



**OFFICE OF THE COMMISSIONER OF CUSTOMS, NS-III
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F.No. S/26-MISC-01/2016 CRC-I/NS-III

Date: 31/05/2016

STANDING ORDER NO. 41/2016

For providing transparency and ease of doing business, it has been decided to upload the status of the refund claim applications on departmental website. For this following procedure will be followed:

1. A data base shall be created for all refund claim applications that have been received in the CRC-1 Section from 01st June, 2016.
2. It will incorporate the following data:
 - a. Serial number / File number.
 - b. Name of claimant.
 - c. Date of receipt.
 - d. Amount of claim.
 - e. Ground of claim.
 - f. Deficiencies Memo issued Date.
 - g. Date of receipt of complete claim.
 - h. Date of personal hearing.*
 - i. Date of Sanction / Order in Original number and date.*
(* wherever applicable)
3. The old cases pending as on 31st May, 2016, including those which are sanctioned but under pre-audit cum review will also be put on website by 1st July, 2016.
4. It shall be necessary that all hard records (registers) maintained in the sanction shall be in a format which shall enable supply of data in the above format. Each claim shall be allotted a running serial number, financial year wise.
5. The soft version shall be updated on a monthly basis. Update for the month of June, 2016, i.e. the position as on 30th June, 2016 (of all claims received in month of June) shall be provided by 7th July 2016, and so on for the following months.
6. This information will be uploaded on the website of this Custom House. The systems Manager and EDI Section shall assist and provide required technical support. They shall ensure that the said information is first uploaded by 7th July, 2016 and every update by the 1st week of each month.

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(D. K. SRINIVAS)
Commissioner of Customs,
NS-III, JNCH