

**OFFICE OF THE COMMISSIONER OF CUSTOMS(EXPORT)**

**JAWAHARLAL NEHRU CUSTOM HOUSE,**

**NHAVA SHEVA, TAL-URAN, DIST  RAIGAD,**

**MAHARASHTRA - 400707**

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

























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




























AM(X)                                          

                                          
                                             
                                            Date:   24.7.2007

** STANDING  ORDER  No.   31 /2007**

                                         Attention of all the officers/staff of Export and Import Commissionerates of JNCH is invited to the Standing Order No.25/2007 dated 20.6.2007 (F. No.S/V-30-Misc(104)/2007 CCO M II) issued by CCO, Mumbai Zone II wherein it has been emphasized that the instructions contained in the S.O.No.7071/2002 dated 23.01.2002 and S.O.No.7731/2002 dated 23.8.2002 issued by New Custom House, Mumbai, should be scrupulously followed for monitoring/enforcing Bank Guarantee.

2.                                          It is observed that the B.Gs in both the Commissionerates of JNCH are being maintained in individual Groups/Sections and many a times these B.Gs are kept in the files.  This has led to improper monitoring or no monitoring at all with regard to enforcement of B.Gs.

3. In order to streamline the monitoring of the B.Gs, i.e., to implement the S.O.No.25/2007 dated 20.6.2007, the following instructions are further issued which should be followed by all Groups/Sections in Export/Import Commissionerate, without any deviation. The custodian of all the original Bank Guarantees will be CAO who will be the custodian of all B.G.s from now onwards till further order, and for monitoring of Bank Guarantees, a new Bank Guarantee Cell having a Superintendent of Customs as its in-charge has been created. However, the concerned Group / Section, and not the CAO or the Bank Guarantee Cell, will be solely responsible for enforcing / invoking / renewing / redeeming these Bank Guarantees.

4.1 It has been decided to use the EDI system for monitoring of all the Bank Guarantees accepted on or after 01.4.2002, which was not being done till now for the following reasons:-

- i) The renewals of the Bank Guarantees were not being entered in the system.
- ii) The Bonds / Bank Guarantees were not closed in the system on their cancellation and redemption.

Hence, it has been decided to start entering the data of renewal/closure of Bank Guarantees in the system and the Bonds will also be closed in the system whenever they are cancelled / redeemed from now onwards. This will be applicable for all BGs accepted on or after 01.4.2002 (the date from which Bond/B.Gs are being accepted in the EDI system)

4.2 As far as old BGs (including B.Gs accepted before 01.4.2002) are concerned, each Group/Section will segregate the B.Gs accepted in two lots one lot for the Bank Guarantee accepted prior to 01.4.2002 and other lot for Bank Guarantee accepted on or after 01.4.2002. They will be further sub-divided in two lots each of all the live B.Gs (live minimum up to 31.10.2007) and lot for all the expired B.Gs.

5.1 The list of live Bank Guarantees (live minimum up to 31.10.2007), accepted on or after 01.4.2002, should be prepared in Excel Worksheet by the concerned Group/Section in the following format and they will be transferred to CAO by 31.8.2007 and a copy of the same will also be provided to the Bank Guarantee Cell.

Section/Group \_\_\_\_\_

Sr. No.	File No.	Bond No. (generated by EDI)	BG Expiry Date (dd/mm/yyyy)

Signature of AC/DC \_\_\_\_\_

5.2 The list of live Bank Guarantees (live minimum up to 31.10.2007), accepted prior to 01.4.2002, should also be prepared in Excel Worksheet by the concerned Group/Section in the following format and they will be transferred to CAO by 31.8.2007 and a copy of the same will also be provided to the Bank Guarantee Cell :-

Sr.No	Group/ Section	F.No.	Name of Party	BG. No	Amount (INR)	Bank's Name & Address	CHA	BG Expiry Date (dd/mm/yyyy)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

5.3 For the Bank Guarantee accepted after 01.9.2007, the group/section wise list of the Bank Guarantees accepted in any month at the Jawaharlal Nehru Custom House, will be taken out in the first week of subsequent month by each group/section and by the CAO also. B.Gs alongwith the list shall be sent to the CAO. It shall be ensured that the BG expiry date (or renewal date) is correctly fed in the system before the same is physically handed over to the CAO. The Group will ensure that all the duplicate/Xerox copy of the BG is kept in the concerned file of the Group/Section. The CAO will reconcile all such Bank Guarantees received from the Groups / Section with combined list of the Bank Guarantees accepted in the Custom House during the previous month and ensure that all such Bank Guarantees which have been accepted by the Group have been received.

5.4 The Bank Guarantees will be cancelled by the Group in the Group file and on the duplicate/Xerox copy of Bank Guarantee and for the B. G.s accepted after 01.4.2002, the same will be entered into the system also. A Group-wise list will be generated from the EDI about the Bank Guarantees cancelled in one particular month and all the original Bank Guarantees will be handed over to the concerned Group by the CAO under receipt. The Group will put remarks on these Bank Guarantees as cancelled on ----- (date) and will return it to the importer/exporter.

5.5 The list of B.G.s accepted prior to 01.4.2002 and which will be cancelled henceforth, in a particular month will be prepared in the format prescribed in para 5.2 and will be

handed over to CAO and the B. G. Cell. The CAO will return the original B. Gs to concerned Group as per this list. The B. G. Cell will close the B. G. in their records.

5.6 The list of all expired B.Gs (whether accepted prior to 01.4.2002 or subsequently) should be prepared and a copy should also be given to the controlling Joint./Addl. Commissioner. The AC/DC of the concerned Group/Section has to take efforts for renewal of the B.G. or its enforcement to protect Government Revenue. The undersigned should be appraised of the action taken by the concerned Jt./ADC with regard to such expired B.Gs.

5.7 The expired B.G. will remain in the possession of the concerned Group/Section, and will not be transferred to the CAO unless they are renewed, and their new validity period is entered in the system (for Bank Guarantee accepted on or after 01.4.2002). Depending upon the date on which the Bank Guarantee was accepted list will be prepared in the format provided in para 5.1 & 5.2 of such revalidated B. Gs and they will be handed over to CAO along with the list.

6.1 In every month between 15<sup>th</sup> to 20<sup>th</sup>, the Bank Guarantee Cell will generate a list of all Bank Guarantees from the EDI (for B. Gs. accepted on or after 01.4.2002) in the following format which will be expiring in the second subsequent month of the month in which such list is taken out e.g. the list of BGs which will be expiring in the month of December, 2007 shall be taken out during 15<sup>th</sup> October, 2007 to 20<sup>th</sup> October, 2007:-

Sr.No	Group	F. No.	Name of Party	BG. No	Amount (INR)	Bank's Name & Address	CHA	Expiry Date of BG
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

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◆◆◆◆◆◆◆◆◆◆◆◆ The list will be given to the concerned group AC/DC and the controlling JC/ADC and will also be posted on the intranet.◆ On receipt of such list from the B. G. Cell, the Group AC/DC will immediately take action to enforce the Bank Guarantee or get it renewed depending on the case.◆

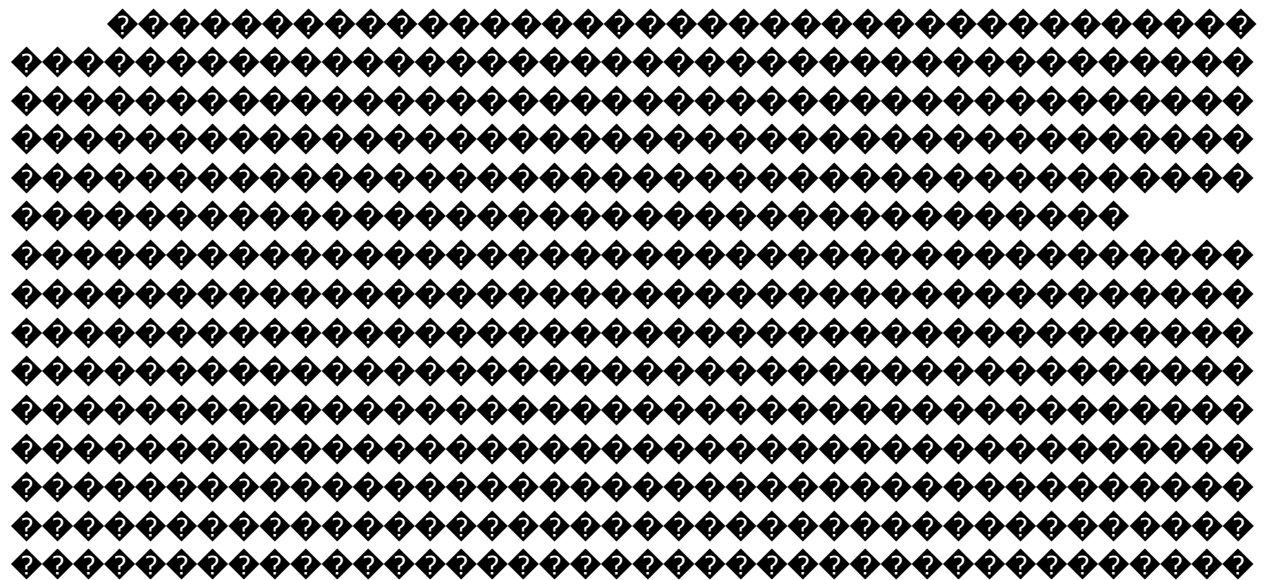
6.2 ◆◆◆◆◆◆◆◆◆◆◆◆ If the Bank Guarantee is renewed /enforced /redeemed, the fact should be entered in the EDI system by the Group and on last working day of the month e.g.◆ in the above example, on 31<sup>st</sup>◆October the Group will submit a report to B.G. Cell that letters in all Bank Guarantees had been issued for renewal/enforcement.◆ On last working day of the next month e.g. 30<sup>th</sup> November in the above example, the Group will submit a report to Bank Guarantee cell in the



Cause◆Cum-Demand-Notice may be issued by the Group/Section to protect Government Revenue.

8. ◆◆◆◆◆◆◆◆◆Detailed instructions concerning maintenance of Bank Guarantees and their monitoring has been prescribed in the Standing Order No. 7731/02 dated 23.8.2002 issued by the Chief Commissioner of Customs, Mumbai.◆ The procedure prescribed therein shall be strictly followed with regard to Bank Guarantees accepted in JNCH.◆ The officers accepting the Bank Guarantees should ensure that they are in the prescribed format with automatic renewal clause and timely action is taken for their renewal before expiry.◆

9. ◆◆◆◆◆◆◆◆◆A Bank Guarantee Register should also be maintained by the Groups/Sections as prescribed in para 6 of the said Standing Order No.7731/2002 and the said register shall be reviewed by the Dy./Asstt. Commissioner of the concerned Group in first week of every month.◆ An abstract of the Bank Guarantee and status should be prepared by the Group / Section concerned on a quarterly basis and should be submitted to the Jt./Addl. Commissioner of the Group, latest by 10<sup>th</sup> of the succeeding month to ensure necessary supervision and monitoring at higher level.◆







COMMISSIONER OF  
CUSTOMS (EXPORT)