



OFFICE OF THE COMMISSIONER OF CUSTOMS
CUSTOM HOUSE: KANDLA,
KUTCH, GUJARAT
PHONE : 02836-271468-469 FAX : 271467

F.No. S/20-01/2010-Appg (G)

Dated 29.07.2010

PUBLIC NOTICE NO. 24 / 2010

It is brought to the notice of all Importers, Exporters, CHA and other concerned that the procedures for online movement of documents had been prescribed vide Public Notice No 17/2004 and 18/2004 issued in the year 2004. As per the procedure, the Importer/CHA was supposed to submit certified copies of certain documents along with the declaration to the service centre at the time of filing of the documents. The original document was supposed to be submitted at the time of out of charge only. It has been brought to the notice that assessing officers are calling for the documents on regular basis. In the same way, no certified documents have been submitted by the trade at the time of filing the declaration.

The issue has been examined in detail and following instructions are issued for proper compliance-

- (I) The representative of the Importer/Exporter, who is filing the documents, shall present an identity proof and authorization issued by the company on his behalf. In the same way, the CHA, who is filing the document on behalf of the Importer/Exporter, will submit an authorization issued in his favour for filing of the documents. The Supervisor, CMC will be the designated person for this purpose, who will not accept any documents for process in absence of any such authorization.
- (II) The Importer/Exporter/CHA will submit a set of certified copies of such documents, which he is supposed to present in original at the time of Out Of Charge, to the service centre at the time of submission of the document/filing of declaration. The documents should be certified either by the Importer/Exporter himself or by the CHA on their behalf. It will be so ensured by the supervisor, CMC
- (III) After receipt of the declaration, CMC staff will enter the details provided in the systems. If the B.E. has been facilitated under RMS, the docket of the certified copies will be sent directly to the docks staff. If the B.E. has not been facilitated, then the docket of the documents will be sent to the concerned assessment group. It will be so ensured by the Supervisor, CMC.
- (IV) The assessment work will be done by the groups on the basis of information available on line and docket of the certified copies received from the CMC. No original documents will be called by the assessment groups for the verification purpose. In case they have any doubt about the genuiness of the documents or facts, the same should be recorded specifically in the Examination Instructions, which will be checked by the

officer granting out of charge in detail and appropriate comments will be fed / recorded by him in the examination report.

(V) Once the assessment work is over, the documents will be sent by the assessment groups to the Docks Examination section immediately. The Docks staff will examine the original documents and other details and will feed the examination report online, once the out of charge is given the set of certified copies will be sent by the Docks section to MCD on the same day.

(VI) Where the import has been done against some license/scrip issued under Export promotion Schemes, the license will be debited online by the assessing officer at the time of assessment. Entries of debits on the hard copy of the license will be made by the Importers and certified by the group Appraiser/ Superintendent.

(VII). For the licenses/Certificates, where there is no provision of online debiting of License/Certificate, the same will be presented by the CHA/Importer before the assessing officer for the manual debit at his end.

(VIII) Where the goods have been sent for the first stage examination, the group will send the documents to the Docks staff, who will return the same to the group after the examination of the cargo. In these cases, the assessment group will send the docket to the Docks section after the assessment is over, who will verify the documents and will send the docket to MCD section after granting the OOC.

(IX) In the cases, where the documents have been filed online through the ICEGATE, the importer/CHA will hand over the docket of the certified copies to the Import section. In case, the B.E. has been facilitated under RMS, the Import Section will send the copy directly to the Docks Section. If the B.E. has not been facilitated, then the dockets will be sent to the concerned group for the assessment purpose. Superintendent (import) will ensure the movement of the dockets. Further movement of the docket will be same as in the case of B.E. filed in the service center.

(X) The assessment staff should raise query only when the same is essential. Queries should not be raised for sake of query and in a routine manner. Supervisory officers should monitor the queries raised by their subordinates on regular basis.

(XI) Here, all the sections, who are receiving the documents, will be responsible to pass it to the next section. All the B.E. should be cleared within the prescribed time. Any delay will not be appreciated.

The above procedure should be followed strictly any deviation in the matter will be viewed seriously.



D.S. NEGI
Commissioner,
Customs House, Kandla

Copy to,

1. The Chief Commissioner of Customs, Gujarat Zone, Ahmedabad.
2. The PA. to the Commissioner.
3. All Additional/Joint Commissioners of Customs, C.H.Kandla.
4. All the Deputy/Assistant Commissioner of Customs, C.H.Kandla/
Mundra.
5. The Assistant Commissioner of Customs, Customs Division, Bhuj.
6. All Groups/ Sections, Customs, Kandla.
7. The Gujarat Chamber of Commerce & Industries, Ahmedabad.
8. The Southern Gujarat Chamber of Commerce & Industries, Surat.
9. The Gandhidham Chamber of Commerce & Industries, Gandhidham.
10. The Kandla Custom House Agents' Association, Gandhidham.
11. The Mundra Custom House Agents' Association, Mundra.
12. The Kandla Port Steamship Agents' Association, Gandhidham.
13. The Mundra Port Steamship Agents' Association, Mundra.
14. The Container Freight Station Association of Mundra, Bharat CFS
Zone- , Mundra.
15. The Chairman, Kandla Port Trust, Gandhidham.
16. Notice Board / Guard File.