



**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
OFFICE OF THE COMMISSIONER OF CUSTOMS PREVENTIVE  
COMMISSIONERATE M.G.ROAD, NEAR PWD GROUNDS,  
VIJAYAWADA - 520 002 :: ANDHRA PRADESH**

C.No. VIII/48/80/2015-Cus.Tech

Date :13 -07-2015

**STANDING ORDER No.05/2015-CUS**

Sub:- Customs –Standard Operating Procedures for Rummaging  
and Boarding Officers at Krishnapatnam Sea Port and  
Kakinada Sea Port under the Jurisdiction of Customs  
Preventive Commissionerate , Vijayawada -Reg

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Consequent to the formation of Customs Preventive Commissionerate at Vijayawada , the following Standard Operating Procedures including the duties and functions of Boarding and Rummaging formalities at Kakinada Sea Port and Krishnapatnam Sea Port are hereby laid down for information and strict compliance.

**(1) Standard Operating Procedure for Boarding Formalities:**

- (i) The shipping line shall have to inform the Boarding Officer about the arrival of the vessel at least 48 hrs. in advance where the voyage from the last port of call exceeds 4 (four ) days and at least 10 hrs. in any other cases.
- (ii) On arrival of the vessel, the shipping line will approach the Boarding Officer of Customs, for granting entry inwards to unload imported goods at approved places as envisaged under Section 31 and entry outwards to load export of Cargo under Section 39 of the Customs Act, 1962.
- (iii) A Vessels Register shall be maintained at Preventive Unit to record/monitor arrival and Departure of the vessels. The shipping line should make entry in the Registers maintained with regard to details of the vessel, ETA, ETD, Berth No etc. The Shipping lines may also continue to inform the correct time of berthing to the proper officer over phone atleast two hours in advance .
- (iv) Unloading and loading of cargo shall be subject to the provisions of Section 34 of the Customs Act, 1962.
- (v) As per the provision of Section 37 of the Customs Act, 1962, the vessels berthed at the approved places will remain under the Preventive control of the Officers posted at concerned Customs Preventive Units.
- (vi) The Boarding officer is the first government official to deal with the foreign vessel on its first arrival to Indian ports and he has various responsibilities on his shoulders. Simultaneously, he has to act as an ambassador of the country and has to initiate customs formalities and procedure without causing any inconvenience to the trade. The vessel agent may board the vessel along with the Boarding Officer, but should not interfere / cause any inconvenience in the boarding formalities . The boarding officer shall be in white customs uniform , shall wear name badges and shall carry identity cards.

- (vii) He shall board all the vessels on their first arrival in India and collect the Arrival report consisting of General declaration, Vessel's stores list, Crew list, private property list of the members of the crew, a detailed list of embarking / disembarking of the passengers/crew, list of same bottom cargo, Vessel Cargo, vessel's currency declaration, list of arms, ammunition and satellite phones, list of permissible dangerous drugs for the use of vessel or its crew, if any, etc.,
- (viii) He shall verify Bond stores and the consumable stores of the vessel with the declaration and shall put the items like liquor, cigarettes, tobacco, arms& ammunition and other sensible items of the vessel and its crew, under customs seal.
- (ix) He shall carry checks of minimum 5% of the property in possession of the crew with their declaration and shall put the excess quantity, if any, under seal.
- (x) He shall physically check the "Deck and load line" of the vessel to the effect that are clearly marked and well preserved and shall make an endorsement accordingly on the Arrival report.
- (xi) He shall verify the declaration of gift/ favour parcels, if any, check the nature of contents, port of delivery, consignee/consigner, direct the master of the vessel to get them cleared through Customs at Custom House.
- (xii) He shall check the shops or the 'slopchest' in accordance with the list provided by the master of the vessel, in a selective manner and put them under paper seals.
- (xiii) He shall verify and ascertain that there are no undeclared / prohibited goods on board the vessel by taking casual stroll around the deck crew cabins etc.,
- (xiv) He shall regularly intimate the Rummaging section about the arrival / departure of the vessels into/ from the port/harbor.
- (xv) Any discrepancies in the quality or quantity of the stores of the vessel or the property of the crew should be reported to the Assistant Commissioner (Preventive) through the Superintendent
- (xvi) He shall forward the Arrival report and other documents to the import department/ Manifest clearance Department without any delay.
- (xvii) While carrying out the above duties, the Boarding Officer should be courteous, take utmost care while entering the cabins and checking the private belongings of the crew, not to disturb the crew sleeping after night duties, as far as possible.
- (xviii) He shall keep an updated record of arrival/ departure programme of all the vessels in the Port and shall maintain a register for all the vessels arrived / anchored in the stream or taken berth in the docks, indicating all the details therein.
- (xix) The Boarding Officer should not be negligent or lenient or compromise in attending the duties entrusted to him.