



As such the old procedure for manual registration of licences followed before EDI System was introduced would have to be followed in this regard.:

1. Registration of Licence: New register will be opened and licences registered in an alphabetical order.
2. Scrutiny of licences and verification of their authenticity from the bulletin and specimen signatures of the signatories on the licences.
3. Recording debits/credits allowed by the concerned authorities in the relevant ledgers and also endorsing amendments in the licences permitted by the authorized persons.

The manual Bill of Entry after assessment by the group will be sent to the licence section only when clearance of the goods is to be allowed against a licence. When Bill of Entry is received in the licence section, a licence inward Thoka number and date will be put on the licence column of the Bill of Entry, for the receipt of bill of entry in the licence section. The bill of entry with import licence will be sent to ledger clerk. Each clerk will maintain a ledger alphabetically based on the name of the licence holder. The licence clerk will scrutinize the licence and if it happens to be first import then he will open a new account and record the particulars in the register and index also. The ledger clerk will maintain the debit/credit on the basis of the debit sheet attached to the import licences. The ledger clerk will endorse the licence accordingly and also the licence column of the bill of entry. Then he will forward the bill of entry with the licence and ledger to the audit clerk, the audit clerk will put the endorsement on the debit sheet attached to the licences against the relevant entry and also on the licence column of the bill of entry.

The bill of entry will then be forwarded to the computer section for recording the data.

The bill entry is finally sent to the comptist for calculation of the duty and pin-point type writing.

**Issue and receipt of RA:** The RA is issued on the basis of application made by the Importer / CHA. The Appraiser in the licence section will scrutinize the import licences and prepare a release advice of the particular custom house. Then the Asstt. Commissioner will approve the RA; Appraiser will sign it whose signatures will be circulated to all the ports. The RAs received from other customs house in sealed cover will be registered and put up to the relevant group for acceptance on production of bill of entry. The RA will be debited following the same procedure as followed in the licence.

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?? (K. L.  
GOYAL)

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?? COMMISIONER OF CUSTOMS  
(EXPORTS)

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