

VISAKHAPATNAM PORT TRUST  
TRAFFIC DEPARTMENT

ITRA/GEN/FOSD

Dt: 27.11.2020

**CIRCULAR NO.1327**

**STANDARD OPERATING PROCEDURE (SOP) FOR CENTRALIZED MONITORING OF OUTSTANDING DUES ON ACCOUNT OF SERVICES RENDERED TO PORT USERS BY THE TRAFFIC DEPARTMENT.**

With a view to effectively monitor the pendency in recovery of outstanding dues of VPT, originating from the services rendered by the various sections of Traffic Department, a “**Centralized Outstanding Dues Monitoring Cell**”, will be operated at the General Section of the Traffic Department.

1. The individual sections of the Traffic Department, viz, Shipping Commercial, Revenue, Railway Commercial, CHD, shall furnish the individual Firm wise outstanding dues, along with the details of the bills which are lying unadjusted due to non-availability of Funds, by the 15<sup>th</sup> of every month to the General section of the department.
2. General section shall consolidate these details and put up a proposal to the Traffic Manager through the sections concerned, duly indicating the section wise outstanding dues against the individual firms.
3. Traffic Manager will scrutinize the outstanding position and order for issuance of notice to the firms concerned, duly indicating the time frame for clearing the dues.
4. On receipt of the orders from the Traffic Manager, General section shall issue notices to the defaulting firms, duly indicating the section wise outstanding dues and directing the firms concerned to clear the outstanding dues in line with the time frame given by the Traffic Manager, with copies marked to all the sections concerned,.
5. Based on the time frame mentioned in the notices issued to the defaulting firms, the individual sections, shall furnish the status of the outstanding dues as on the time frame date mentioned in the notice to General section.
6. If the firms concerned have not cleared the outstanding dues, as per the time frame, General section shall put up a proposal to Traffic Manager for stoppage of services in respect of the defaulting firms, duly marking copies to all the sections of the Traffic department.
7. If the firms concerned do not clear the outstanding dues even after Stoppage of Service, the individual sections shall collectively proceed legally against the defaulting firms concerned.

The above SOP is to be strictly adhered to for avoiding issuance of multiple notices to a single firm for defaulting of Port dues, by the individual sections of this department.

  
**TRAFFIC MANAGER**

CC: FA&CAO for information.

CC: PA to TM for information of Traffic Manager.

CC: All officers of Traffic Department, including CHD.

CC: All DI's / TI's / HA's / SA's / JA's for information and immediate necessary action.