



कार्यालय: प्रधान आयुक्त सीमाशुल्क, कांडला,  
सीमाशुल्क भवन, कांडला, कच्छ, गुजरात- 370210  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS:**  
**CUSTOM HOUSE, KANDLA, KUTCH, GUJARAT- 370210.**  
**PHONE : 02836-271468/469 FAX : 02836-271467**

Standing Order No.-01 / 2016-17

**Sub:-Improve the efficiency and streamline the Boarding procedure-reg.**

To streamline the Boarding procedure and to improve the functioning of Docks operations, the following guidelines and directions are issued:

1. The Section Officers/Boarding Officers are directed to inform the Master of the vessel to give a factual feedback in the enclosed format.
2. The boarding Officer should fill up the contact number of Superintendent (R&I) and DC(R&I) while handling over the specimen feedback form to the Master of the vessel for their feedback. The filled in feedback form should be collected from the master of the vessel and submitted to the superintendent(R&I) on completion of duty/shifts.
3. The Superintendent (R&I) on duty should immediately inform DC(R&I) regarding the adverse feedback, if received, over phone and it should be placed before DC (R&I) on the same day or next working day (invariably before the sailing of the vessel). The same shall also be recorded in the diary maintained at the (R & I ) section.
4. Citing International formalities/convention, in certain cases the Master of the vessel/shipping agent may offer gifts to the Boarding Officer. The Boarding Officer should refuse the gift politely and firmly, on surprise verification (by team tasked with that purpose) and or on the some adverse feedback received (if any), if it is found that instructions in this regard have been flouted, strict action shall be initiated as per CCS (Conduct) Rules, 1964 and CCS (Classification, Control and Appeal) Rules 1965.
5. The Boarding Officer shall endorse approval for the commencement of operations in the hard copy of the Shipping Journal/ Arrival Report. The Section Officer/Boarding Officer should also give entry inward to the vessel immediately after finishing the boarding of the vessel. If the system at (R & I) section is not working, the Officer can give entry inward in the sevottam. There should not be undue delay in giving entry inward. It shall be borne in mind that the date of entry inward is crucial for determining the rate of duty in case of filing prior bill of entry as provided in Section 15 of Customs Act, 1962 , further the RMS system does not recognize an IGM till the entry inward is given in the ICES. It shall be the responsibility of the Superintendent (R&I) to ensure that the entry inward is given without any undue delay in hard copy of the Shipping Journal/arrival Report.
6. The Superintendent (R&I) is directed to scrutinize the berth list as soon as he takes over the shift and to depute officer posted at gates to attend to the work of boarding of the vessels in the event of more than one vessel berthing at the same time.

7. All Officers/Superintendents posted in Harbour shall wear proper uniform with name plates.
8. The (R & I) Officer shall ensure that a copy of berth list reaches the DC/ AC (R&I) by 10:00 Hrs. every day without fail.
9. The Boarding Officer posted at (R & I) should give daily report to Superintendent(R & I) section regarding the Number of vessels berthed and boarded on previous date with details i.e. berthing time, boarding time and entry inward time.
10. A Proforma rummaging report is given in Annexure-I. the rummaging report shall be signed by the Superintendent in charge of rummaging after each rummaging exercise and counter signed by the Deputy/ Assistant Commissioner in charge of rummaging. Rummaging sections shall also maintain the rummaging register as given in Annexure-II.
11. Difficulties faced in implementation of these instructions, if any, should be brought to the notice of the under signed.

All the Officers concerned should strictly adhere to the above guidelines/directions.



(पी व्ही आर रेड्डी)

(P. V. R. REDDY)

प्रधान आयुक्त/Principal Commissioner,

F. No. VIII/20-230/AG/2016-17

Date: 15<sup>th</sup> September, 2016

Copy to:

1. The Chief Commissioner of Customs, Gujarat Zone, Ahmedabad
2. The Additional Commissioners, Custom House, Kandla.
3. All Deputy/Assistant Commissioners, Custom House Kandla.
4. Notice Board.
5. Guard File.
6. EDI Section for uploading on the website.