



User Manual

For

Directorate General of Lighthouses and
Lightships (DGLL) Application



Version: 1.0

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Web Application – Directorate General of Lighthouses and Lightships

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1 REVISION HISTORY

S. No	Version	Release Date	Description	Author	Reviewed By
1	0.1	12.08.2019	Initial Draft	UTL	Navinta Vasudeva
2	1.0		Finalize Document	UTL	Navinta Vasudeva

2 INTRODUCTION

This user manual provides guidelines and instruction for the DGLL Web application users as Shipping Agent/ owner.

The user manual includes the following in detail –

- i. Implementation of Refund Module
- ii. Implementation of Offline Module

3 TYPES OF USERS

There will be 5 types of users in the application as listing below: -

- Ship Agent
- Ship Owner
- Custom
- DGLL Official
- DGLL Admin



4 ABBREVIATIONS

S. No	Term	Abbreviations
1	GOI	Government of India
2	DGLL	Directorate General of Lighthouses and Lightships
3	EXTN	Extension of time
4	CGN	Corrigendum Notification
5	CV	Confidential Version
6	NCV	Non-Confidential Version
7	NIC	National Informatics Center
8	RTI	Right To Information
9	IT	Investigation Team
10	NRT	Net Registered Tonnage
11	TEU	Twenty feet equivalent unit



5 HOMEPAGES

User needs to enter the URL: <https://lightdues.dgll.nic.in/login>

User will land on the Homepage of the web portal.

Homepage of the “DGLL web application” is attached below: -

भारत सरकार GOVERNMENT OF INDIA

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Marine Aids to Navigation Dues

Ease of doing business

Home Register About Us Feedback Challan Re-generation Contact Us FAQ

Login

Username

Password

TbCZ15 Captcha

New User Registration | Forgot your password? Login

Note Online payment should be made at least 2 to 3 working days in advance to avoid any procedural /operational issues • Online Payments are not allowed in case departure date is current date or past date • In Case of any

Important Notice Of Marine Aids To Navigation Dues Start Stop

Online Payments are not allowed in case departure date is current date or past date

In Case of any technical help related to online payment, [click here](#)

Activate Windows
Go to Settings to activate Windows.

Refund Module: -

LOGIN

Ship Agent/Owner User to login by using their valid login credentials.

After login Ship Agent/Owner will go to the “**Refund Request**” section.



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ADITYA GUPTA
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DASHBOARD

No. of Remitters: 64

Queries Raised: 202

No. of Receipts Generated: 37663

Marine Aids to Navigation Dues Payments

Additional Deck Cargo Payment

Marine Aids to Navigation Dues Payments

Home

- Online Dues Payment
- Remitters Management
- Profile Information
- Query Management
- Payment Summary of Marine Aids to Navigation Dues
- Additional Deck Cargo Payment
- Additional NRT List
- Login Details
- Refund Request**
- Offline Payment Request
- Refund Claim Report
- Offline Payment Report

Activate Windows
Privacy Policy | Contact Us | Help

After clicking on the “Refund Request” Ship Agent/Owner will click on the “Refund Claim Request”

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FORM

Form Number/Payment Reference Number: Payment Reference Number: IMO Number: IMO Number:

Status:

Show 10 entries

Sr. No.	Form Number/Payment Reference Number	IMO Number	Port	Ship Name	Status	Claim Initiated Date
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

Activate Windows
Go to Settings to activate Windows.



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After clicking on the “Refund Claim Request” one pop-up opens which contains the information about GST

Refund Payment Notes

1. in cases where the claim of refund received before remittance of respective tax component to the Government of India, the amount of dues including tax component shall be refunded to the claimant.
2. in cases where the claim of refund claim received after remittance of respective tax component to the Government of India, the amount of dues shall be refunded by the Director General. The refund of respective tax component shall be processed as per the procedures notified by the Government of India from time to time.

After closing it refund form will available to the user

REFUND CLAIM FORM

Note: *If payment is more than one month old then GST amount will not be refunded!*

Enter Form Number/Payment Reference Number* Enter Reference Number

IMO Number Ship Name

Belonging to State Total Tonnage

Voyage for which dues were paid Port at which paid made

Date of Payment Claimed Amount (INR)

Custom House Type of Vessel

Email id of Claimant* Mobile No. of Claimant*

1. Forwarding letter addressed to concern Customs and copied to DGLL* 2. Duly filled and signed Refund Claim as per ILH 3*

3. Receipts of Marine Aids to Navigation Dues* Refund Claim Reason*

Bank Name* Branch Name*

Account Holder* Account Number*

IFSC Code* Upload Cancelled Cheque*

It is declared that above details provided are correct to best of my knowledge. It is also declared that I have not claimed the refund amount earlier for the same voyage.*



Then the user will enter **“Form number / payment reference number”** in the form and submit it.

When user submit the **“Form number / payment reference number”** some detail will autofill in that form

- 1- IMO Number
- 2- Ship Name
- 3- Belonging to State
- 4- Total Tonnage NRT/TEU
- 5- Voyage for which dues were paid
- 6- Port at which paid made
- 7- Date of Payment
- 8- Claimed Amount (INR)
- 9- Custom House
- 10- Type of Vessel

And user will fill left details and submit the form.

The request goes to the concerned customs than after verification of custom request goes to the DGLL after verification done by DGLL the refund process will start and when process is complete DGLL will close that particular ticket.

User can see the status of their request in **“Refund Request Section”**.



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OFFLINE MODULE:

LOGIN

Ship Agent/Owner User to login by using their valid login credentials.
After login Ship Agent/Owner will go to the “**Offline Payment Request**” section.

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Logout

OFFLINE PAYMENT LIST

Payment Request

IMO Number: Status: All

From Date: To Date:

Reset Search

Show 10 entries Search:

Sr. No.	IMO Number	Request Date	Status	Fill Form/ View Payslip	Receipt
1	9463554	30/11/2022	Custom House Pending	View Payslip	NA
2	9463555	07/12/2022	Custom House Pending	View Payslip	NA
3	9473145	07/12/2022	Custom House Pending	View Payslip	NA

Showing 1 to 3 of 3 entries Previous 1 Next

Activate Windows
Go to Settings to activate Windows.

After that user will click on the “**Payment Request**” button.

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OFFLINE PAYMENT LIST

Payment Request

IMO Number: Status: All

From Date: To Date:

Reset Search

Show 10 entries Search:

Sr. No.	IMO Number	Request Date	Status	Fill Form/ View Payslip	Receipt
1	9463554	30/11/2022	Custom House Pending	View Payslip	NA
2	9463555	07/12/2022	Custom House Pending	View Payslip	NA
3	9473145	07/12/2022	Custom House Pending	View Payslip	NA

Showing 1 to 3 of 3 entries Previous 1 Next

Activate Windows
Go to Settings to activate Windows.



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After that one pop-up box will appear in that user will enter the IMO number and Date Online Payment Failed

The screenshot shows the 'MARINE AIDS TO NAVIGATION DUES' web application. A pop-up box titled 'Offline Payment Request' is displayed over a table of payment entries. The pop-up contains fields for 'IMO Number' and 'Date Online Payment Failed' (DD/MM/YYYY), along with 'Close' and 'Submit' buttons. The background table has the following data:

Sr. No.	IMO	Request Date	Status	Fill Form/ View Payslip	Receipt
1	946355	07/12/2022	Custom House Pending	View Payslip	NA
2	946355	07/12/2022	Custom House Pending	View Payslip	NA
3	9473145	07/12/2022	Custom House Pending	View Payslip	NA

After that system will verify the details and there “fill form” option will generate

The screenshot shows the 'MARINE AIDS TO NAVIGATION DUES' web application. The 'Offline Payment List' table is visible, and a blue arrow points to a 'Fill form' button in the 'Fill Form/ View Payslip' column of the first row. The table data is as follows:

Sr. No.	IMO Number	Request Date	Status	Fill Form/ View Payslip	Receipt
1	9463555	14/12/2022	User Form Submit Pending	Fill form	NA

User will click the form and offline payment form will generate.



Web Application – Directorate General of Lighthouses and Lightships

Image Password

- Home
- Online Dues Payment
- Remitters Management
- Profile Information
- Query Management
- Additional Deck Cargo Payment
- Additional NRT List
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- Refund Request
- Login Details
- Refund Request
- Offline Payment Request
- Refund Claim Report
- Offline Payment Report

Ship Details

IMO Number*	9463555	Name of Master*	AJTESH GUPT
Date*	14/12/2022	Custom House*	Select Custom House
Port or State belong to*	Select Port or State	Name of Ship*	NOMADIC MILDE
From Port*	Select Port	To Port*	Select Port
NRT*	1	Date of Arrival*	DD/MM/YYYY
Valid Upto*	dd/mm/yyyy	Date of Payment*	14/12/2022

On A Voyage

Name of Port in India at which dues was last paid*	Whether Additional Deck Cargo(other than Container)*	Select Additional Deck Cargo
<input checked="" type="radio"/> Yes <input type="radio"/> No	Select Name of Port in India	
Remark*		

Payment Summary

Total NRT*	1	Net Amount Payable (INR)*	8
			Per tonnage x ₹ 7.50
Amount Payable(INR) (with 18% IGST) - Tax amount	9	Total Value Payable(INR)*	

Activate Windows
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Back Submit

user will fill that form and submit it.
After submitting form, a **Pay slip** will generate.

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OFFLINE PAYMENT LIST

Payment Request

IMO Number: IMO Number Status: All

From Date: DD/MM/YYYY To Date: DD/MM/YYYY

Reset Search

Show 10 entries Search:

Sr. No.	IMO Number	Request Date	Status	Fill Form/View Payslip	Receipt
1	9463554	30/11/2022	Custom House Pending	View Payslip	NA
2	9463555	07/12/2022	Custom House Pending	View Payslip	NA
3	9473145	07/12/2022	Custom House Pending	View Payslip	NA

Showing 1 to 3 of 3 entries

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Activate Windows
Go to Settings to activate Windows.



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By click on “**View Payslip**” button user can see the payslip.

Marine Aids to Navigation Dues Deposit/Pay-In-Slip			
Customs at port	AMERICAN SAMOA	Custom House	GALGALIA
Unique Reference No.	OPR202211302241461608C9F	Date	30/11/2022
Details of Voyage			
Name of Ship	NOMADIC MILDE	IMO Number	9463554
Port or State belongs to	AMERICAN SAMOA	Name of Master	ASD
Value of TEU/NRT	4398	Additional Desk Cargo	0
From Port	Aalst	To Port	Balndur
Date of Arrival	22/11/2022	Date of Departure	22/12/2022
Details of Payment			
Total TEU/NRT	4398	Net Payable Amount	32985
GST Amount	IGST: 5937.0	Total Payable Amount	38922
Amount (In Words)	Thirty-eight Thousand Nine Hundred Twenty-two		
Mode of Payment			
<input type="checkbox"/> Demand Draft <input type="checkbox"/> Banker's Cheque			
Payment Reference Number	<input type="text"/>		

User will take pay slip approach to the concerned custom house.

After that custom officer will match all the details and accept the request.

After accepting the details Payment receipt will generate to the user side in “**Offline payment request section**”.