



सीमा शुल्क (निवारक) के आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS
(PREVENTIVE COMMISSIONERATE)

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STANDING ORDER NO.04/2016

Sub: Examination of Import cargo at Docks and CFS - Reg.

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Attention of all the Officers / Staff posted in the Docks and CFS is invited to Circulars/Instructions/guidelines relating to above subject. All the officers/staff posted in docks are directed to familiarize themselves with the same. Some of the important guidelines/instructions are reiterated as below:

2. The registration of Bill of Entry for examination of import cargo shall be permitted after checking the seal cutting permission given by the Custodian of the port or CFS. The Shed Appraiser/ Superintendent / Examiner shall maintain a daily register for registration of Bs/E which shall contain the details of B/E No. and Date, Name of the Importer and CHA and the description of the goods and RMS / Non-RMS.

3. Examination of Cargo.

3.1 The Shed Appraisers/ Superintendents shall pay special attention to the alert notices / hold notice and any other instruction issued by the investigation agencies (DRI/SIIB) or the appraising groups related to a particular B/E.

3.2 The examining officers, both at Docks and CFS, shall insist on all the original documents in general and the detailed packing list with running serial numbers of the packages of the cargo imported in particular. These documents including detailed packing list are mandatory even for B/Es not selected for examination, for follow up actions like audit, adjudication etc.

3.3 The Shed Appraiser/ Superintendent should carefully go through EDI system generated instruction in the case of RMS facilitated Bills of Entry in addition to the examination order given by the Appraising Groups in other cases, and take a note of the special requirements specified therein.

3.4 The container selected for examination should be suitably de-stuffed to make gullies / galleries as considered appropriate by the Shed Appraiser / Superintendent, so as to have an access and view of the entire cargo. The officer should be able to walk up to the rear walls of the container. Thereafter

the specified percentage selection of the packages should be made to examine the cargo. The packages should be selected randomly and should be representative of entire cargo. The contents of packages should be verified with description given against that package number in detailed packing list and overall description given in B/E. Inspection of marks and numbers, weighment and measurement of cargo should be done wherever required. In case of any doubt or discrepancy, the entire container should be de-stuffed for examination.

3.5 The examination report on the hard copy of the B/E and that entered into the EDI system should invariably contain the details of container number(s) and the package serial number(s), which were randomly selected on a percentage basis as per the examination order and opened for examination against any consignment covered by a particular B/E.

3.6 In case, where a particular consignment covered by a B/E has shipping marks as per import documents but does not bear any running serial number on the packages, then the Shed Appraiser / Superintendent shall ask the importer / CHA to de stuff entire cargo and give running serial numbers to all packages. Importer/CHA should also prepare a local packing list detailing the running serial number of the packages and indicating the contents therein. The Shed Appraiser/Superintendent shall then proceed with examination of the cargo. This fact shall be recorded on the hard copy of the B/E as well as the EDI system.

3.7 In case the goods covered under particular B/E attract the provisions of Notification No. 44(RE-2000)/1997-2000 dated 24.11.2000 issued by the DGFT, Ministry of Commerce & and Industry, Government of India, then it must be ensured that these goods comply with the conditions stipulated in this notification before they are cleared for home consumption. The notification stipulates that all the packaged products, which are subject to the provisions of the Standards of Weight and Measures (Packaged Commodities) Rules, 1977, shall in particular, carry the declaration such as, name and address of the importer, net quantity, month and year of packing and maximum retail price. Also refer to Customs Circular 19/2011- dated 15.4.2011.

3.8 In cases where representative samples are to be drawn either for test or for inspection by the appraising group or any other agency, due care and caution is to be exercised. The samples should be drawn by the Appraising Officer / Superintendent as per the procedure prescribed and it should be representative of the entire consignment, covering all varieties and types. It should be in sufficient quantity as may be warranted by the testing laboratory / appraising group / agency. The representative samples must be sealed in the presence of the AO / Superintendent and shall bear their signatures and that

of the importer's representative or the CHA. The details of the samples are to be entered in the sample register both in docks as well as in CFS. One set of samples is to be handed over to the person duly authorized for collection of samples and the duplicate set is to be kept in safe custody of the AO / Superintendent and is subsequently deposited in the sample storage centre.

3.9 The examination report should be clear, precise and unambiguous. It should address to all the points raised in the examination order and the Compulsory Compliance Requirements generated by the EDI system.

4. In case of Bills of Entry where no assessment is prescribed in EDI, the Shed Appraiser/Superintendent shall act like assessing officer as well by verifying classification, valuation and Notification benefit and correcting the same. In case of B/Es where no examination is prescribed by EDI, the Shed Appraiser / Superintendent should ensure that the Load port seals on the container are intact and their number corresponds exactly with those on the import documents. The RMS Bs/E should be scrutinized for verification of CCR generated by the system. In both of the cases above, if any discrepancies are noticed, the same should be communicated to the LRM of the Custom House for insertion of suitable targets in the EDI system. Furthermore, if the examining officer feels the need of examining the goods covered by the RMS B/E, then the same should be done after obtaining approval from the Additional / Jt. Commissioner Docks.

5. A proper Discrepancy Register is to be maintained both at the docks and CFS and all discrepancies noticed during the course of examination should be entered therein on a daily basis. This register will record details of the B/E, importer, CHA, Description of the goods, Assessable value, the nature of discrepancy and the action taken thereof including realization of extra duty / redemption fine and personal penalty.

6. The DC/AC in charge of the CFS shall conduct sample checking of 10% of the consignments selected on random basis from the B/E registered for examination on a daily basis to check for any discrepancy. The B/E selected by the DC / AC should be rounded off and duly initialled by him in the registration register of the Bs/E maintained by the Shed Appraiser/Superintendent.

7. In general, some of the Bills of Entry should be marked to AC/DC (Shed) after assessment. This can be done based on parameters like Country of origin, sensitivity of cargo etc.

8. On examination of documents or goods, if any discrepancies are found in goods description, classification, valuation or eligibility of Notification, or any

other particulars, the bill should be sent back to assessment section with appropriate observations and suggestions.

9. The Bill of Entry should be assessed on first check basis by Assessment Section in following cases:

- i) where description is not clear and samples are ordered by assessment section for visual inspection
- ii) In cases of cargo such as automobile parts, trade goods, consumer products on random basis

All these instructions should be strictly followed by all concerned.


(S.K. RAHMAN)
COMMISSIONER

To
As per the Mailing List.