

**OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT),
MUMBAI-II, JAWAHARLAL NEHRU CUSTOM HOUSE, SHEVA, TAL-
URAN, DISTRICT- RAIGAD, MAHARASHTRA 400 707**

F. No. S/26-Misc-969/2010 VII-

G Dated: 30th August, 2010

STANDING ORDER No.47/2010

Subject: Instructions for maintaining records in respect of bills of entry filed manually
Regarding.

There have been instances where importers are requesting for filing manual bill of entry on account of system related problems. Also, there are cases in Advance Licence and EPCG groups where the licence is amended by DGFT and the amended licence does not appear on the screen of the Appraising Officer due to problem in transmission of the amended licence online from DGFT to Customs via ICEGATE.

2. In such cases, it has been noticed that the Group AO / AC / DC are routinely submitting the requests of the importer for filing manual bill of entry to the Commissioner for approval without making any effort to either understand or resolve the problem by communicating with the DGFT / ICEGATE / DG (Systems). In fact, it may be noted that the AC / DC (Licence section) has been appointed as the Nodal Officer to resolve issues relating to online transmission of licences [Public Notice No.25/2010 dated 02.03.2010 may be referred].

3. It is, therefore, directed that in future, in all such cases, the Group AO / AC / DC shall email the details to the authorities concerned i.e. DGFT / ICEGATE / DG (Systems) and try to resolve the issue in consultation with them. At least 2 attempts shall be made by the Group AO / AC / DC within 3 days of knowledge of the problem. In case the same remains unresolved, the file may be submitted to the Commissioner for approval of the request of the importer for filing manual bill of entry alongwith details of efforts made to resolve the issue. After Commissioner's approval, one more email should be sent referring that due to non-resolution of problem, manual filing of bill of entry has been permitted.

4. It is further directed that the Group shall maintain a register of all such cases where filing of manual bills of entry or acceptance of physical copy

of Licence / amendment in Licence have been permitted. The said register shall contain all the details pertaining to that bill of entry / Licence.

5. After clearance of the goods against the manual bill of entry, the Group AO / AC / DC concerned shall pursue the matter with DGFT / ICEGATE and the importer / CHA to ensure that the amended licence is transmitted online from DGFT / ICEGATE / DG (Systems). On receipt of the amended licence online, the Group AO / AC / DC concerned shall update the bill of entry in the EDI system and debit the said licence online, and a remark shall be entered against the said bill of entry in the register to the effect that the said bill of entry has been updated in the EDI system. The register shall be submitted to the Joint / Additional Commissioner incharge of the Group on a monthly basis.

6. Whenever a request for filing manual bill of entry is received, it should be checked up from register whether for same importer such request was accepted in the past and if yes, whether for earlier bill of entry requisite action for updating the EDI system has been taken or not. This fact should also be mentioned in the file submitted to the Commissioner.

Signature line consisting of a row of diamond symbols.

Sd/-

(Sushil Solanki)

Commissioner of Customs (Export)

To,

All officers concerned.

Copy to:

- (i) Member (Customs), CBEC, New Delhi;
- (ii) J.S. (Customs), CBEC, New Delhi;
- (iii) J.S. (Drawback), New Delhi;
- (iv) Chief Commissioner of Customs, Zone I / III, Mumbai;
- (v) Director General of Systems, New Delhi;
- (vi) Chief Commissioner of Customs, Mumbai Zone II, JNCH;
- (vii) Office copy;
- (viii) System Manager with a request to upload on website.