

Checklist of Forms and other information/ documents to be submitted for filing tariff proposals by Major Port Trusts under Tariff Policy, 2015 and Working Guidelines issued by TAMP to operationalise the Tariff Policy, 2015.

Sl. No.	Title of Tariff Filing Forms	Tick
1	Covering letter - including the undertaking	
2	Highlights of the proposal	
3	Computation of ARR under Policy for Determination of Tariff for Major Port Trusts, 2015 - Form 1	
4	Working relating to Management and General Overheads - Form 2	
5	Revenue Estimation at the proposed Scale of Rates - Form 3	
6	Computation of Working Capital as per norms - Form 4	
7	Annual Administration Reports with Audited Annual Accounts for the past three years 2011-12 to 2013-14	
8	Proposed Scale of Rates	
9	Comparison of existing SOR and conditionalities vis-à-vis proposed tariff and conditionalities- Form 5	
10	Reconciliation statement relating to expenses considered in the cost statement and total expenses reflected in the Audited Annual Accounts for each of the years under consideration	
11	Proposed Performance Standards - Form 6	
12	Documents specified at sl. no. 1,2,3,4,5,6,8,9, 10 and 11 to be furnished in soft copy as well. All forms submitted in Excel format should be with proper linkages.	
13	Any other relevant information (Please specify)	

UNDERTAKING (To be furnished as a part of the covering letter)

We have carefully gone through the Tariff Policy, 2015 issued by the Ministry of Shipping and notified by the Tariff Authority for Major Ports (TAMP) (bearing no. TAMP/21/2009-WS vide Gazette Notification No. 30 dated 27 January 2015) and the Working Guidelines issued by TAMP and have prepared the proposal for fixation of tariff in accordance with the said Tariff Policy and Working Guidelines, in the formats and supporting documents as prescribed by the Tariff Authority for Major Ports. The proposed tariff will have a validity period of three years from (specify date) to (specify date) and we would submit a suitable proposal at least three months before the expiry of the validity period.

Signature

Date

Computation of Annual Revenue Requirement under Policy for Determination of Tariff for Major Port Trusts, 2015

			Rs. in lakhs		
Sl. No.	Description		Y1 (2011-12)	Y2 (2012-2013)	Y3 (2013-2014)
(1).	Total Expenditure (As per Audited Annual Accounts)	Note 1			
(i).	Operating expenses (including depreciation)				
(ii).	Management & general Overheads				
(iii).	Finance and Miscellaneous expenses (FME)				
	Total Expenditure 1=(i)+(ii)+(iii)				
(2).	Less Adjustments:				
(i).	Estate related expenses				
	(a). Operating expenses (including depreciation)				
	(b). Allocated Management & Administrative Overheads				
	(c). Allocated FME				
	Subtotal 2 (i)=[(a)+(b)+(c)]				
(ii).	Interest on loans				
(iii).	4/5th of One time expenses, if any like arrears of wages, arrears of pension / gratuity, arrears of exgratia payment, etc. (list out each of the items)	Note 2			
	(a).				
	(b).				
	(c).				
	Subtotal 2 (iii) = [(a)+(b)+(c)]				
(iv).	4/5th of the Contribution to the Pension Fund	Note 3			
(v).	Management and General overheads over & above 25% of the aggregate of the operating expenditure and depreciation	As per Form 2			
(vi).	Expenses relevant for tariff fixation of Captive Berth, if any governed under clause 2.10. of the Tariff Policy, 2015.				
	(a). Operating Expenses				
	(b). Depreciation				
	(c). Allocated Management and Administrative Overheads				
	(d). Allocated FME				
	Subtotal 2 (vi) = [(a)+(b)+(c)+(d)]				
	Total of 2 = 2 (i)+2 (ii)+2 (iii)+2 (iv)+2 (v)+ 2 (vi)				
(3).	Total Expenditure after Total Adjustments (3 = 1-2)				
(4).	Average Expenses of Sl. No. 3 = [Y1 + Y2 + Y3] / 3				
(5).	Capital Employed				
	(i). Net Fixed Assets as on 31.03.2014 (As per Audited Annual Accounts)				
	(ii). Add:Work in Progress as on 31.03.2014 (As per Audited Annual Accounts)				
	(iii). Less: Net value of Fixed assets related to Estate activity as on 31.03.2014 as per Audited Annual Accounts.				
	(iv). Less : Net value of fixed assets, if any, transferred to BOT operator as on 31 March 2014 as per Audited Accounts.				
	(v). Less : Net value of fixed assets as on 31 March 2014 as per Audited Accounts relevant to be considered for captive berths, if any, under clause 2.10. of the Tariff Policy, 2015.				
	(vi). Add : Working Capital as per norms prescribed in clause 2.5. of the Working Guidelines	As per Form 4 & Note 4			
	(a). Inventory				
	(b). Sundry Debtors				
	(c). Cash				
	(d). Sum of (a)+(b)+(c)				
	(vii). Total Capital Employed [(i)+(ii)-(iii)-(iv)-(v)+(vi)(d)]				
(6).	Return on Capital Employed 16% on Sl. No. 5(vii)				

			Rs. in lakhs		
Sl. No.	Description		Y1 (2011-12)	Y2 (2012-2013)	Y3 (2013-2014)
(7).	Annual Revenue Requirement (ARR) as on 31 March 2014 [(4)+ (6)]				
(8).	Indexation in the ARR @ 100% of the WPI applicable for the year 2014-15 i.e. @ 6% (7*1.06)				
(9).	Indexation in the ARR @ 100% of the WPI applicable for the year 2015-16 i.e. @ 3.82% (8*1.0382)				
(10).	Ceiling Indexed Annual Revenue Requirement (ARR)				
(11).	Revenue Estimation at the Proposed indexed SOR within the Ceiling indexed ARR estimated at SI No. 10 above	As per Form 3 & Note 5			

CERTIFICATE

It is certified that the information furnished in the above statement for determination of the Annual Revenue Requirement has been verified with reference to the Audited Annual Accounts of the respective years of the Port Trust and found to be in order.

.....
Head of the Finance Department of the Major Port Trust

Chartered Accountant or Cost and Management
Accountant in practice.

Date

Date

Place

Place

Notes

1. Furnish reconciliation statement reconciling total Expenses as per the Annual Accounts for the respective years with the total expenses considered in the above statement for each of the years.
2. (i). Furnish detailed working reconciling the amount reported in the Audited Accounts and the amount considered for each of the one time expenses in the above statement.
(ii) The adjustments for exclusion of one time expenses should be done in line with clause 2.2(iii) of the Tariff Policy 2015. While computing the average expenses, 1/5th of the one time expenses like arrears of wages, arrears of pension/ gratuity, arrears of ex-gratia payments arising out of wage revision etc., should be excluded. This means, if the figure at SI No. 2(iii) above for exclusion of 4/5th of one time expenses is reported only for one particular year out of three years, then, the figure at SI No 2(iii) should be considered as it is without averaging that figure at SI No 4 for computing the average expenses. If the figures at Sr. No 2(iii) above are reported for two out of three years, then average of two years should be finally captured while computing the average expenses at SI. No 4.
3. Furnish detailed working reconciling the the amount reported in the Audited Accounts and the amount considered towards Contribution to the Pension Fund in the above statement.
4. Furnish detailed working for each of the components of the working capital following the norms prescribed in clause 2.5. of the Working Guidelines as per the format prescribed in Form 4.
5. Based on the indexed ceiling ARR computed in the above statement at SI No 11 above, the Major Ports Trust should draw the Scale of Rates (SOR) complying clauses 2.5., 2.6., 2.7 of the Tariff Policy, 2015 and Clauses 2.9. to 2.12 of the Working Guidelines.

Form - 2**Working relating Management and General Overheads**

(Rs. in lakhs)

Sl. No.	Description	Y1 (2011-2012)	Y2 (2012-2013)	Y3 (2013-2014)
(1).	Management and General Overheads (inclusive of depreciation) (As per Audited Annual Accounts)	100		
(2)	Operating Expenditure (including depreciation but excluding operating expenditure relating to Estate) (As per Audited Annual Accounts)	300		
(3)	25% of 2 above	75		
(4)	Management & General Overheads admissible (Lower of (1) and (3) above)	75		
(5)	Management & General Overheads considered for adjustment in Form 1 (1 - 4)	25		
↓ (This is a sample Computation only)				

Computation of Working Capital as per norms

Rs. in lakhs

Sl. No.	Working Capital items as per norms	As reported in the Audited Annual Accounts as on 31.3.2014	Norms as per clause 2.5. of the Working Guidelines	Considered in the Form 2
(i).	Allowable Inventory			
(a)	Capital spares		One year average consumption	
(b)	Other Inventory excluding fuel and customized spares		Six months average requirements	
	Sub-total (i) = (a)+(b)			
(ii).	Allowable Sundry Debtors			
(a)	<i>Estate income</i>		2 months	
(b)	<i>Terminal charges payable by Indian Railways</i>		2 months	
	Sub-total (ii) = (a)+(b)			
(iii).	Allowable Cash balance			
	Cash Expenses		One months Cash Expenses	
	Sub-total (iii)			
(iv).	Total Working Capital as per norms (i+ii+iii)			

Form - 6

Performance Standards

Sl. No.	Performance Parameters	Proposed performance standards
(1).	Cargo Related Services	
(a)	Average Ship Berth day Output (in tonnes) in respect of Major Cargo groups	
	(i).	
	(ii).	
	(iii).	
(b)	Average moves per hour (in TEUs) in respect of Containers	
(2)	Vessel Related Services	
(a)	Average Turnaround Time of Vessels (in days)	
(b)	Average Pre-Berthing Time of Vessels (in days)	
(3)	Any other parameters found relevant by the Port	