

Standard Operating Procedure for Payment of Marine Aids to Navigation Dues

DGLL developed an e-portal at URL <https://lightdues.dgll.nic.in> for facilitating the online and offline payment and processing the refund of excess payment of Marine Aids to Navigation Dues. The procedures for payment by the user, verification by the Customs and process of refund claims are provided in this SOP.

I. Registration and Online Payment of Marine Aids to Navigation Dues:

1. The portal for online payment of Marine Aids to Navigation Dues is available at URL <https://lightdues.dgll.nic.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, GST and contact details are essential (For existing registered user: The user will be asked to update their GST information While login).
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 “Marine Aids to Navigation Dues for regular”, “Marine Aids to Navigation Dues for additional cargo” and “Marine Aids to Navigation Dues for overstay period”. The user shall select the appropriate option for making payment.
 - a. **Marine Aids to Navigation Dues – Regular:** This option facilitates the user for making regular Marine Aids to Navigation Dues 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 the form prompted by system.
 - iii. Step – 3 – Check the Payment Summary. Based on the GST details of the user, the system will automatically charge IGST or CGST + SGST component. The payment summary will show the actual Marine Aids to Navigation Dues, the GST (IGST or CGST + SGST) and the total amount pay bill will also show in the receipt.
 - 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, Marine Aids to Navigation Dues receipt will be generated with unique payment reference number.
 - v. Step – 5 – The printed copy of Marine Aids to Navigation Dues receipts shall be produced to the “proper officer” that is officer of custom at the port of call for grant of clearance / permission.
 - b. **Marine Aids to Navigation Dues – Additional Cargo:** This option facilitates the user to make Marine Aids to Navigation Dues payment for additional deck cargo after making regular Marine Aids to Navigation Dues payment.
 - c. **Marine Aids to Navigation Dues – Overstay:** This option facilitates the user to make Marine Aids to Navigation Dues payment for overstay period after making regular Marine Aids to Navigation Dues payment.

Note: The overstay payment can only be made from the user who paid the regular payment for the same vessel.
 - d. **Payment Summary of Marine Aids to Navigation Dues:** This option facilitates the user to view the history of payments made by the user and can print the receipts of successful payments.

- e. **Profile Information:** This option facilities the user to edit the profile make change in their profile email-id, mobile number, Account holder name, Account number, Bank name, IFSC code and GST details after make changes user can update this information by clicking on the update button.

II. Offline Payment Through Online Portal:

1. The offline payment of Marine Aids to Navigation Dues including applicable taxes shall be paid through the online portal at <https://lightdues.dgll.nic.in/> only.
2. The option for making offline payment of Dues will be enabled for such cases where at least one unsuccessful attempt of online payment has been recorded. Presently, the vessels registered with PCS are permitted to make the offline payment through the portal.
3. The steps for making offline payment shall be as given below
 - i. Step – 1 - User shall login the portal and ensure that at least one unsuccessful attempt of making online payment has been made by the user.
 - ii. Step – 2 – Click the **Offline Payment Request** Menu
 - iii. Step – 3 – Click the **Payment Request** Menu.
 - iv. Step – 4 - After clicking a dialogue box will appear. The user has to enter **IMO number** and **Date of Payment** of unsuccessful attempt of making online payment. The system will verify the details and if they are matches with the database, “**fill form**” option will be displayed. Otherwise, user will be requested to make the payment through online.
 - v. Step – 4 - User to fill the mandatory fields of the form. While filling the form, user shall consult with the officer of Customs at respective port of call for selecting the mode of payment (either Demand Draft or Bankers Cheque) and enter the payment reference number (Reference number of Payment Instrument) and date of issue. Once the form is filled, the user shall check and submit the form.

Once the form is submitted, Pay in Slip (ILH-2) will be generated with unique reference number and the same also reflected in the webpage of respective customshouse. The Pay in Slip (ILH-2) is valid for 07 days from the date of generation.

Note: Once, the Pay in Slip (ILH-2) is generated, the user cannot make online payment for the same IMO, till the validity of Pay in Slip.
 - vi. Step – 5 - The user shall take print of the Pay in Slip (ILH – 2) from the “**View Pay Slip**” Option and submit the same along with offline payment instrument to Customs at respective port of call.
4. The steps for verification of Pay in Slip (ILH – 2) and collection of Offline Payment by the officer of Customs shall be as given below: -
 - i. Step – 1 - The officer of Customs at respective port of call shall login the portal through the credentials provided by DGLL.
 - ii. Step – 2 – Click the “**Offline Payment Approval**” option. List of offline payment request made by the users will be shown.
 - iii. Step – 3 - The officer of Customs shall click the “**Preview**” button against the particular request. The Pay in Slip (ILH-2) of particular request for offline payment will be displayed for verification.

- iv. Step – 4 – After verification of Pay in Slip (ILH-2) and offline payment of Dues submitted by the user, the officer of customs shall click the “**Proceed**” button. A dialogue box will appear and the details of offline payment shall be entered and acknowledge the offline payment by clicking the “Accept” button.
 - v. Step – 5 – Once, the offline payment is acknowledged by the Customs, the system will generate the receipt. The system will also send email and SMS to the user furnishing the details of the receipt of offline payment.
 - vi. Step – 5 – The Customs shall remit the collected offline payment of Marine Aids to Navigation Dues to the Pay and Accounts Officer, Lighthouses and Lightships, in accordance with Rule 6(3) of the Marine Aids to Navigation (Accounting and Financial Power) Rules, 2022.
5. Once the user received the details of the receipt via email or SMS, the receipt (ILH – 1) can be obtained by login the portal under the menu “**Offline payment request**”. The receipt (ILH-1) can also be generated from the option “Challan Re-generation” in the home page of the portal.
 6. The printed copy of the receipt shall be submitted to the respective Customs at the port of call for obtaining necessary clearance.

III. Verification of Payment of Marine Aids to Navigation Dues:

1. The payment of Marine Aids to Navigation Dues can be verified online by the officer of Customs at URL <https://lightdues.dgll.nic.in/>.
2. At the Home Page of the portal, the menu “Challan Re-Generation” shall be used for online verification of Marine Aids to Navigation Dues Payment for which no login is required.
3. **Challan Re-Generation:** Under the menu “Challan Re-Generation”, the Customs 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 Marine Aids to Navigation Dues receipt submitted by the user should be the replica of the regenerated Marine Aids to Navigation Dues 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 Marine Aids to Navigation Dues shall also be verified through the QR-Code provided in the Marine Aids to Navigation Dues payment receipt.

IV. Refund of Excess Payment of Marine Aids to Navigation Dues:

1. In cases where 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 Marine Aids to Navigation Dues”. Once the transaction status will be “Success”, then only the receipt will be generated.
2. The failed transactions due to system or network failure at banks end or at the payment gateway, implies that the Marine Aids to Navigation Dues does not remit in government account. In such occurrences, the debited amount is with the bank and the bank will refund the amount as per their prevailing rules & timelines.
3. The claim of refund of excess payment shall be admissible only when the payment is received in government account. The claim of refund shall be proceed accordance with rule 10 of Marine Aids to Navigation Dues (Accounting and Financial Power Rules), 2022.

4. The steps for submission of online application for refund of excess payment of Marine Aids to Navigation Dues shall be as given below:
 - i. Step – 1 - User shall login the portal and ensure that the under the same user ID, the excess payment were made and ensure that the claim for refund is being submitted within 06 months.
 - ii. Step – 2 – Click “Refund Request” and page of refund claim will appear. For new claim click “Refund Claim request” option and refund form (ILH-4) will open.
 - iii. Step – 3 - The user to enter the “Payment Reference Number” of the receipt to fetch the information fill the payment details. The user to enter details in the mandatory fields of the form and click “Submit” button. Once, the form is submitted, a unique “Refund Reference Number” will be generated and the form will be forwarded to the respective customs house.
 - iv. The user can track the status of claim of refund under the menu “Refund Request”.
5. The steps for verification of refund form (ILH – 4) by the officer of Customs shall be as given below: -
 - i. Step – 1 - The officer of respective Customs shall login the portal through the credentials provided by DGLL.
 - ii. Step – 2 – Click the “**Refund Claim Approval**” option. List of refund claim request made by the users at the respective customshouse will be shown.
 - iii. Step – 3 - The officer of Customs shall click the “**View**” button against the particular refund request. The refund form (ILH-4) of particular request for refund claim will be displayed for verification.
 - iv. Step – 4 – After verification of refund form (ILH-4) as per the records, the officer of customs shall check the declaration and fill the remarks and click either “**Recommend**” or “**Reject**” button, as per outcome of verification.

Note: Once the claim of refund is rejected by the Customs, the claim will be closed. If required, the user to make fresh claim to the customs.
 - v. Step – 5 – Once, the refund request is “**Recommended**” by the Customs, the claim will be forwarded to the concerned officer of DGLL. The officer of DGLL to process the case further for obtaining sanction of the Director General.
 - vi. Step – 6 – Once the sanction of DGLL obtained, the refund shall be settled to the bank account mentioned by the user through PMFS.
 - vii. Step – 7 – After settlement of the Claim, the DGLL shall close the refund claim in the Online portal..

V. 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).
3. For support related to the PCS, the user may contact the help desk of Port Community System.
