

**OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT)**  
**JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,**  
**TAL. URAN, DIST. RAIGADH, MAHARASHTRA 400 707.**

F.No.: EDI-06/2009 JNCH

Date : April 13, 2009

**STANDING ORDER - No 15 /2009**

**Subject:** Role of updating of critical information on the JNCH website  
(www.jawaharcustoms.gov.in)- reg.

The new website of this Custom House has been inaugurated by the Chief Commissioner of Customs on 09.04.2009.

Any website requires constant updating for it to be useful to the visitors. The website contains information from various sections of this Customs House.

The Dy/Asst Commr of the following sections would be responsible to provide the data mentioned against their sections by the mentioned time to the EDI section. The data has to be provided in both the soft and hard copy versions

<b>Sr.No</b>	<b>SECTION</b>	<b>INFORMATION</b>	<b>DUE DATE</b>
1	Office of Chief Commissioner of Customs, JNCH	Profile of the Custom House	By 7 <sup>th</sup> of every month
		Achievements and Event for the ticker tape	Immediately

		Trade facilitation measures	By 7 <sup>th</sup> of every month
		Minutes of open house meeting	On signing of minutes
2	Appraising Main (Import)	Profile of Import Commissionerate	By 7 <sup>th</sup> of every month
		Achievements and Events	Immediately
		List of Defaulters (arrears of revenue)	By 7 <sup>th</sup> of every month
		Minutes of PTFC	On signing of minutes
3	Appraising Main (Export)	Profile of Export Commissionerate	By 7 <sup>th</sup> of every month
		Achievements and Events	Immediately
		PTFC minutes	On signing of minutes

		List of Defaulters (arrears of revenue)	By 7 <sup>th</sup> of every month
		Any Change in the CAPIO/CPIO	Immediately
4	RTI Cell (Import)	Rules/Regulation pertaining to RTI Act and any amendments thereof	Immediately
		Any change in contact details	Immediately
		Any change in the CAPIO/CPIO	Immediately
5	RTI Cell (Export)	Rules/Regulations pertaining to RTI Act and any amendments thereof	Immediately
		Any change in contact details	Immediately
6	Refund CRC I & II	Current status of refund claims	By 7 <sup>th</sup> of every month
		Any change in procedure	Immediately
		Any new Public Notice/Notifications	Immediately
		Any change in helpdesk details	Immediately

7	Drawback	Any change in procedure	Immediately
		Any new Public Notice / Notifications	Immediately
		Any change in charges of class A officer	Immediately
8	Preventive (General)	Any change in the contact numbers both direct and EPBAX	Immediately
		Any change/addition in the CFS details	By 7 <sup>th</sup> of every month
		Any change/addition in the Port Terminals	By 7 <sup>th</sup> of every month
		Tender Notices	Immediately
		Photographs of any events	Immediately
		Any change in procedure	Immediately

9	EDI Section	Updated list of e-payers	By 7 <sup>th</sup> of every month
		Tender notices	Immediately
		Value added services	Immediately
10	Disposal	e-auctions	Immediately
11	Import Noting	IGM details	Daily
12	RRC	List of defaults	by 7 <sup>th</sup> of every Month

The information has to be provided in a user friendly form and interface and should not contain any information which should not be accessible to the public. It is therefore necessary that any information that is to be hosted on the website should be vetted by the concerned Addl./Jt. Commissioners

Any section of this Custom House is welcome to suggest changes to make the website more dynamic and user friendly. Similarly if any section is of the opinion that they have a regular interface with the public and hence needs to be placed prominently on the website, they too may intimate the same and frame a proposal with suggested data, rules / regulations pertaining to their section etc., daily vetted by ADC / JC.◆◆

The website will be revived by AO (EDI) on daily basis, AC EDI on Weekly basis and ADC (EDI) on fortnightly basis.



