Fisheries, Govt. of India.
- (vi) Form No.02, Licence of a fishing boat issued by Licence Officer, Department of Fisheries, Govt. of Maharashtra.
- (vii) Form No.05, Registration Certificate of Fishing Boat issued by Licence Officer, Department of Fisheries, Govt. of Maharashtra.
- (viii) Payment of Monthly Licence fees (MLF) of MbPT as per i.e. Section 6.1(B)(3) of Scale of Rates.

Procedure of Berthing Permission for bunkering & water supply barges

at Mallet Bunder & Hay Bunder :

The above permission is granted to Vessel Agents/ Barge Operators by Dy. Traffic Manager, Bunders or in his absence by Sr. Asstt. Traffic Manager, Bunder South District on submitting following documents

- (i) Application for berthing on the letterhead of Vessel Agent/ Barge Operator.
- (ii) Petty Deposit Receipt (PDR) copy endorsed by Port Department which indicates month & year for which Port Trust charges are paid by the Applicant.
- (iii) Valid Insurance/ Survey Certificate copy of the craft for which permission is sought.
- (iv) Valid Pass Pilot permission issued by Dy. Conservator.
- (v) NOC from Pollution Control Cell of MbPT to supply bunker oil.
- (vi) Dy. Conservator's permission is also required to be submitted by an applicant desiring to supply potable water to ships anchored in deep seas.

Issuance of licenses for fishing boats and renewal of licenses for ancillary trade i.e. (i) Ice- Crushing Machine, (ii) Fish Auctioneers, (iii) Hand Carts, (iv) Ice Suppliers, (v) Water Supplier, (vi) Transport/ Vehicles Licensing & (vii) Weighing Scale (Katawala) is being done from Dy. Traffic Manager's Mallet Bunder office.

However, licenses for fishing boats are renewed from their base of operation i.e. New Fish Jetty, Ferry Wharf and Sassoon Dock, Shed Superintendent Office.

Further, berthing permission for bunkering & water supply barges at Mallet Bunder & Hay Bunder is given from Dy. Traffic Manager's Mallet Bunder office.

Dy. Traffic Manager, Bunder office, Mallet Bunder is manned by following Indoor staff.

Office Supdt	1
Cashier/ Sr. Assistant	1
Sr. Assistant	1
Jr. Assistant	3
T.C.C.C	1
Record attendant	3
Mazdoor	1

(A) The duties of Indoor staff posted at Mallet Bunder office are mentioned in nutshell as follows :

(1) Office Supdt:-

- i) Administrative Report
- ii) Audit Paras/ Reports/ Queries
- iii) Staff and Vigilance related correspondence.
- iv) Surprise visit reports/ RTI correspondence.
- v) Accident/ Dead Body/ Fire report.
- vi) To check all letters before giving acknowledgement by dispatch clerk and mark routine matters to dealing clerk and submit other than routine matter directly to Dy. TM (Bdr.) through Sr.Asstt. T.M. (O).
- vii) Important Misc. matters.
- viii) Budgets provision & estimates.
- ix) Surprise visit report.
- x) All Court matter
- xi) Circular
- xii) Tenders processing and correspondence recev.
- xiii) Disposal of old record and maintenance of all deadstock materials.
- xiv) Overall supervision and any other additional work as per requirement of office.

(2) Sr. Asstt. (Cashier):-

- i) All cash related & financial matters.
- ii) Cash related refund claims (other than refund deposit for shipbreaking work and COC charges).
- iii) Revenue and Goods & Service Tax – Remittance GST, Date wise statements, TDS and related correspondence, Monthly Revenue Statements.
- iv) Renewal of fishing related ancillary trade licences – Maintenance of records of all kind of licences and related proposal and correspondence.
- v) Maintenance of record in connection with outstanding dues for removal of ancillary fishing related trade licenses.

(3) Sr. Assistant :

- i) Shipbreaking and related correspondence.
- ii) Ship Breaking charges Refund Claims
- iii) Damage to Port Trust Property by Port Users and it's related correspondence.
- iv) Repairs/Maintenance Works at All Bunders.(By party)
- v) Unauthorised encroachment/ Demolition notices and related correspondence
- vi) Permission for discharging Sand
- vii) Transfer of Bunder Estate / Casual occupation to estate Department or others
- viii) ERP related issues.
- ix) Maintenance of record in connection with outstanding dues for (a) repairs to port trust property which was damaged by Port Users, (b) Casual Occupancy charges, (c) Rental charges for plots allotted various authorities viz. Customs, Police, MCGM, etc.

(4) Jr. Assistant -

- i) Registration / Cancellation / change of name/ any other alteration of registered fishing boats Licences holders.
- ii) All fishing related correspondence.
- iii) Ban on fishing at Sassoon Docks & New Fish Jetty
- iv) Arrest / disposal of vessels by Police & Customs, etc.
- v) Berthing Permission
- vi) Unauthorised berthing in Bunder area – Statement and Notices
- vii) Tonnage and Water charges statements
- viii) Maintenance of outstanding charges for vessel, crafts, etc. arrested by Customs & Police, CISF, etc. authorities & to issue notices periodically.

(5) Jr. Assistant/ T.C.C.C. –

- i) Typing Work
- ii) Maintenance of PCs, Printer, Modem and connectivity
- iii) Printing of all statements (viz.- tonnage, revenue, casual occupancies, ship breaking, water, vigilance related statements, VIP letter correspondence, etc.).

(6) T.C.C.C –

- i) Compilation no. to each letter before registration of outward number.
- ii) Inward / Outward Registration & Despatch work.
- iii) Budget Provision and Estimates (office).
- iv) Report of Hindi correspondence.
- v) Maintenance of the imprest account & related correspondence (Accountal of postage stamps, photocopies/ toners, stationery, etc).
- vi) Furniture / Stationery requirements.
- vii) Typing work
- viii) Leave record/ Attendance feeding
- ix) Any other additional work as per requirement of office.

(7) Record Attendant / Peon

He carries out the instruction issued by the officer and staff in keeping record up to date, dispatch work and other general duties.

(B) Mallet Bunder Outdoor staff office

Strength of this office is 10 which comprises of 1 Shed Supdt., 03 Asstt. Shed Supdt., 01 Clerk Gr. I, 04 Messenger, 01 Mazdoor.

The Mallet Bunder is used for berthing of the fishing boats for receiving water, ice, provisions etc. The Asstt Shed Supdt ensures payment of MLF by the fishing boats and the Water conveyance charges from other crafts through his routine rounds.

Besides, above barges receive water, bunkering from the tank lorries for onward supply of the same to the vessels/ crafts anchored in the stream. The Asstt. Shed Supdt ensures recovery of charges such as wharfage on bunker supplied as well as water supply by tanks, lorries to the barges.

Asstt. Shed Supdt. – He maintains a record of the crafts occupying the berth on day-to-day basis in the basin book. He ensures that Port Trust charges on barges / crafts / fishing boats berthed at Mallet Bunder are recovered regularly. He also ensures recovery of license fees from the services providers such as Ice – suppliers, Water Suppliers, Hand cart, Ice-crushing machines transport etc to the fishing boats / trawlers.

Clerk Grade I – The 01 clerk assist the Asstt. Shed Supdt. in performing the above duties and also attend to the work assigned by the officers time to time.

(C) New Ferry Wharf / New Ferry Wharf Gate:

Strength of this office is 07 which comprises of 02 Shed Supdts., 04 Clerk Gr. I, 01 Messenger.

New Ferry Wharf consists of 5 berths. These are used for berthing, sheltering of off shore supply vessels and other small crafts, tugs, barges etc. Water conveyance charges are recovered by the DC. Apart from this there is a passenger jetty where the passenger ferryboats ply between Ferry Wharf and Mora, Rewas, Alibagh etc with a regular frequency. Embarkation and disembarkation of the passengers take place at the passenger jetty. Ticket

booking offices as well as Refreshments Stalls are permitted by Estate Department at New Ferry Wharf to cater to the needs of passengers utilizing Ferry Wharf jetty.

Daily Motor Lorry Permits are issued from Ferry Wharf Gate on recovery of MbPT charges to the motor lorries entering New Fish Jetty/ Mallet Bunder. Recovery of Water charges, wharfage charges on diesel oil & furnace oil, which export from Hay Bunder & Mallet Bunder, Unauthorised parking charges are also recovered at New Ferry Wharf Gate.

Passenger boat licence fee for the use of passengers wharf are recovered by Dc's dept at OSC.. the staff at New Ferry Wharf (Maintains a basin check book) only ensure the recovery of charges.

Clerk – Grade I - The three clerks assists to Shed Supdt. In performing the above duties and also to attend the work, assigned by the officers.

(D) New Fish Jetty and Sassoon Dock:

Strength of staff posted at New Fish Jetty, New Ferry Wharf is 09 which comprises of 01 Shed Supdts., 03 Asstt. Shed Supdt., 03 Clerk Gr. I, 03 Messengers and Strength of staff posted at Sassoon Dock is 11 which comprise of 01 Shed Supdt., 04 Asstt. Shed Supdt., 03 Clerk Gr. I, 03 Messengers.

The New Fish Jetty (NFJ) and Sassoon Dock are the fish landing places where the fishing boats land their fish catch. These jetties work round the clock. The staff posted thereat ensures recovery of the MLF from the unregistered fishing boats who use the landing facilities at these two places. Further, renewal of licenses for fishing boats is also being done at these two locations. The activities of fish handling commences early in the morning and continues late in the evening. The fishing boats, besides landing fish, also receive ice, water, bunker before set sailing for fishing again.

Asstt. Shed Supdts (posted separately for NFJ and Sassoon Dock) – They ensure that Port Trust charges (MLF) on fishing crafts berthed at New Fish Jetty as well as Sassoon Dock are recovered regularly and also recovery of Port dues. Names of all the fishing boats that use the berthing facilities at Sassoon Docks as well as NFJ are recorded in the Basin book and record is

maintained in the office. The recovery of the MLF from these boats is done there itself. The Asstt. Shed Supdt also works as cashier. He manages and maintains the smooth functioning of the activities of fishing harbors.

He periodically keeps removal programme in which unauthorized hawkers, vendors, encroachments are removed and the defaulters are fined and the charges are recovered.

He also issues the Daily Lorry Permits to the truck / transport vehicles that come to Sassoon Dock. Periodically verifies the service providers such as hand cart operators, auctioneers, ice suppliers, water suppliers, vehicles, weighing scale operators etc for their licenses and ensure that only authorized service providers only operate in the fish jetty.

Often liaise with the representatives of the fishermen community such as various societies and other representative bodies to discuss the problems faced by them and improvements in that direction.

Arrange for washing and cleaning of the wharf/jetty on day-to-day basis to up keep the hygiene in and around the fish-landing centers.

Clerk Grade I (posted separately for NFJ and Sassoon Dock) – The 3 clerks each at NFJ and Sassoon Dock assist the Asstt. Shed Supdt. in performing the above duties and also attend to the work assigned by the officers from time to time.

Watchmen are posted during all three shifts. Those at the gate regulate the traffic and help to maintain order in the Sassoon Dock and at the south wharf

Messenger – Messenger are posted at all the Bunders as per requirement and shifts to attend the dispatch work and any other duties assigned to him by the Officer and staff.

(E) Jamshedji Bunder :

01 Shed Supdt., & 01 Clerk Grade I are posted to monitor encroachment of Jamshedji Bunder . Shed Supdt., ensure to issue notices to occupant of plots allotted on COC basis with the help of Clerk Gr. I

Asstt. Traffic Manager, Bunder North Division

Asstt. Manager (Jr.), Bunders looks after the operations such as cargo activities, ship – repairs and ship beaching / breaking activities at the designated Bunders and is responsible for recovery of revenue and smooth functioning of Bunders activities. He liaise with the Bunder users and assist them in carrying – out activities like discharging, delivery, ships / barge repairs and dismantling / breaking of vessels, barges, etc. The recovery of Port Trust charges connected with all the activities is accepted at respective cash offices at bunders.

Each Bunder is usually managed by one Shed Superintendent or Asstt. Shed Superintendent who is assisted by one II Grade clerk depending on volume of work.

Overall responsibility of Shed Superintendent is that he has to take a round of the entire bunder every morning and note down the names of all the vessels, Boats etc. lying in the basin / hard. The checking is done with reference to the vessels, which were at the previous day at close of the day as recorded in the Basin checkbook. He also takes another round in the afternoon. He should ensure that payment of basin rent for the entire period of vessels stay, Also he has to take a round on entire wharf and other storage areas under his jurisdiction and note down all the cargo which are liable for storage charges register those heaps which are not cleared within the free period and when payment effected all the particulars such as Chappa No./ date of payment should be recorded.

1) **Coal Bunder**

Asstt. Shed Supdt. is Incharge of Coal Bunder regarding repairs of boats on hard/basin and maintains day to day entries in the Basin Book of the activities and ensure recovery of license fees of basin/hard for the berth and control over the staff posted.

Clerk Grade II – He takes measurement of all material stored and recovers casual occupation charges regularly and ensure that area under the jurisdiction of coal bunder is not encroached upon. He shall ensure and

arrange for periodical encroachment removal programme with the help of Asstt. Shed Supdt. and the Police.

2) **Hay Bunder**

Shed- Shed supdt. is the overall in charge of Hay bunder. He should see loading and unloading operations of barges berthed at Hay Bunder and ensure recovery of P.T. Charges on the crafts including Wharfage and demurrage on the cargo discharged/loaded and stored in the shed.

Asstt. Shed. Supdt - He ensures that P.T. charges are recovered from the user at the Cash Office situated thereat. He also does the overall maintenance of the area under his jurisdiction in liaison with the Engineering Department and with the help of shed supdt.

Clerk Gr. I- He compiles the statistics of cargo handled on day-to-day basis and monthly basis and transmit the same to bunder office.

Clerk Gr. II- He assist clerk Gr. I in carrying out his duties.

3) **Brick Bunder**

Asstt. Shed Supdt. – He is the In-charge of Brick Bunder and supervises the casual storage of silica sand and dry grass and ensures to measure the actual area occupied under casual storage. Register and basin book are maintained at basin to ensure recovery of license fees and other charges from crafts visiting Brick Bunder.

Clerk Gr.II –He assist the Asstt. Shed Supdt in management of Brick Bunder.

4) **Sewree Bunder:**

The crafts come for idling and repairs at Kerosene wharf at Sewree bunder. Adjoining this New fish haji wharf, where the discharging and storage of sand from the barge are permitted on recovery of storage charges. The charges are recovered regularly from the users. Outstanding if any the A/S/Supdt follows up with defaulting party and the list of defaulters are sent to the office of the Asstt. Manager, I/c Bunders, who send notices individually to the defaulters for recovery of the outstanding dues.

Asstt. Shed Supdt – He is In charge of Sewree Bunder. He ensures recovery of the repair charges from the crafts that are tied up in his jurisdiction besides ensuring recovery of Water conveyance Charges. He maintains a register to indicate the details of the crafts berthed on day-to-day basis and recovery of the charges there from.

Clerk Gr.II – He assist the Asstt. Shed Supdt in management of Sewree Bunder.

5) **Lakri Bunder South -**

Lakri Bunder South (LBS) is designated for ship breaking activities. There are 12 plots at LBS admeasuring 11400 sqmtr. The ship breakers are allotted plots for the purpose of breaking individually for a ship till completion of the breaking. The plots are not allotted permanently for a breaker. He has to vacate the plots, after completion of breaking.

Asstt. Shed Supdt. – He maintains a register and keeps accountability of ships beached / broken at Lakri Bunder and also at Powder Work Bunder. He also keeps details of date of beaching commencement of breaking and completion of breaking of ships and report the same to Bunders office promptly also ensure that the ship breaking plots are not encroached upon.

The Traffic Manager gives the permission on the terms and conditions and subject to payment of required charges. Thereafter, the DC beaches vessel to the plot allotted for the purpose. Asstt. Manager BND issues a letter to the ship breaker to commence the breaking stipulating terms and conditions. Asstt/S/Supdt notes the date of commencement of breaking. All the vessels beached at Lakri Bunder for breaking up are recorded in the register. The ship breaker has to make arrangement to remove the broken materials periodically and he should ensure that the materials do not spill over to the adjucent plots. Ship breaker has to restrict himself to the plot allotted only. Completion of the ship breaking is reckoned as the day of removal of last piece of the ship brokes removed from the plot. The ship breaking charges are recovered till that date. If the ship breaking is not completed within the regulated period the charges are

recovered at the escalated rates as per the BSR. On the contrary if the ship breaking is complete prior to the expiry of the regulated period, the ship breaker is eligible for the rebate as per BSR.

Clerk GR. II - He assist the Asstt. Shed Supdt in carrying out the above work.

Recovery Ship Breaking Charges –

Advance charges for Ship Breaking are recovered as prescribed under chapter VII – 7.1 of SOR. The levy of charges is on the LDT of the ship to be broken. An amount equivalent to 90 days of the ship breaking charges is recovered on the declared LDT as advance towards the ship breaking charges before granting permission to break the ship. The ship breaker approaches the Traffic Manager's office with an application requesting the permission for breaking the ship along with other documents and payment receipt. The TM's Office on going through the documents submitted by the ship breaker and process the application on which the TM permits beaching of the vessel and thereafter breaking permission. Once the vessel is beached at the designated Plot either at Lakri bunder (South). The ship breaker is required to submit following documents along with his application requesting for ship breaking permission.

- a. Memorandum of agreement between the seller and the buyer (ship breaker) as a evidence that the ship breaker is the owner of the ship meant to be broken.
- b. Document to prove that delivery of the vessel by the owner to the ship breaker in our Port limits
- c. Customs clearance (out of charge) permission on the Bill of Entry along with the NOC from the Customs to break the ship in the customs jurisdiction.
- d. Certificate authenticating the GRT, LDT of the ship to be broken
- e. Inventory of any hazardous materials that could have been remained on board while the entry of the ship into our Port limits.
- f. Certificate of De-contaminating the ship that the ship is free of all hazardous materials.
- g. Gas free certificate for hot works by the statutory authority.
- h. Certificate from the Maharashtra State Pollution Control Board that the ship has been de contaminated and free form hazardous materials.
- i. Authorization issued by the MSPCB as per the HW Rules 1995

The cashier after receiving the 90 days advance amount towards the ship breaking charges through Demand Draft, RTGS. NEFT in the name of “The Board of Trustees of Port of Mumbai” and remit the Demand Draft to Chief Cashier, Docks for deposit purpose.

Refund of ship breaking / beaching charges–

As per the SOR there is a provision for rebate on the ship breaking charges if the ship breaker completes the breaking within the stipulated time (regulated period). Section III(1) prescribes the regulated period for the ships to be broken. Thus the normally the ship breaker applies for refund of ship breaking charges once the breaking is completed.

On receipt of the application and NOC from all sister departments that no outstanding is pending against the party. Subsequently all the papers along with the reports from the Asstt. Shed Supdt of the ship breaking site about the confirmation of beaching, breaking and completion of breaking along with the original receipts of the payment of advance charges etc. to the audit for their verification. Once the audit concurrence is obtained then Accounts Department refund the amount in Party’s account through ECS.

Recovery of charges towards damage to PT property:

In case of any damage to Port Trust property is reported then the amount of damage as assessed by the Civil Engineering Department is recovered and the same is adjusted against the actual cost of damage and the excess amount is refunded to the party.