

Proforma for sending proposals for regularization/re-imburement of demurrage charges incurred on personal baggage of officials in Mission/Posted abroad.

1. Name & Designation of the official :
2. Date of official's arrival at the station of posting :
3. Date when baggage reached the Station of posting :
4. Date of receipt of shipping documents :
5. Date of approaching local Foreign officer for exemption certificate :
6. Date of receipt of exemption certificate :
7. Date of actual release of personal baggage :
8. Demurrage-free period allowed by local authorities :
9. Dates and period for which demurrage charged :
10. Amount of demurrage in local currency and Indian Rupees (copy of receipt with English translation to be attached) :
11. Whether Foreign office requested to waive the charges. If yes, results of such request :
12. If demurrage was levied inspite of engaging clearing agents, reason for utilizing their services :
13. Whether baggage carried was within official's entitlement. If not, percentage of excess baggage out of total baggage carried :
14. Whether physical presence of official is essential to commence formalities for release of baggage. If yes, whether previous Mission/concerned Personnel Section was informed of this fact. :
15. Whether facilities for storage of the baggage in Chancery etc exist, if official's physical presence is not necessary :
16. HOM/HOP's Certificate to be furnished, stating that :
 - Demurrage charges actually levied could not have been avoided;
 - Period for which demurrage was charged could not have been reduced;
 - Demurrage levied was not due to any fault/laxity on the part of any Mission official, and resulted from factors beyond the control of the officials concerned;
 - Procedure outlined in Para 12(5) of Annexure XIII to IFS (PLCA) Rules was observed by the Mission