

- g. Date of issue of Show Cause Notice*.
- h. Date of personal hearing.*
- i. Order in original number and date.*
- j. Amount sanctioned to claimant and Fund separately and amount denied refund.
- k. Date of issue of order on original.*
- l. Date of sending to pre-audit cum review.*
- m. Cheque number, date and amount (principal and interest separately).

(* wherever applicable)

3. It shall be necessary that all hard records (registers) maintained shall be in a format which enables supply of data in the above format.◆ Details of all pending claims shall be so recorded immediately.◆ Each claim shall be allotted a running serial number, financial year wise.◆ This number shall be communicated to the claimant immediately on first receipt of the claim.◆ This number shall be the reference for all communication.
4. A soft version of the above information as on 1st April will also be provided.◆ The soft version shall be updated on a monthly basis.◆ Update for the month of April, i.e. the position as on 1st May (of all claims including those received in April) shall be provided by 7th May, and so on for the following months.
5. This information will be uploaded on the website of this Custom House.◆ The systems Manager and EDI Section shall assist and provide required technical support.◆ They shall ensure that the said information is first uploaded by 10th April, 2007 and every update by the 10th of each month.
6. The Central Refund Cell (CRC) deals with all refund claims filed after 24.10.2004.◆ However, **refunds consequent to finalization of provisional assessments in SVB cases, project imports and claims filed prior to 24.10.2004 are with the respective Groups.**
7. Each Authority which sanctions refund shall follow the directions given above.◆ They shall send the details at (4) above to the CRC.◆ The latter shall collate the information for the entire Import Commissionerate and forward it to EDI.

8. The CRC shall make the report prescribed at para 4.1 of the CBEC letter referred above and forward it to Appraising Main Section for incorporation in the MTR.

SD/28.02.2007

(K. K. SHARMA)

COMMISSIONER (IMPORTS)

J.N.C.H.

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