



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III)
MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM
HOUSE, NHAVA SHEVA, TALUKA: URAN, DISTRICT
RAIGAD, MAHARASHTRA-400707.**

F. No. S/22-Gen-402/2017-18/ AM(I) Part-I

Dated 29.03.2018

STANDING ORDER NO. 09/2018

Subject: - Completion of Data Entry in DIGIT; Issuance of Show Cause Notices and Adjudication Orders through DIGIT, Instruction No. 5/2018 — Customs, dated 28th March 2018 [No. 391/40/2017-Cus(AS)] -Reg.

Attention of the all officers and staff of JNCH, particularly, SIIB(Import), SIIB (Export), CIU, Centralized Legal Section, Centralized Adjudication Section (CAC), all Appraising Groups of all Commissionerates of JNCH is invited to importance of systematic data capture and proper use of DIGIT, **Standing Order No 02/2018, dated 17th January 2018 is sued by JNCH and instruction No. 5/2018 — Customs, dated 28th March 2018 [No. 391/40/2017-Cus(AS)] issued by CBEC.**

2. It has been repeatedly emphasised that timely completion of data entry in DIGIT and the need to rely on DIGIT as a complete database for Customs offences is important.
3. Use of DIGIT as the single source of Customs offences would be possible only when we (JNCH) complete the task of data entry in DIGIT and keep it updated. Failure in keeping the offence database up-to-date would hinder the flow of vital information, its exchange and its timely utilisation and would thus jeopardize the enforcement and risk management objectives of the Department.
4. In this background, earlier it had been decided by JNCH that all officers and staff of JNCH, particularly, SIIB(Import), SIIB (Export), CIU, Centralized Legal Section, Centralized Adjudication Section (CAC), all Appraising Groups of all Commissionerates of JNCH would complete data entry of all cases under investigation, where show cause notice is yet to be issued (including SCNs issued on or after 01.01.2018) in DIGIT by 20.01.2018
5. Board vide aforesaid Instructions has decided and directed that data entry of all cases should now be completed by all formations before 31st July, 2018.
6. It has been further decided that from 01.04.2018, all Show Cause Notices (SCNs) and adjudication orders must be issued through DIGIT. It must also be ensured that SCNs are issued well within the stipulated time period and are not delayed till the last day. Respective Commissionerate of JNCH shall be monitoring the developments. Further, Board would also be monitoring the progress through DRI and failure of any Section / Group to complete the task within the stipulated time period or non-issuance of SCNs and adjudication orders through DIGIT shall be viewed very seriously.

7. In case of any difficulty, the specific issue may be brought to the notice of ADC/ JC, SIIB (IMPORT), NS-III or DC/AC in charge of SIIB (Import), NS-III.

Sd/-

(SUBHASH AGRAWAL)

Commissioner of Customs (NS-III).

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH.
2. The Commissioner of Customs, NS-G/ NS-I/ NS-II / NS-IV / NS-V, JNCH.
3. All Additional / Joint Commissioner of Customs, JNCH.
4. All Deputy / Assistant Commissioner of Customs, JNCH.
5. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS-IV / NS-V, JNCH.
6. Representative of BCBA / FIEO for information and circulation among their members for information.
7. AC/DC, EDI for uploading on JNCH website immediately

Instruction No. 5/2018 — Customs, dated 28th March 2018 [No. 391/40/2017-Cus(AS)]

Subject: Completion of Data Entry in DIGIT; Issuance of Show Cause Notices and Adjudication Orders through DIGIT — Regarding.

The Board and the Directorate of Revenue Intelligence have repeatedly emphasised the importance of timely completion of data entry in DIGIT by all formations and the need to rely on DIGIT as a complete database for Customs offences.

2. Use of DIGIT as the single source of Customs offences would be possible only when all concerned formations complete the task of data entry in DIGIT and keep it updated. Failure in keeping the offence database up-to-date would hinder the flow of vital information, its exchange and its timely utilisation and would thus jeopardize the enforcement and risk management objectives of the Department.

3. In this background, it had been decided that all formations would complete data entry in DIGIT by 31st March, 2018. However, some formations have represented that the task of entry of data in respect of old cases would require more time. Keeping in mind the practical difficulties faced by the field formations, the Board has decided to extend the time limit by a further period of three months. Accordingly, data entry of all cases should now be completed by all formations before 31st July, 2018.

4. It has been further decided that from 01.04.2018, all Show Cause Notices (SCNs) and adjudication orders must be issued through DIGIT. It must also be ensured that SCNs are issued well within the stipulated time period and are not delayed till the last day. Board shall be monitoring the developments through DRI and failure of zones/formations to complete the task within the stipulated time period or non-issuance of SCNs and adjudication orders through DIGIT shall be viewed very seriously.



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RAIGAD, MAHARASHTRA-400707.**

F. No. S/22-Gen-402/2017-18/ AM(I) Part-I

Dated 17.01.2018

STANDING ORDER NO. 02/2018

Subject: - Use of DIGIT by JNCH, Procedure to be followed-Reg.

Attention of the all officers and staff of JNCH, particularly, SIIB(Import), SIIB (Export), CIU, Centralized Legal Section, Centralized Adjudication Section (CAC), all Appraising Groups of all Commissionerates of JNCH is invited to importance of systematic data capture and proper use of DIGIT.

2. There is need to rely on DIGIT as a complete database for Customs offences. Use of DIGIT as a single source of Customs offences would be possible only when all concerned formations complete the task of data entry in DIGIT and keep it updated. Hence, it is expected that concerned Additional / Joint Commissioner to personally monitor the compliance.

A. CASES BOOKED BY SIIB(I), SIIB(X) & CIU

i. PREVIOUS CASES

It is being informed that role of some AO / Superintendents working in SIIB(I), SIIB(X) and CIU have already been mapped and ID and Password has also been created & informed to all such officers. Further, training has also been conducted in JNCH for DIGIT. Therefore, all the concerned AO / Superintendent working in SIIB(I), SIIB(X) and CIU have already been instructed to commence updating data of their respective Sections on DIGIT and ensure that details of all cases under investigation (including SCNs issued on or after 01.01.2018) are entered on DIGIT by 20.01.2018.

ii. CASES UNDER INVESTIGATION & FRESH / NEW CASES

All the concerned AO / Superintendent working in SIIB(I), SIIB(X) and CIU will ensure that after approval of show cause notice, "Unique DIGIT Serial No" is incorporated /marked on the SCN (either at footer or header).

B. CASES DETECTED BY GROUP / REFERRED TO GROUP BY DOCKS

It is being informed that role of all the Group AC/DC under NS-I, II, III, IV, V have already been mapped and ID and Password has also been created & informed to all AC/DCs. Further, training has also been conducted in JNCH. Therefore, all the concerned AC/DCs Groups have already been instructed to commence updating data of their respective Groups on DIGIT and ensure that details of all cases under investigation, where show cause notice is yet to be issued (including SCNs issued on or after 01.01.2018) are entered in DIGIT by 20.01.2018.

Further, all the adjudicating Authorities (issuing such show cause notices) should also ensure that "Unique DIGIT Serial No" is marked on the SCN (either at footer or header) before issue. The same "Unique DIGIT Serial No" should also be mentioned / incorporated in the OIO issued by adjudicating authorities.

In case of spot / live adjudications, also, a "Unique DIGIT Serial No" is required to be mentioned in the OIO.

C. CENTRALIZED LEGAL CELL / CENTRALIZED ADJUDICATION CELL

It would be responsibility of CLC to get the status of the case updated in DIGIT at each appellate stage of the case in co-ordination with:

- SIIB(I), SIIB(X) and CIU: if such cases were investigated by such agencies;

- Concerned Groups: if all other cases.

Similarly, in the same manner, CAC would be responsible to get the status of the case updated in DIGIT at the Settlement Commission stage, if such application is filed.

3. In view of the above, it is being made mandatory from 20/01/2018 onwards that no SCNs/OIO are issued without unique Digit Serial Number.

4. In case of any difficulty, the specific issue may be brought to the notice of ADC/ JC, SIIB(IMPORT), NS-III or DC/AC in charge of SIIB (Import), NS-III.

(SUBHASH AGRAWAL)

Commissioner of Customs (NS-III).

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