

OFFICE OF THE COMMISSIONER OF CUSTOMS, (IMPORT)  
JAWAHARHAL NEHRU CUSTOM HOUSE, NHAVA-SHEVA  
TAL: URAN, DIST: RAIGAD  
MAHARASHTRA.

F. No. S/22-GEN.-48/2004 A(M)

Date:02/06/2004

STANDING ORDER NO. 33

Sub: Restriction on transaction of business with Customs by unauthorized persons of CHAs/Importers/Exporters ♦ Reg.

Regulation 14(b) of the Customs House Agents Licensing Regulations 1984 provide that a Custom House Agent shall transact the business in the Custom House directly or through an employee duly approved by the Dy. / Asstt. Commissioner of Customs designated by the Commissioner of Customs in this regard. In view of above provisions, only the approved employees of the Agents are authorized to handle the Bs/E and Shipping Bills or transact any business in the Custom House on behalf of importers, exporters and trade. Such a person shall hold an identity card issued by the Dy. / Asstt. Commissioner of Customs in the form reflected in Regulation 20(6) of the Custom House Agents Licensing Regulations. As per clause (iii) of sub Regulation (6) of Regulation 20, every such person shall at all times, when he transacts the work at Customs station, carry such card with him and produce it for inspection on demand by any officer of Custom station.

Similar procedure is also applicable to the importers/exporters, who intend to clear their goods on ♦Self Basis♦. Their employees are also required to obtain an identity card as stipulated above.

It has been observed that un-authorized persons, who have not been approved to transact the business in the Custom House, are submitting various documents at various sections of the Custom House, for clearance of import and export goods. This is not only an un-authorized activity but also against the basic intent of the Regulation..

Service Centre of the Custom House, while accepting the documents from such employees, shall verify their identity card to ascertain that they are bonafide employees of the CHAs/importers/exporters for whom, they are working. While handing over the check list, the service centre shall obtain full signature of the employee, their name in block capital letters and their cardex number on the document received for the checklist. Similarly the bank, while accepting the draft for duty payment shall also verify full details from the identity card.

All the Appraising Officers/Examining Officers/ Supdts. posted in Docks shall accept the documents for assessment / examination only, when the persons presenting the documents for assessment / examination are bonafide employees of the CHA / Importer or Exporter as the case may be and hold valid identity card. After the assessment / examination has been carried out and the assessment / examination report is entered in the system as well as on hard copy of the B/E or S/B, while handing over the hard copy of B/E, original documents / original licences to the employees of CHA / Importer or Exporter as the case may be, the officers shall ensure that their full signature with name in capital block letters and cardex numbers have been put on the hard copy of check list at the time of assessment and on the hard copy of the B/E or S/B as the case may be at the time of the examination stage.

All the officers are directed to ensure strict compliance of the instruction. Any deviation, shall be viewed very seriously.

(RAKESH SHARMA)  
COMMISSIONER OF CUSTOMS (IMPORT)

**Attested**

(K. S. MISHRA)  
DY. COMMISSIONER OF CUSTOMS  
APPRAISING MAIN ( IMPORT )

