



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-G),
MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE,
NHAVA SHEVA, TALUKA: URAN, DISTRICT: RAIGAD,
MAHARASHTRA-400707.**

F. No. S/43-10/2012 PSO JNCH Part IV

Date: 01.12.2016

STANDING ORDER NO. 76/2016

Sub: - Standard Operating Procedure consequent to commencement of "Document Processing Area" in the Parking Plaza and Gate Automation for Export & Import through NSICT / NSIGT, GTI & JNPCT; reg.

Attention of the all officers and staff of JNCH, and all stakeholders is invited to the various [Public / Facility Notices & Standing Orders issued by Jawaharlal Nehru Customs House \(JNCH\) \(including Public Notice No. 52/2009 dated 06.08.2009 & Public Notice no. 134/2016 dated 06.10.2016\)](#) [about procedure in regard to](#) Export of containers (entry of factory stuffed (including self-sealed) and CFS stuffed Export Containers into port terminals after granting of LEO at Parking Area) and movement of Import Containers from Port Terminal to CFS/ICD as well as Direct Port Delivery to importers.

2. The standard operating procedure (worked out on the basis of consultation with representatives from all the Terminal Operators) to be followed for movement of such Containers to and from the Port Terminal would be as mentioned below from 5th December 2016:

3. NHAVA SHEVA INTERNATIONAL CONTAINER TERMINAL (NSICT):

Factory stuffed containers permitted for direct entry into port terminal in terms of Public Notice No. 52/2009 dated 06.08.2009 & Public Notice no. 134/2016 dated 06.10.2016 are routed through Parking Plaza (also referred to as "Holding Area"). In NSICT, export containers from CFSs are not routed through Parking Plaza / Holding Area. The Procedure in brief would be as under:

3.1 EXPORT:

3.1.1 FOR CONTAINERS ELIGIBLE FOR DIRECT PORT ENTRY:

ENTRY IN PARKING PLAZA:

- i. When loaded vehicle/ TT enters the plaza, It will wait until all its documents are in order, then it will be surveyed, and documents / photo uploaded in system.
- ii. If Bay Allocation Ticket (BAT) is not available with the Driver, same will be supplied by Terminal staff. BAT is RFID enabled.

CUSTOMS PROCEDURE IN PARKING PLAZA:

- i. In cabin, Customs will receive all pertinent documents from Customs Broker and if found to be in order, issue LEO.
- ii. Simultaneously, they will give clearance in terminal's TOS on a separate PC.

EXIT FROM PARKING PLAZA:

Only TT's cleared by Customs may exit plaza (provided that their gate is OPEN). Plaza gate clerk will check for clearance by Customs before allowing TT exit.

ENTRY AT TERMINAL GATE:

- i. TT comes to terminal's gate, swipes BAT. CISF after checking that all is in order, will allow entry / gate in.
- ii. A simultaneous electronic live feed will be made available to custom's officers at Parking Plaza Cabin.

EXIT AT TERMINAL GATE:

When outbound after offloading container, TT will swipe BAT once again at out gate to close transaction.

3.1.2 FOR CONTAINERS COMING FROM CFSs:

- i. FOR CFS Containers, no approval is required from Customs in TOS.
- ii. Customs will view container movement in TOS as they move from CFS through gates.

3.2 IMPORT:

Customs have been provided with a cabin inside of the gate, having access to ICES and TOS.

3.2.1 For DPD Containers:

- i. For DPD containers, Customs will verify the genuineness of the 'Out of Charge' issued earlier from ICES as well as information uploaded in Terminal's TOS (after being surveyed on receiving delivery). Thereafter, Customs will also give online approval for the movement of such containers in the "TOS".
- ii. At gate, TT will swipe BAT, CISF will view details and clearance and if found to be correct, will Permit exit from Port Terminal.

3.2.2 For CFS / ICD bound Containers:

- i. No approval is required from Customs in the Terminal Operator system.
- ii. Customs will view container movement in TOS as they are delivered as live feed of containers exiting and passing through Port Terminal gate would also be available to the Customs (in the Cabin inside the Terminal) for monitoring.
- iii. Customs may conduct checks on the basis of intelligence / specific inputs.

4. NHAVA SHEVA INTERNATIONAL GATEWAY TERMINAL (NSIGT):

4.1 EXPORT:

- i. NSIGT will have their Gate automation up and running in a month's time. Until then, in respect of containers eligible for Direct Port Entry, manual system will be followed, where in Custom's staff at Parking Plaza will, after issuing LEO, endorse the TT's **Form-13**, which will be verified by Terminal Personal before permitting exit from the Parking Plaza.
- ii. On reaching NSIGT gates, the Form 13 will be verified by Terminal Staff before permitting the TT to enter.
- iii. Rest of the procedure would be same. After gate automation is complete in NSIGT, procedure would be same as that for NSICT.
- iv. In respect of export containers cleared from CFSs, the procedure would be same as in case of NSICT.

4.2 IMPORT:

- i. Further, till "Port Terminal system" of NSIGT is fully operational (stated to be fully operational from January 2017, there would not be any approval in the "Port Terminal System" by Customs and only physical copies of **EIR Copy** will be endorsed in the case of Containers eligible for Direct Port Delivery.
- ii. Rest of the procedure would be same. After gate automation is complete in NSIGT, procedure would be same as that for NSICT.
- iii. In case of CFS / ICD bound containers, the procedure would be same as in case of NSICT.

5. GATEWAY TERMINAL OF INDIA (GTI):

Factory stuffed containers permitted for direct entry into port terminal in terms of Public Notice No. 52/2009 dated 06.08.2009 & Public Notice no. 134/2016 dated 06.10.2016 are routed through Parking Paza (also referred to as "Holding Area"). Procedure is almost similar to the procedure being adopted for NSICT. Export containers from CFSs are not routed through Parking Plaza / Holding Area. The Procedure in brief would be as under:

5.1 EXPORT:

5.1.1 FOR CONTAINERS ELIGIBLE FOR DIRECT PORT ENTRY:

Receipt of e_Form-13 from Shipping Line with the details such as Container details, Seal details and vessel/voyage details.

ENTRY IN PARKING PLAZA:

- i. All factory stuffed containers to enter GTI parking plaza.
- ii. GTI is mandating that the Shipper/Exporter/CHA will upload the images (seal, container), at the time of filling e-Form 13. However, if vehicle enters the parking plaza without images, then GTI will capture images and share with the Customs. Facility to capture and share images to be operational from 1st March 2017.

- iii. At present, Bay Allocation Ticket (BAT) is issued at by Terminal staff at Terminal gate. However, by 1st March 2017, with the development of their software, they will start supplying BAT at Parking Plaza.
- iv. BAT is RFID enabled.

CUSTOMS PROCEDURE IN PARKING PLAZA:

- i. In cabin, Customs will receive documents from Customs Broker and if found to be in order, issue LEO.
- ii. Simultaneously, they will give clearance in Terminal's Gate Automation System on a separate PC.
- iii. Shipper/Exporter/CHA will approach the Pre-Gate Counter for Pre-gate transaction.

EXIT FROM PARKING PLAZA:

- i. Park-out ticket is generated only after online endorsement and performing pre-gate transaction.
- ii. Only TT's cleared by Customs may exit plaza (provided that vessel gate is open). Plaza gate clerk will check for clearance by Customs before allowing TT exit.

CHECKS AT MARSHALLING YARD

- i. Trailer will move to Marshalling yard check point.
- ii. After checks at marshalling yard by Terminal staff, Trailer proceeds to Central Gate Complex.

ENTRY AT TERMINAL GATE:

- i. TT comes to terminal's gate GTI gate assistant will generate Drop off ticket.
- ii. CISF will check container/trailer/Driving License details and allow port entry.
- iii. A simultaneous live feed at Terminal gate will be made available to Custom's officers at Parking Plaza Cabin.

EXIT AT TERMINAL GATE:

- i. When outbound after offloading container, TT will swipe BAT / key in at out gate to close transaction.

5.1.2 FOR CONTAINERS COMING FROM CFSs:

- i. Receipt of e_Form-13 from Shipping Line / CFS with the details such as Container details, Seal details and vessel/voyage details.
- ii. CFS performs Pre-Gate transaction.
- iv. For CFS Containers, no approval is required from Customs in "Terminal's Gate Automation System".
- v. A simultaneous live feed at Terminal gate will be made available to Custom's officers at Parking Plaza Cabin.

CHECKS AT MARSHALLING YARD

- i. Trailer will move to Marshalling yard check point. After all checks at marshalling yard, Trailer proceeds to Central Gate Complex.

ENTRY AT TERMINAL GATE:

- i. GTI gate assistant will generate Drop off ticket.
- ii. CISF will check container/trailer/Driving License details and allow port entry.

5.2 IMPORT:

- i. Terminal agreed to provide a "cabin inside the gate", having access to ICES and "Terminal's Gate Automation System" to Customs. This Facility to be provided is approx. 50 to 100 meter inside the Exit Gate and to be used for verification of OOC in respect of DPD Containers and monitoring for other containers. Till that cabin is provided, Customs will function from existing cabins provided by Terminal near the exit gate.

5.2.1 For DPD Containers:

- i. Upon receipt of Out Of Charge and Shipping Line authentication for pick up (in the form of DO), terminal will release the container for delivery.
- ii. DPD customer authenticate a Truck to approach terminal for picking Import Delivery by allotting a PIN No.
- iii. DPD allotted Truck arrives at Terminal Gate, and GTI Gate Assistant generates Pick Up Ticket.
- iv. Trailer will move to Container Yard and container will be loaded on trailer.
- v. For DPD containers, Customs will verify the genuineness of the 'Out of Charge' issued earlier from ICES as well as all pertinent information uploaded in Terminal's "Terminal's Gate Automation System". Thereafter, Customs will also give online approval for the movement of such containers in the "Terminal's Gate Automation System".
- vi. Trailer will move to Central Gate Complex. GTI gate assistant will generate the "OUT EIR" only if online endorsement is performed.
- vii. CISF will check container/trailer/Driver License details and allow port exit.

5.2.2 For CFS / ICD bound Containers:

- i. CFS authenticate a Truck to approach terminal for picking Import Delivery by allotting a PIN No.
- ii. CFS Truck arrives at Terminal Gate, and GTI Gate Assistant generates Pick Up Ticket.
- iii. Trailer will move to Container Yard and container will be loaded on trailer.
- iv. No approval is required from Customs in the "Terminal's Gate Automation System". Customs can view container movement as live feed of containers exiting and passing through Port Terminal gate would also be available to the Customs (in the Cabin inside the Terminal) for monitoring. Customs may conduct checks on the basis of intelligence / specific inputs.
- v. Trailer will move to Central Gate Complex. GTI gate assistant will generate the "OUT EIR".
- vi. CISF will check container/trailer/Driver License details and allow port exit.

6. JAWAHARLAL NEHRU PORT CONTAINER TERMINAL (JNPCT):

Factory stuffed containers permitted for direct entry into port terminal in terms of Public Notice No. 52/2009 dated 06.08.2009 & Public Notice no. 134/2016 dated 06.10.2016 are routed through Parking Paza (also referred to as "Holding Area"). It was also informed that CFS stuffed Export Containers will also be brought to the parking plaza for completion of Terminal documentation. It was informed that their Automatic Gate Automation System (AGS) will be fully functional shortly. Therefore, till it is fully functional, following procedure to be adopted.

6.1 EXPORT:

6.1.1 For Factory Stuffed Containers (Eligible for Direct Port Entry):

- i. Once the electronic gate is opened in Terminal Operating System (TOS) for particular vessel, the Container Handling Shipping Agencies for Factory stuffed containers uploads Pre-gate information of export containers along with TT registration number and details of Driver of each TT.
- ii. After submission of this information through WEB-ACCESS (Web based application of JNPCT TOS to its registered shipping agencies), the system generates unique 4 digit PIN number against each entry of export container number. Similarly, necessary information is entered into JNPCT e-Form 13 Portal.

ENTRY IN PARKING PLAZA / HOLDING YARD:

All factory stuffed containers to enter JNPCT Holding Yard for seeking approval of Customs.

CUSTOMS PROCEDURE IN PARKING PLAZA:

- i. Tractor Trailer (TT) carrying export container(s) approaches Customs official in Holding Area Office along with Shipping Bill / Checklist for Factory Stuffed Containers for Customs approval.
- ii. After verification of documents by Customs, if found to be in order, issues LEO. Simultaneously granting approval in "e-Form-13 System" of JNPCT.

EXIT FROM PARKING PLAZA:

Only TT's cleared by customs may exit Holding Yard (provided gate for vessel is OPEN) and allowed to move towards the JNPCT Export Gates.

ENTRY AT TERMINAL GATE:

- i. Tractor Trailer (TT) carrying export container(s) approaches JNPCT In-Gate after approval in "e-Form 13 application" (at parking plaza) along with 4 digit PIN number that was generated while pre-gating container information.
- ii. JNPCT Gate clerk verifies Indian Customs' online approval of e-Form 13 for that container arrived at Gate in the system and generates the Drop-Off-Ticket against production of PIN number by truck driver by entering in to JNPCT TOS.
- iii. The CISF personnel posted at In-Gates physically verifies details such as TT number, Container no, Drivers details available on Drop-Off-Ticket (DOT) and the TT is allowed inside the Port Area.

EXIT AT TERMINAL GATE:

- i. The TT carries the container to designated yard location as indicated in DOT.

- ii. After offloading the container in export yard by the Yard Crane, the empty TT approaches JNPCT Out-Gate for exit. The Out –Gate Clerk completes the transaction in the system (against transaction number printed in the Drop-Off-Ticket carried by the Driver of TT).

6.1.2 FOR CONTAINERS COMING FROM CFS / EMPTY / ICD By ROAD

- i. Once the electronic gate is opened in Terminal Operating System (TOS) for particular vessel, the CFS operators (for CFS stuffed containers) / Container Handling Shipping Agencies (for Empty Containers / ICD By Road) uploads Pre-gate information of export containers along with TT registration number and details of Driver of each TT. After submission of this information through WEBACCESS, the system generates unique 4 digit PIN number against each entry of export container number.
- ii. Similarly, necessary information is entered into JNPCT e-Form 13 Portal.

ENTRY IN PARKING AREA / HOLDING YARD:

TTs carrying containers enters the Parking Plaza / Holding Area.

CUSTOMS PROCEDURE IN PARKING PLAZA & EXIT FROM PARKING PLAZA:

- i. FOR CFS stuffed Containers / Empty Containers, no online approval is required from Customs in e-Form-13 System.
- ii. Such TTs carrying containers will be allowed to move towards the JNPCT Export Gates through Holding Yard.

ENTRY AT TERMINAL GATE:

- i. Tractor Trailer (TT) carrying CFS stuffed / Empty export container(s) approaches JNPCT In-Gate.
- ii. JNPCT Gate clerk verifies details in e-Form 13 for that container arrived at Gate in the online system and generates the Drop-Off-Ticket against production of PIN number by truck driver by entering in to JNPCT TOS.
- iii. The CISF personnel posted at In-Gates physically verifies details such as TT number, Container no, Drivers details available on Drop-Off-Ticket (DOT) and the TT is allowed inside the Port Area.

6.2 IMPORT:

Terminal agreed to provide an “Office space near Import Yard”, having access to ICES and TOS to Customs. This Facility to be provided for verification of Out Of Charge in respect of DPD Containers and monitoring for other containers.

6.2.1 For DPD Containers:

- i. Upon receipt of Out Of Charge and Shipping Line authentication for pick up, Terminal will release the container for delivery.
- ii. DPD customer authenticates a Truck to approach terminal for picking Import Delivery by generating import PIN number.
- iii. The Driver of empty Tractor Trailer approaches JNPCT Check-Post near Y-Junction for collecting Pick-up Ticket required to enter the JNPCT In-Gates and to

- collect the import container which is to be delivered to DPD Agency by road based on the import PIN number.
- iv. The Pick-up Ticket indicates Container details, TT / Driver details and yard location of DPD container to be picked up for delivery.
 - v. Upon production of Pick-up Ticket by the TT Driver, CISF personnel verify the TT number as per Ticket and allows inward entry inside Port Area after verifying the driver license.
 - vi. The TT approaches the yard location as indicated in the pick-up ticket for picking up the DPD import container as detailed in the ticket. If the container is available readily on Top, the same container is loaded or any other container of the same DPD importer will be loaded using yard crane in order to avoid undue shifting's based on the import pendency list.
 - vii. Tractor Trailer carrying import container(s) approaches JNPCT Front Loading Station located near import Yard for collecting EIR.
 - viii. Subsequent to generating EIR for DPD containers, the TT Driver approaches Customs situated in the "Front Loading Station" who will verify the genuineness of the 'Out of Charge' issued earlier from ICES. Till the "Automated Gate System (AGS)" is fully operational, as interim measure, Customs will endorse EIR copies for the movement of such containers from the exit gate.
 - ix. Upon receipt of endorsement from Customs on EIR, the TT Driver along with TT carrying import containers approaches CISF personnel at the Out Gates who physically verifies the relevant details available on EIR. Mentions actual time of outward movement of TT on EIR, handover two copies of EIR to the Driver of TT and the container is allowed to go out.

6.2.2 For CFS bound Containers / Empty Containers / ICD By Road Delivery:

- i. CFS Operator / Shipping Agency authenticate a Truck to approach terminal for picking Import Delivery by generating import PIN number.
- ii. The Driver of empty Tractor Trailer approaches JNPCT Check-Post near Y-Junction for collecting Pick-up Ticket required to enter the JNPCT In-Gates and to collect the import container which is to be delivered to CFS / Empty Yard / ICD by road based on the import PIN number.
- iii. The Pick-up Ticket indicates Container details, TT / Driver details and yard location of DPD container to be picked up for delivery.
- iv. Upon production of Pick-up Ticket by the TT Driver, CISF personnel verify the TT number as per Ticket and allows inward entry inside Port Area after verifying the driver license.
- v. The TT approaches the yard location as indicated in the pick-up ticket for picking up the CFS bound import container as detailed in the ticket. If the container is available readily on Top the same container is loaded or any other container of the same CFS will be loaded using yard crane in order to avoid undue shifting's based on the import pendency list.
- vi. Tractor Trailer carrying import container(s) approaches JNPCT Front Loading Station located near import Yard for collecting EIR.
- vii. FOR CFS bound Containers / Empty Containers / ICD By Road Containers, endorsement is not required from Customs on Equipment Interchange Report (EIR).
- viii. Upon receipt of EIR, the TT Driver along with TT carrying import containers approaches CISF personnel at the Out Gates who physically verifies the relevant details available on EIR. Mentions actual time of outward movement of TT on

EIR, handover two copies of EIR to the Driver of TT and the container is allowed to go out.

NOTE: Subsequent to commissioning of JNPCT Gate Automation System (AGS), a separate Public Notice indicating Standard Operating Procedure (SoP) shall be issued.

7. GENERAL DIRECTION (FOR ALL 4 TERMINALS):

7.1 IMPORT: Containers for Scanning: Containers due for scanning by Mobile Scanner will show EIR endorsed by scanning division when exiting gate. Same needs to be verified by Terminal Staff and CISF. If any container marked for scanning by Mobile Scanner is not found to be scanned, same should be returned to yard for the purpose of scanning. Clearance from Terminal gate should be allowed only after the said container is scanned.

7.2 EXPORT: Non Facilitated (Non RMS), at Parking Plaza: In case if the Factory stuffed/self-sealed container is selected for examination by the ICES, the same shall be moved to the designated CFS as notified by the Commissioner of Customs (Import) JNCH vide Public Notice No 66/2008, dated 11.09.2008 (M/s. Speedy Multimode Ltd) or to the CFS as requested by Importer. After such examination, LEO shall be granted by the Officers posted in such CFS. The Container moves to the Port Terminal in the same way as that of other containers cleared at CFS for export.

7.3 All electronic images / video feeds should be preserved for atleast 6 months in electronic form only.

8. Effective date

This Standing Order shall come into force with effect from **05.12.2016**. In case of any difficulty, the specific issue may be brought to the notice of Additional Commissioner / Joint Commissioner (P&G) for remedial action or any of the Terminal Operators.

9. All the Officers concerned should strictly adhere to the above guidelines/directions. Officers at each Parking Plaza are also required to maintain statistics about **No of Shipping Bills (alongwith No of TEUs)** allowed LEO and **No of Shipping Bills (alongwith No of TEUs)**, where LEO could not be given due to non-facilitation of shipping bill in RMS. ADC / JC (PG) to obtain such statistics from each parking plaza / holding area on monthly basis and put up before Commissioner (General) with analysis and suitable suggestions.

10. This, issues with approval of the Chief Commissioner of Customs, Mumbai Zone-II, JNCH.

Sd/-

(SUBHASH AGRAWAL)

Commissioner of Customs (NS-G).

F. No. S/43-10/2012 PSO JNCH Part IV

Dated: 01.12.2016

To:

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH for information.
2. The Chairman, JNPT / CEO GTI / CEO NSICT & NSIGT
3. The Pr. Commissioner of Customs, NS-1, JNCH

4. The Commissioner of Customs, NS-G/ NS-II / NS-III/ NS-IV / NS-V, JNCH
5. All Additional / Joint Commissioner of Customs, JNCH
6. All Deputy / Assistant Commissioner of Customs, JNCH
7. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS-IV / NS-V, JNCH
8. AC/DC, EDI for uploading on JNCH website immediately.