

OFFICE OF THE COMMISSIONER OF CUSTOMS
(IMPORT)

JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA
SHEVA

TAL URAN, DISTT- RAIGAD, MAHARASTRA
400707

F.No. S/V-30/Misc- 44/ 2008/
CSD Dt : 28th August, 2008.

STANDING ORDER NO. 39 /2008

Subject: Additional Instructions on scanning
of containers passing through

the
gateway Port Nhava Sheva reg-

All officers and staff of this Custom House are hereby
informed that software in respect of selection of containers for scanning purposes has been
modified. Following instructions in addition to the existing instruction issued the standing order
no 12/2004 dated 25.03.2008 shall be kept in mind while working in the Container Scanning
Division

2.0 IGM based Container selection for scanning software developed by Risk Management Division (RMD) has been hosted on a server placed in the Computer centre on the second floor of this Custom House. The server can be accessed by typing the URL <http://172.16.180.197:8040/CBEC> in your internet Explorer browser from a PC in the Local area network (LAN) of JNCH.

3.0 Additional / Joint Commissioner in charge of Container Scanning Division is Designated as **administrator** of the software. All officers working in Container Scanning Division (CSD) have to be registered by the administrator and assigned suitable privileges. Whenever officers are transferred or new officers join CSD, necessary changes in the user accounts and assigning the privileges shall be made by the administrator.

4.0 Officers in the Container Selection Division (CSD) who are given the user ids and passwords are directed to change their passwords on the first usage and keep changing them periodically. No user should share his password with anyone. User manuals are available in the system under the **help link** on the home page. One manual is addressed to the needs of the users who are provided with Administrator privileges and another for all

general users registered in the system. Officers are advised to study the manual and understand the features.

5.0 Container Selection: The software provides for selection of containers matching an user defined profile. A user can either select all containers matching a profile or select a random percentage of containers from the selected lot. Targeting is the term used when 100% container selection for a given logical profile is used. Intervention is the term used when select percentage of the lot is use. System also provides for random selection of containers which are neither selected by any target or intervention. It is suggested that the officers study the manual and insert targets / interventions with due diligence. Proper study of data is recommended before insertion. Every user shall carefully construct the target / intervention using the user interface in the software. Impact analysis is mandatory before saving any target. Likely number of line numbers in an Import General Manifest (IGM) which may be hit by the target / Intervention and the containers involved may be identified using impact analysis, before submitting the target / Intervention for approval. It is expected that logic for selection is constructed in such a manner that accurate containers are picked up. It is suggested that the logic may be tweaked iteratively so as to select precise number of containers and to avoid large numbers of inaccurate containers. Every Target /Intervention needs to be approved by an officer senior to the proposer.

6.0 Real Time Targeting: Officers with privileges for real time targeting are expected to select a small percentage of recently received containers in the system for scanning purposes. Container whose data is received in the system in the real past (time limit is decided by the administrator) are available for selection. Either all the available containers can be seen or the screen for selection or few containers matching some logic constructed on the screen can be used to identify and select the containers. Detailed information on each container like the description of cargo and vessel along with transport details are shown on screen for the benefit of the targetor. In case an advanced bill of entry (BE) is available in the system data pertaining to the BE are also shown on the screen. A clear indicator is available on the screen which shows whether BE shown is facilitated or not by the Imports RMS. If any BE is already not facilitated then officers may choose not to select the container since the same is likely to be examined. Any container may however be selected if there is a strong reason to scan them

7.0 Dashboards: Three distinct dashboards are available in the system to monitor selection process. IGM dashboards gives information on selection made to each line number of a import general manifest container dashboard gives details of containers which are selected by the system for a given day. Target dashboard helps the user in monitoring every target / intervention inserted by the user. Officers are advised to monitor all the dashboards and ensure that selectors take place as desired by the Container Scanning Division.

8.0 Reports: System provides useful reports for the user. One can get a complete picture of all container selections, target / Intervention wise analysis and user activities on the screen. Officers are advised to make good use of them.

9.0 Administrator: Additional / Joint Commissioner in charge of Container Scanning Division or any other officer identified by the Commissioner of Customs (Import) may be designated as the **systems administrator** for the system. Apart from user management functions, ♦the administrator is required to manage the parameters used in selection of total containers for a given day. Further key inputs on random selection are to be given by logging as administrator. Selected officers are suggested to study the manual and understand the features built. The system is hosted on a server which is connected to ICES and RMS (Imports) servers. Due care should be taken to ensure proper connectivity and smooth functioning of the server.

10.0 Feedback : The Process of Risk Management in Container selection is incomplete without feedback. CSD officers working are advised that if any aspect of the system, which in their understanding is either not suitable or seemingly out of context in respect of any aspect

