

**OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT),
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,
TAL.- URAN, DIST. RAIGAD - 400 701.**

F. No. S/12-Gen-42/2008 AM (X)

Dated: 14th December, 2009

STANDING ORDER NO. 60 /2009

Subject: Monitoring the feeding of stuffing report to avoid QNC errors Regarding.

Attention of all officers of this Custom House is invited to the above mentioned subject.

2. Q error occurs whenever stuffing report is fed into the system after the EGM is filed. This error like other errors causes hardship to the exporters because they are not able to get their EP copy because of this error. One of the major reasons for such error is lack of promptness in feeding the stuffing reports by the superintendents, supervising the stuffing. Processing of applications for rectification of such error, interalia, invariably involves verification at MCD for confirmation of export.

3. It is a matter of serious concern, if the stuffing report is not entered in respect of a genuine export. In order to ensure that such error does not occur on account of non-feeding of stuffing report in time, it has been decided to streamline the procedure in the following manner.

4. A stuffing report register shall be maintained in each CFS in the following format:

Sr. No.	Shipping Bill No.	Container No.	Container Size	Seal No.	No. of packages	Name of Shipping Line / CHA	Whether Stuffing Report has been fed Yes / No	Remarks	Signature

5. All the Superintendents of Customs (P) responsible for stuffing supervision shall ensure that the stuffing reports in respect of the shipping bills attended to on a particular day are fed preferably on the same day or latest by the following day. The details of all such shipping bills shall be entered into the aforementioned register.

6. The entries made in the register during a given week i.e. Monday to Saturday shall be put up for perusal of the AC / DC of the CFS concerned on Monday / Tuesday of the

following week. The AC / DC concerned shall cross check from the details available on the intranet regarding EGM error as to whether there is any ❖Q❖ error in respect of the shipping bills entered in the register. If there is any error AC / DC will take corrective measures and ensure that the ❖Q❖ error is rectified.

7.❖❖❖❖❖❖❖❖ The stuffing register shall be put up to the Joint commissioner of the CFS concerned on every Thursday for his perusal.

8.❖❖❖❖❖❖❖❖ All the officers are directed to comply❖ with above said instructions scrupulously.

9.❖❖❖❖❖❖❖❖ Difficulties faced, if any, in implementation of the Standing Order may please be brought to the notice of the undersigned.

(B.K. SINHA)
COMMISSIONER OF CUSTOMS (EXPORTS)
JNCH, NHAVA SHEVA

To,
All the Concerned Officers

Copy for information to:

- i) Chief Commissioner of Customs, Mumbai-II Zone, JNCH
- ii) Commissioner of Customs (Import), JNCH
- iii) Additional Commissioner of Customs (EDI) for uploading the same on JNCH website.