

# CHAPTER-14

NORMS SET BY IT  
FOR THE  
DISCHARGE OF ITS  
FUNCTIONS

<b>SL.NO</b>	<b>DESCRIPTION</b>	<b>NORM</b>
1	Putting of sailing / shifting flag	With in 1 ½ hrs. from the time of completion of operations
2	Issue of provisional out-turn	With in 2 days from the completion of operation
3	Final bill of vessel related charges	5 working days from the date of sailing
4	Bills for equipment charges	5 working days from the date of rendering service
5	Clearance of demurrage charges	5 working days of delivery / shipment of cargo
6	Bills for storage charges	5 working days after receipt of particulars
7	To collect freight issue of Railway Receipts	One the day following the day of completion of loading
8	Effect booking delivery for all the original Railway Receipts	10 <sup>th</sup> of the following month
9	Dispatch the demurrage bills to the concerned party	3 working days after completion of loading/unloading of wagons
10	Generation, Processing and submission of VPT railway bills to the trade	4 working days
11	Issue of stevedoring license	45 days
12	Renewal of Stevedoring license	30 days
13	Issue of other licenses	25 working days
14	Issue of entry passes for Men, Material and vehicles	3 days
15	Rendering bills to the parties received from Revenue Earning section after adjustment	3 working days
16	Issue of licenses for open/covered/sheds/rooms against adjusted bills received from RE section	4 days
17	Submission of budget estimates and revised estimates to the Ministry	End October
18	Submission of Administration Report and annual accounts to the Ministry	10 <sup>th</sup> November
19	Publication of advertisements	7 days from proposal date
20	Amendment / Framing of VPE regulations - Sending proposal to Government after completion of port procedures - Intimation to trustees/concerned departments after receipt of approval from Government.	13 days 3 days
21	Scrutiny of HBA / MCA / PCA etc.	3 days
22	Settlement of Bills received from the suppliers	30 days