

**OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (NHAVA SHEVA-I)
EDI (CENTRALISED) SECTION,
JAWAHARLAL NEHRU CUSTOM HOUSE,
NHAVA SHEVA, URAN, RAIGAD, MAHARASHTRA – 400 707
FAX: 022-27243245 E-mail: edi@jawaharcustoms.gov.in**

F.No. EDI/Misc- 19/2020-21/JNCH

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**Subject: Setting up of Central Receipt Unit (CRU) at central location,
and CRU Email address for each Commissionerate of
Mumbai Customs Zone-II – reg.**

Kind attention of all the Importers, Exporters, Customs Brokers and all other stakeholders is invited to the setting up of Central Receipt Unit (CRU) at centralized location as part of implementation of e-Office in the Zone. For convenience of trade, the CRU shall serve as the single point of contact for receipt of all types of correspondence of all Commissionerates under Mumbai Customs Zone-II. Henceforth, all correspondence addressed to any of the Commissionerates (or their respective sections) in the Zone whether in physical or electronic form, shall be received in Central Receipt Unit, located at first floor of Jawaharlal Nehru Custom House.

2. Correspondence or dak in physical form may be delivered by Post, Courier, special messenger, or officers from other formations themselves. The correspondence may be received from the trade (importers, exporters), trade bodies, stakeholders such as Customs Brokers, shipping lines, custodians, from other Commissionerates, Directorates of the CBIC, other Government Departments, departmental officers, third parties etc. It is highlighted that any kind of physical documents shall invariably be submitted to the said CRU Section which shall receive and duly acknowledge the same.

3. In case of receipt by post/courier, their receipt book should be signed by officers posted in CRU with office stamp. In case dak is brought by any messenger/ officers themselves, receipt on forwarding copy shall be given with office stamp along with signature. However, after opening the envelope, official stamp should be put on every forwarding letter. At the time of diarising the mail and uploading it on e-Office CRU should check whether all the enclosures mentioned in the correspondence have actually been received and point out deficiencies, if any, to the addressee section or officer. This would obviate future disputes about the fact of receipt itself.

4. The CRU Section for all Commissionerates of Mumbai Customs Zone-II is available at a centralized location i.e First Floor, Jawaharlal Nehru Custom House. Physical dak may be submitted to: -

Centralised Receipt Unit (Nhava Sheva I/II/III/V/Audit/General/Appeals)
Jawaharlal Nehru Custom House,
Nhava Sheva, Uran,
Raigad, Maharashtra – 400 707

5. In order to facilitate receipt of correspondence electronically, each Commissionerate has now designated an 'Official E-mail Id/ address' as specified below-

Sr.No.	Name of Commissionerate/Office	Official E-mail ID
01	Nhava Sheva- I	cru.ns-I@gov.in
02	Nhava Sheva- II	cru.ns-II@gov.in
03	Nhava Sheva- III	cru.ns-III@gov.in
04	Nhava Sheva (Audit)	cru.ns-IV@gov.in

05	Nhava Sheva- V	cru.ns-V@gov.in
06	Nhava Sheva (General)	cru.ns-gen@gov.in
07	Mumbai-II (Appeals)	cru.ns-appeals@gov.in

6. Members of the trade are advised to preferably send correspondence along with necessary documents electronically so that tracking and tracing is easier. The mailboxes would be configured so that they auto-send an acknowledgement to the sender on the address from which the correspondence is received. Correspondence received through these designated E-mails shall also be checked by CRU, duly diarise and forward it via e-Office to the section/officer concerned. In doing so, CRU shall ensure that the documents attached to the mail are also sent.

7. Members of the trade are requested to extend all cooperation in making the working of the centralised CRU and E-office a success. Difficulties, if any, in this regard shall be brought to the notice of the JC/ADC of the concerned Commissionerate.

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(U. NIRANJAN)

Principal Commissioner of Customs,
Nhava Sheva-I, JNCH.

Copy to:

1. The Chief Commissioner of Customs, JNCH;
2. The Principal Commissioner of Customs, NS-I, JNCH;
3. The Principal Commissioner of Customs, NS-II, JNCH
4. The Commissioner of Customs, NS-III, JNCH;
5. The Commissioner of Customs, NS-V, JNCH;
6. The Commissioner of Customs, General, JNCH;
7. The Commissioner of Customs, Audit, JNCH;
8. The Commissioner of Customs (Appeals), Mumbai-II;
9. All Additional / Joint Commissioner of Customs, JNCH;
10. All Deputy / Assistant Commissioner of Customs, JNCH;
11. All Sections / Groups of New Custom House, JNCH;
12. Representative of CFSAI / BCBA, Members of PTFC for information and circulation among their members and other importers for information;
13. AC/ DC, EDI for uploading on JNCH website;
14. Office Copy.