



सीमाशुल्कपधानआयुक्तकाकार्यालय (एनएस -I)
OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (NS - I),
मूल्यनिरूपणमुख्य (आयात) APPRAISING MAIN (IMPORT),
जवाहरलालनेहरुसीमाशुल्कभवन, नहावाशेवा, ता. उरण,
JAWAHAR LAL NEHRU CUSTOM HOUSE, NHAVA-SHEVA, TAL-URAN,
जिलासयगड / RAIGAD-400707, महाराष्ट्र MAHARASHTRA
 (e-mail: appraisingmain.jnch@gov.in; Telephone No.022-27244979)

Date:

01.01.2024

DIN:- 20240178NW000000B3C3

STANDING ORDER No. 01 / 2024**Subject:- Daily review and disposal of pendency in each role-reg.**

Officers assigned various roles are required to access them for carrying out respective assigned tasks. In this regard, the following main roles have been identified:

Designation of the Officer	ROLE	Queues to be checked
Additional/Joint Commissioner	VDN	Permission Approval
		AEM Grievance View
Assistant/Deputy Commissioner	VDC (in Groups)	Appraising BE
		Amendments
	ACL (in Groups)	Appraising BE
		Activate BE
		Amendment
	AC (in export)	Section 48 permission
		Endorse SB
		Release SB pending with AC
		Short-shipment approval
	DBK-AC	Amendment approval
Export incentives i.e. DBK, ROSTEL, RODTEP approval		
PAC	Post Audit approval	
Appraisers	VAO (in Groups)	Appraising BE
		Activate BE
		Amendments
	APR (in Groups)	Appraising BE
		Activate BE
		Amendments
	APRS_OFF (in export assessment)	Endorse SB
		Amendment

I/1646093/2024

	CLK	AD/IFSC code approval
Superintendent/Appraiser	SUP (in RMSFC section & Import Docks)	Process BE/OOC approval
	Exam_SUP (in export Docks)	LEO approval
		Query approval
		For advice
		For additional package examination
	SUX	OOC approval for Ex-bond BE
	DBK_SUP	Process export incentive claims
PAO	Post Clearance Audit	
Examiner/ Preventive Officer	EXAM_INSP (In Export Docks)	For examination

2. In order to ensure that all the assigned tasks in different roles are attended to in a timely manner, officers are hereby instructed to check all their assigned roles **at least thrice a day** and dispose of the pending tasks in those queues, as per the following timelines:

- i. between 10 AM to 11 AM;
- ii. between 4 PM to 5 PM;
- iii. before the close of business (i.e. before 8 PM)

3. Furthermore, if an officer is not available for any reason either for the day or for several hours of the day, the AC/DC should through VDC and ACL role, relieve and reallocate Bills of Entry and amendments to their link officer promptly. There are cases where the Bills of Entry are received, after query reply or examination, in the role / SSO ID of an officer who might be on leave or has been transferred and relieved from that assignment. All such cases should be also be reviewed and reallocated by concerned AC/DC periodically in order to avoid any delay.

4. All the officers must ensure that no actionable item is pending for processing and decision in any of their assigned roles at the end of the day.

5. Difficulty, if any, in implementation of this Standing Order may be brought to the notice of Appraising Main (Import), JNCH via email at: appraisingmain.jnch@gov.in .

Signed by Pashupati Nath
Pandey
Date: 01-01-2024 18:06:19
Reason: Approved

(P.N. Pandey)
Pr. Commissioner of Customs,
NS-I, JNCH

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II, Nhava Sheva.

I/1646093/2024

2. The Commissioners of Customs, NS-I, NS-II, NS-III, NS-V, NS-G and NS-Audit, Nhava Sheva.
3. Additional/ Joint/ Dy./ Asstt. Commissioners of Customs, Nhava Sheva.
4. Sections/ Groups/ Docks/ RMSFC, Nhava Sheva through JNCH website.
5. AC/DC, EDI for uploading on JNCH website.
6. Office Copy.