

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

F. No. S/12-Gen-

18/2010  
Dated: 24.02.2010

**STANDING ORDER No. 13 /2010**

Subject: Transmission of transference copy of shipping bill in respect of export consignment received from ICD / CFS outside JNCH Streamlining of procedure Regarding.

Attention of all the Officers in the jurisdiction of the Jawaharlal Nehru Custom House (JNCH) is invited to complaints received from Exporters / CHAs regarding non-receipt of Transference Copy of shipping bill of exports from ICD/CFS, through gateway ports of Nhava Sheva. This results in difficulties to the exporters to discharge their liabilities under the bond / LUT to the central excise authorities. Further, it has been noticed that whenever details of export through ICD/CFS outside the jurisdiction of JNCH are required for the purpose of verification of actual physical export, the same are not readily available from MCD for want of details such as Vessel Name, Rotation No., etc. These details are required to be captured at the Boarding Office.

2. In the light of the above, the prevailing practice of transmission of transference copy of shipping bill has been examined and following procedure is being prescribed for proper receipt and dispatch of transference copy by the Boarding Office situated in Port Area.

3. In case of export through ICD/CFS, after the cargo / goods have been loaded on the vessel and the mate receipt has been issued in this regard, the steamer agent shall submit 2 sets of transference copy of shipping bills (which are sent to the gateway port through Exporters/Steamer Agents in a sealed cover by officer in charge of ICD/CFS) alongwith mate receipts to the Boarding Office. The Boarding Officer shall endorse the transference copy on the basis of the mate receipt, certifying the shipment of export goods / consignment. Out of the 2 sets of transference copy of shipping bill, 1 set would be retained in Boarding office for further dispatching to concerned ICD/CFS by Speed Post or through an Exporter/Agent as approved by Commissioner of Customs (Export), on case to case to basis, in a sealed cover. 1 set of

the transference copy of the shipping bill shall be forwarded to MCD Section of JNCH as per the prevailing procedure.

4. The Boarding Office shall maintain a register for each ICD/CFS separately and enter the following details against the Transference Copy received:

Sr. No.	Name of Vessel	Rotation No.	Shipping Bill Nos.	Container Numbers	Name of Exporter	Name of Steamer Agent	Date of receipt of Transference copy	Date of dispatch of Transference copy

5. The transference copy of shipping bills received on a day-to-day basis shall be collected and segregated ICD / CFS-wise by the Boarding Office. The said copies shall be dispatched to respective ICD / CFS every 15 days, preferably on 15<sup>th</sup> and 30<sup>th</sup> of every month.

6. A monthly statement will also be sent by the Boarding Office to the respective ICD/CFS in order to have a double check and ensure the timely communication of such transference copies.

7. The said monthly statement shall be issued under the signature of the AC/DC in charge of the Boarding Office by the 5<sup>th</sup> of the succeeding month. The copy of the said letter shall be endorsed to the Joint / Additional Commissioner in-charge for his perusal and monitoring.

**(B. K. SINHA)**  
**COMMISSIONER OF CUSTOMS (EXPORT)**

To,

**All the Officers concerned**

Copy for information to:

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1. The Chief Commissioner of Customs, Mumbai-II Zone, JNCH.
2. The Commissioner of Customs (Import), JNCH