

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)  
JAWAHARLAL NEHRU CUSUTOM HOUSE, NHAVA SHEVA,  
TAL- URAN, DIST- RAIGAD, MAHARASHTRA 400707

F.No:S/12-Gen-101/09.10AM(X).

Date: 16.10.2009

**STANDING ORDER No. 50/09-10**  
**Subject : Duty List of Scaleman- reg.**

Attention of all the concerned officers on above subject. The Board has issued duty list of Scaleman vide letter F.No. A-11013/15/2007-Ad IV, Dt. 26.04.07, accordingly it has been decided that the following will be the duty of Scaleman :-

Scaleman is a uniformed staff who assists the Appraiser and the Examiner in the Docks, ICDs, CFSs etc. Scaleman is directly responsible to the shed Appraiser and shall attend to all tasks assigned by the shed Appraiser or Examiner. Apart from this Scaleman carries out the following functions :

- (i) Scaleman attends the weighment of the goods by operating the weighing scale. He reads out, the weights as shown on the scale, when wieghment is carried out. The Appraiser or Examiner may check the weights so read out from the scale.
- (ii) Scaleman opens the customs Shed Office/EDI Centre in time in the morning and is responsible for the cleanliness of the Shed Office/EDI Centre. He shall leave only after closing the shed office/EDI Centre and securing all properties of the shed office/EDI Centre including the weighing scales, customs seals, etc.
- (iii) Scaleman maintains the books and various registers in goods conditions and present them to the Appraiser or Examiner when asked for.
- (iv) Scaleman accompanies the Shed Appraiser or Examiner when samples are to be collected and seal these samples immediately on reaching the shed so that the substitution of samples is avoided. In addition to the above Scaleman also performs the duty of sealing of Trucks and Containers and attend to the sealing of any containers which are meant for Trans-shipment

after taking orders from the shed Appraisers and Examiners, as the case may be.

- (v) Scaleman carries all dispatch to and from the shed to various department as per orders of the shed appraiser.
- (vi) Scaleman maintain register for all the shipping bills attended at that particular shed and sends it to the steamer agents under receipt. He keeps all these receipts in proper order and produces when asked for by any officers.
- (vii) All samples sealed and kept in Scaleman's custody are dispatched properly to DYCC or the other agency as required. The duplicate samples are kept properly so that the same can be produced when required.
- (viii) Scaleman is also posted at the office of the Assistant Commissioner (Docks) and office of the Posting Officer. Here he is expected to regulate the entry of the visitors to the office. He shall attend to all other work assigned by the Assistant Commissioner and Posting Officer.
- (ix) During overtime Scaleman attends his duty promptly and seal the container and samples which are ordered to be sealed by the appraiser or Examiner, and
- (x) Scaleman attends to any other work assigned to him by the superior officers.

**(B.K.SINHA)**

**COMMISSIONER OF CUSTOMS (EXPORT)**

**JNCH.**

To

All the Concerned Officers

Copy for information to :

1. The Chief Commissioner of Customs, JNCH, Sheva
2. The Commissioner of Customs (Export), JNCH, Sheva.

3. All the Addl./Jt. Commissioners of Customs (Export), JNCH, Sheva.
4. All CFS.
5. Guard file.