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Sub-Procedure for Back to Town of Export Cargo- reg.

Kind attention is invited to Public Notice No. 36/2004 dated 08.07.2004 and Standing Order No.43/2008 dated 17.09.2008 which provide for detailed guidelines for Back to Town (BTT) of the Export Cargo.

2. After the filing of Shipping Bill, the cargo needs to be registered at CFS/ CPP. After examination/inspection, Let Export Order (LEO) is granted. In some cases Exporter/CHA wants to take back the full or part cargo for various reasons. The request for BTT is made either before/after granting LEO or after stuffing.

3. With the introduction of Centralised Parking Plaza (CPP) for factory/self-sealing/ stuffed cargo, need has been felt for making suitable changes in the procedure for Back to Town.

(I) BTT of Factory/self-sealing/Stuffed cargo from CPP (Central Parking Plaza):

(A) From CPP to Town:

(i) Before registration- If the Container(s) has (have) entered into the CPP but the registration has not been done, then, on the request of Exporter for BTT, permission may be granted subject to verification that the Bottle seal and/or RFID tag is not tampered with. The verification of Bottle seal/RFID tag will be done by the Gate officer. Further, AC/DC shall cancel the Shipping Bill using the option of "cancellation of Shipping Bill" on the menu in ICES.

(ii) After registration but before LEO- If the container(s) has (have) entered into the CPP and request has come after registration but before LEO is given, the AC/DC (CPP) may permit the request on paper and mark the Shipping Bill for 100% Examination. On examination, if the goods are found as per

declaration and no violation is noticed, AC/DC (CPP) shall cancel the Shipping Bill using the option of "Cancellation of Shipping Bill" on the menu in ICES.

(iii) After LEO- If the container(s) has (have) entered into the CPP and request has come after registration and LEO, the AC/DC (CPP) may permit the request on paper and mark the Shipping Bill for 100% Examination. In examination, if the goods are found as per declaration and no violation is noticed, AC/DC (CPP) shall cancel the LEO. After cancellation of LEO, the AC/DC shall cancel the Shipping Bill using the option of "Cancellation of Shipping Bill" on the menu in ICES.

(B) From Port to CPP to Town:

If the goods covered in Shipping Bill are stuffed in multiple containers, there may be a chance that some/all of the containers could not be loaded into the destined vessel due to various reasons. Such cargos are referred to as shut-out cargo.

(i) If the entire cargo is shut out- In such cases if the entire cargo covered by a Shipping Bills could not be loaded on the destined vessel and the Exporter/CHA requests for BTT, the Superintendent in the port area shall do the manual endorsement on the Shipping Bill about the request for BTT. The shipping agent shall hand over the Shipping bill and other documents to the Exporter/CHA to process the request for BTT. In such situation, the cargo shall move from port to Centralized Parking Plaza (CPP). The Exporter/CHA shall approach the Assistant/Deputy Commissioner of the CPP for cancellation of LEO. The AC/DC (CPP) may permit the request on paper and mark the Shipping Bill for 100% Examination. After the Examination report is given and if it is found as per the declaration made in Shipping Bills and no violation is noticed, the AC/DC (CPP) may cancel the LEO. After cancelling the LEO, the AC/DC (CPP) shall use the option of "cancellation of Shipping Bill" on his menu in ICES and cancel the SB and allow BTT.

(ii) If the part cargo is shut out- In such cases if the part cargo covered by a Shipping Bills could not be loaded on the destined vessel and the Exporter/CHA requests for BTT, the Superintendent in the port area shall do the manual endorsement on the Shipping Bill about the request for BTT. The shipping agent shall hand over the Shipping bill and other documents to the Exporter/CHA to process the request for BTT. In such situation, the cargo shall move from port to Centralized Parking Plaza (CPP). The Exporter/CHA shall approach the Assistant/Deputy Commissioner of the CPP for amendment of Shipping Bill. The AC/DC (CPP) may permit the request on paper and mark the Shipping Bill for 100% Examination of the shut-out cargo. After the

Examination report is given and if it is found as per the declaration made in Shipping Bills, quantity should be amended like a case of short shipment and the Shipping Bill would not be cancelled. The part shut out cargo may be allowed for BTT.

(C) Hazardous Cargo:

In case of Hazardous Cargo, the above procedure shall be followed. However, instead of 100% examination the scanning of cargo shall be carried out and if the scanning report is in order the AC/DC(CPP) may allow BTT,

(I) BTT from CFS:

(A) From CFS to Town:

The Exporter/CHA may request for back to town either before LEO is given or after the LEO is given.

(i) Before LEO: For the cases where request has come before LEO is given the AC/DC (Export Docks) may permit the request on paper and mark the Shipping Bills for 100% examination. On examination, if the good are found as per the declaration and no violation is noticed, then the AC/DC (Export Docks) shall cancel the Shipping Bill using the option of "cancellation of Shipping Bill" on the menu in ICES.

(ii) After LEO: For the case where request has come after LEO is given, The AC/DC (Export Docks) may permit the request on paper and mark the Shipping Bill for 100% Examination. On examination, if the good are found as per the declaration and no violation is noticed, then the AC/DC (Export Docks) shall cancel the LEO. After cancelling the LEO, the AC/DC (Export Docks) shall cancel the Shipping Bill using the option of "cancellation of Shipping Bill" on the menu in ICES.

(iii) Part Cargo BTT before or after LEO: In case the request is for part cargo back to town, the exporter/CHA shall approach the Assistant/Deputy Commissioner (Export Docks) for amendment of Shipping Bills. The AC/DC (Export Docks) may permit the request on paper and mark the Shipping Bill for 100% Examination of the part cargo. After the examination report is given and if it is found as per the declaration made in Shipping Bills, Quantity should be amended like a case of short shipment and the Shipping Bill would not be cancelled. The part cargo may be allowed for BTT.

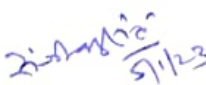
(B) From Port to CFS to Town: If the goods covered in shipping bill are stuffed in multiple containers, there might be chances that entire/part

containers could not be loaded (i.e. shut out goods) into the destined vessel due to various reasons. In such cases, if the entire or part cargo covered by a Shipping Bills could not be loaded on the destined vessel, the Exporter/CHA may request for BTT.

(i) If the entire cargo is shut out- The Superintendent in the port area shall do the manual endorsement on the Shipping Bill about the request for BTT. The shipping agent shall hand over the Shipping bill and other documents to the Exporter/CHA to process the request for BTT. In such situation, the cargo shall move from port to CFS. The Exporter/CHA shall approach the Assistant/Deputy Commissioner of the concerned CFS for cancellation of LEO. The AC/DC (Export Docks) may permit the request on paper and mark the Shipping Bill for 100% Examination. After the Examination report is given and if it is found as per the declaration made in Shipping Bills, the AC/DC (Export Docks) may cancel the LEO. After cancelling the LEO, the AC/DC (Export Docks) shall use the option of "cancellation of Shipping Bill" on his menu in ICES and allow BTT.

(ii) If the part cargo is shut out- In such cases if the part cargo covered by a Shipping Bills could not be loaded on the destined vessel and the Exporter/CHA requests for BTT, the Superintendent in the port area shall do the manual endorsement on the Shipping Bill about the request for BTT. The shipping agent shall hand over the Shipping bill and other documents to the Exporter/CHA to process the request for BTT. In such situation, the cargo shall move from port to the concerned CFS. The Exporter/CHA shall approach the Assistant/Deputy Commissioner (Export Docks) of the concerned CFS for amendment of Shipping Bill. The AC/DC (Export Docks) may permit the request on paper and mark the Shipping Bill for 100% Examination of the shut-out cargo. After the Examination report is given and if it is found as per the declaration made in Shipping Bills, quantity should be amended like a case of short shipment and the Shipping Bill would not be cancelled. The part shut out cargo may be allowed for BTT.

(3) In case of discrepancies found, if any, during 100% examination, the matter may be forwarded to SIIB(X) for further investigation. In case, there is any hold on the containers by any of the investigative wings/agencies, the goods shall not be allowed BTT.


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