



## सीमाशुल्कनिवारककेआयुक्तका कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS PREVENTIVE COMMISSIONERATE

डोर सं.55-17-3, सी- 14, रोडसं.2, इन्डस्ट्रियलएस्टेट, आटोनागर

DOOR No.55-17-3, C-14, ROAD NO.2, INDUSTRIAL ESTATE, AUTONAGAR,

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C.No.VIII/48/159/2016-PREV.

Date: 09/09/2016

### STANDING ORDER No.06/2016-Cus

Sub: To improve the efficiency and streamline the Boarding Procedure-Reg.

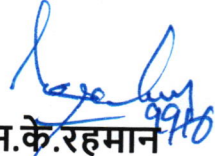
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To streamline the Boarding procedure and to improve the functioning of docks operations, the following guidelines and directs are issued:

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 (Docks) and Deputy Commissioner (PG) while handing 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 (Docks) on completion of duty/shifts.
3. The Superintendent (Docks) on duty should immediately inform DC(PG) regarding the adverse feedback, if received, over phone and it should be placed before DC(PG) 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 Main Gate.
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), if it is found that instructions in this regard have been flouted, strict action will 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. 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 entries 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 (Docks) to ensure that the entry inward is given without any undue delay hard copy of the Shipping Journal/Arrival Report.
6. The Superintendent (Docks) is directed to scrutinize the berth list as soon as he takes over the shift and to depute officers 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 Port shall wear proper uniform with name plates.

8. The above instructions shall be brought to the notice of officers under your jurisdictions with a direction to follow these scrupulously. Any instance of deviation shall be viewed seriously.

  
एस.के.रहमान  
आयुक्त

To

The Joint Commissioner of Customs,  
Krishnapatnam/Kakinada Custom House,  
Krishnapatnam/Kakinada.