



सीमा शुल्क (निवारक) के आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)**  
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C. No : VIII/48/350/2018-Tech-I

Date:04/05/2018

### **PUBLIC NOTICE No. 21 / 2018 - Customs**

Subject: Customs - Procedure for shut out cargo and back to town for export – regarding.

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Attention of all importers, exporters, Customs House Brokers, Member of the Trade and other is invited to the procedures for export of cargo. In order to facilitate short shipment / non export of goods, the following procedure is prescribed.

2. **Shut Out Cargo:** The cargo for which LEO is given moves from CFS to port for loading on to the vessel or directly to the vessel, in case of direct port entry. In some cases the cargo could not be loaded on to the vessel through which it is supposed to be exported. These kind of cases are called “shut out cargo” for the purpose of Public Notice. There can be two kinds of shut out cargo:-

**(A) Complete Cargo:** The entire cargo covered by a shipping bill could not be loaded on to the destined vessel. In this case, the Exporters / CHAs /Shipping Agents are hereby directed to follow procedure of vessel amendment as detailed below:

The Superintendent in the port area shall do manual endorsement on the shipping bill about change of vessel name. The shipping agent shall hand over the shipping bill and other documents to Exporter/CHA to carry out the amendment in shipping bill. The Exporter / CHA shall approach the Superintendent (Stuffing) of the



concerned CFS / Port for carrying out the amendments. This procedure shall be completed before feeding the vessel sailing date of the first destined vessel.

**(B) Partial Cargo:** Part of the cargo covered by a shipping bill could not be loaded on the destined vessel but part of cargo was left over on the port area for some specified reasons. In this case, the Exporters / CHAs / Shipping Agents are directed to follow procedure of amendment of quantity of cargo by cancelling LEO. The shipping agent shall hand over the shipping bill and other documents Exporter / CHA to carry out the amendment in shipping bill. The Exporter / CHA shall approach the Asst/Deputy Commissioner of concerned CFS / Port for cancellation of LEO and then to carry out the amendment as per the following procedure.

Any correction / amendments in the checklist generated after the submission of declaration can be made at the service centre provided the documents have not yet been submitted in the system and the shipping bill number has not been generated. Where corrections are required to be made after the shipping bill number or after the goods have been brought into the Export Shed, amendments may be permitted by the Deputy / Assistant Commissioner of Customs (Export) of concerned CFS or Port, as the case may be. This procedure shall be completed before feeding the vessel sailing date of the first destined vessel. For the part of the cargo that is left over on the port, the CHA/Exporter shall file fresh shipping bill and ensure the cargo is exported through the next vessel planned to be exported.

3. **Back to Town:** - After shipping bill is filed the cargo is examined / inspected and then LEO is given. After the LEO the cargo is stuffed into the container or directly on the vessel, in case of bulk cargo, and the superintendent feeds the stuffing report into the ICES system. In some cases, the Exporter / CHA wants to take back the cargo



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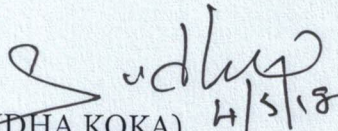
**(A) From CFS to Town:** The Exporter / CHA wants to take back the cargo back to town from CFS either before LEO is given or after LEO is given. For the cases where the request has come before LEO is given, the DC / AC (Export) may permit the request on paper and mark the shipping bill for examination. After examination report is given and if it is as per declared cargo of shipping bill, then the DC/AC (Export) may use the option of “cancellation of shipping bill” on his menu in ICES. For the cases where the request come after LEO is given the DC/AC (Export) may permit the request on paper and mark the shipping bill for examination. After examination report is given and if it is as per the declared cargo of shipping bill, then DC/AC (Export) may cancel LEO as per the procedure mentioned in Para 2 B above. After cancelling LEO, then the DC/AC (Exports) may use the option of “cancellation of shipping bill” on his menu in ICES. In case of back to town of part of cargo, quantity shall be amended similar to the case of short shipment and the Shipping Bill shall not be cancelled.

**(B) From Port to CFS to Town OR From Port to Town:** The cargo has reached from CFS to port or directly to port, in case of direct port entry, for loading on to the vessel. At this stage, the Exporter / CHA wants to take the cargo back to town from port through CFS to town or directly from port to town, in case of direct port entry. If the entire cargo covered by a shipping bill could not be loaded on to the destined vessel and the CHA/Exporter requests for back to town, the Superintendent in the port area shall do the manual endorsement on the shipping bill about the request for back to town. The shipping agent shall hand over the shipping bill and other documents to the Exporter / CHA to process the request for back to town. In case cargo is received from CFS, the same will be moved from port to the concerned CFS from which it was cleared.



The Exporter / CHA shall approach the concerned Deputy / Assistant Commissioner of the concerned CFS or Port, as the case may be, for cancellation of LEO. The DC/AC (Export) may cancel the LEO as per the procedure mentioned at Para 2(B) above. After cancelling LEO, the DC / AC (Export) may use first the option of "shut out cargo" on his menu in ICES and then shall use the option of "cancellation of shipping bill" on his menu in ICES. In case of back to town of part of cargo, quantity shall be amended similar to the case of short shipment and the Shipping Bill shall not be cancelled.

11. Difficulties, if any, in implementation of this Public Notice may be brought to the notice of the Commissioner of Customs (Preventive), Vijayawada.

  
(SUDHA KOKA) 4/5/18  
COMMISSIONER

TO

Importers, Exporters and Customs Brokers of Commissioner of Customs (Preventive), Vijayawada (Through the Joint Commissioner of Customs, Custom House, Krishnapatnam / Kakinada and Deputy Commissioner of Customs, ICD, Marripalem, Guntur)

Copy submitted to:

The Chief Commissioner of Customs & Central Tax, Visakhapatnam Zone, GST Bhavan, Port area, Visakhapatnam for information.

Copy to:

1. The Joint Commissionerf of Customs, Kakinada Custom House / Krishnapatnam Custom House
2. The Deputy Commissioner of Customs, ICD, Marripalem
3. The Assistant / Deputy Commissioner of Customs, Customs Divisions, Tirupathi / Kakinada / Visakhapatnam
4. The Superintendent, Computer Section, CC(P), Vijayawada to upload into website
5. Notice Board.