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यातायात प्रबंधक का कार्यालय,
पत्तन भवन, शूरजी
वल्लभदास मार्ग,
मुंबई - ४०० ००१.
Traffic Manager's Office,
Port House,
Shoorji Vallabhdas Marg,
Mumbai - 400 001.

No. TM/IPORTMAN/ 06

of 2025-26

Date : 02 MAY 2025

CIRCULAR

The President,
Maritime Association of Nationwide Shipping Agencies — India (MANSA)
The President,
The Brihanmumbai Custom Brokers Association
The President,
All India Importers' Exporters' Association
The President,
Western India Shippers' Association
The President,
Federation of Indian Exporters' Organization
The President,
Indian Merchants' Chambers
The Secretary,
Bombay Chambers of Commerce & Industry
The President,
All India Association of Industries
The Chairman,
Federation of Freight Forwarders' Association of India
The Chairman,
India Pulses and Grains Association

Sirs,

Sub : Confirmation of payment of Port charges
by Cash Office after 6.00 pm - reg.

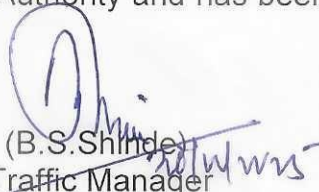
The IPORTMAN / EBS has been Go-live w.e.f. 04.06.2024 and all assessments and confirmation of charges are being carried out in the new system for all Port related activities.

....2/-

2. In this regards, Importers are facing difficulties in case If Out of Charge is received from Customs after 6.00 pm, the concerned Cash Office and Accounts Department officials are not available after office hours for assessment and invoicing and due to this, their delivery gets disrupted. The following SOP for this issue is finalized in discussion with Accounts Department :

- i. The cargo is discharged from vessel and truck down to nominated sheds.
- ii. The Custom House Broker (CHB) files B/E with Customs and also make assessment of charges in IPORTMAN system, thus blocking the wharfage amount from their PD account.
- iii. After Custom examination, the CHB obtains Out of Charge from Customs.
- iv. The CHB obtains Delivery Order from the vessel agent.
- v. The Out of Charge documents and Delivery Order is received in IPORTMAN system.
- vi. In case, documents are received after 6.00 pm, the CHB makes shed delivery application in IPORTMAN (Port Operation System) deposit the amount in PD Account and informs on duty officer, who shall check the availability of sufficient funds, allow the delivery and the details are subsequently fed in the system on next working day. The shed delivery approved by Cash Office and Accounts team is also done on next working day.
- vii. This process is for import scenario when the cargo is under free period (LFD) and the deposit for the wharfage has already been made for the assessment at step No. (ii) above.
- viii. The CHBs have been informed that Traffic Department staff and Tech M staff are available for any assistance at Port Control Centre, 5th floor, Ambedkar Bhavan and also training program are being held from time to time basis in which representatives of CHBs can participate.

3. The above SOP is issued with approval of Competent Authority and has been implemented with immediate effect.


(B.S. Shinde)
Traffic Manager
Mumbai Port Authority