

## Standard Operating Procedure for Online Payment of Lightdues

### I. Registration and Online Payment of Lightdues

1. The portal for online payment of Lightdues is available at URL <https://lightdues.dgll.nic.in/> or the link provided in DGLL website at <http://dgll.gov.in/>.
2. **Registration:** The user must register in the portal to obtain the login credentials of the portal. For registration, name of the user, name of the company and contact details are essential.
3. **Login:** After registration, the user shall login the portal with the login credentials.
4. **Dashboard:** After Login, the Dashboard page appears, where the user can instantly make payment for “Lightdues for regular”, “Lightdues for additional cargo” and “Lightdues for overstay period”. The user shall select the appropriate option for making payment.
  - a. **Lightdues – Regular:** This option facilitates the user for making regular Lightdues payment for the net tonnage (NT) or TEU including additional deck cargo for the vessels arriving at or departing from any port in India.
    - i. Step – 1 – Identify the vessel by entering the vessel details
    - ii. Step – 2 – Enter the details in ILH – 9 form
    - iii. Step – 3 – Check the Payment Summary
    - iv. Step – 4 – By clicking the submit button, system will redirect to the payment gateway of NTRP to make online payment. On successful completion of payment, Lightdues receipt will be generated with unique payment reference number.
    - v. Step – 5 – The printed copy of Lightdues receipts shall be produced to the “proper officer” for grant of clearance / permission of Lightdues.
  - b. **Lightdues – Additional Cargo:** This option facilitates the user to make Lightdues payment for additional deck cargo after making regular Lightdues payment.
  - c. **Lightdues – Overstay:** This option facilitates the user to make Lightdues payment for overstay period after making regular Lightdues payment.
  - d. **Payment Summary of Lightdues:** This option facilitates the user to view the history payments made by the user and can print the receipts of successful payments.

### II. Verification of Online Payment of Lightdues:

1. The online payment of Lightdues can be verified online by the proper officer at URL <https://lightdues.dgll.nic.in/> or the link provided in DGLL website at <http://dgll.gov.in/>.
2. At the Home Page of the portal, the menu “Challan Re-Generation” shall be used for verification of online Lightdues Payment for which no login is required.
3. **Challan Re-Generation:** Under the menu “Challan Re-Generation”, the proper officer may select the payment type and enter the payment reference number to regenerate the receipt. The proper officer shall verify the receipt produced by the user with the regenerated receipt and grant permission on confirmation. The Lightdues receipt submitted by the user shall be the replica of the regenerated lightdues receipt in the e-portal. After confirmation, the receipt produced by the user shall be signed by the proper officer with official stamp in the respective space.
4. The online payment of Lightdues shall also be verified through the QR-Code provided in the Lightdues payment receipt.

### III. Refund of Online Payment of Lightdues:

1. In case the amount has been debited from user’s bank account/ credit card/ debit card, and receipt not generated, the user shall wait for 4 to 6 hours and keep checking the status of payment under the menu “payment summary of Lightdues”.

2. In case of failed transactions of online payment due to system or network failure at banks end or at the payment gateway before remitting Lightdues to government account. In such occurrences, DGLL doesn't receive any amount and the amount is with the bank. The bank will refund the money after due verification.
3. The claim of refund shall be admissible by DGLL only when the payment status is success and payment received in government account.
4. No claim to refund of excess payment of Lightdues shall be admissible, unless it is made within six months from the date of each payment.
5. A claim for a refund of excess payment of lightdues will be presented by the claimant in duly filled I.L.H Form No. 10 along with original receipts, in duplicate to the Officer of Customs at the respective port of call. The Officer of Customs shall verify the submitted claim and convey his recommendation by submitting duly certified copy of I.L.H Form No. 10 to the Director General of Lighthouses and Lightships (DGLL), NOIDA.
6. On receipt of Officer of Customs recommendation and after confirming that the payment received in Government Account, the Director General of Lighthouses and Lightships shall convey his sanction for the certified refund amount under the head 1051 - Ports Lighthouses and Lightships, 03 – Lighthouses and Lightships, 900 – Deduct Refunds, 01 – Lightdues, 00 – Lightdues, 00 – Default, to Pay and Accounts Officer, Lighthouses and Lightships, NOIDA.
7. It may be ensured that the refundable Lightdues have actually been received and credited into Government account. PAO, LHLS may take action as per provision contained in Para 4.34 of Civil Accounts Manual.

#### **IV. Helpdesk for User Support:**

1. For support related to the e-portal, the user may contact the helpdesk provided in the home page of the portal.
2. For support related to the payment and payment gateway, the user may contact the help desk of Non-Tax Receipt Portal (Bharatkosh).

#### **V. Records to Maintain:**

1. The PAO, LHLS shall be provided login credentials for accessing the portal to obtain the reports of online payment of Lightdues.
2. Within 15 days of closing of the month, the PAO, LHLS shall verify and reconcile the monthly collection of Lightdues and refund of excess payment of Lightdues made during the month. The same shall be reported to DGLL and Pr. CCA.
3. DGLL shall maintain the details of online collection of Lightdues under following category,
  - a. Port wise
  - b. Customs house wise
  - c. NRT and TEU wise