

**OFFICE OF THE COMMISSIONER OF CUSTOMS (I)
JAWAHARLAL NEHRU CUSTOM HOUSE,
SHEVA, DIST. RAIGAD, MAHARASHTRA**

F.No. EDI-217/2004 JCH Date : 20.04.2004

STANDING ORDER NO. 27/2004

Sub : Procedure to be followed in respect of closing of the IGMs after the introduction of the EDI System.

A new procedure has been devised to liquidate the pendencies of closing of IGMs filed under the EDI System. The procedure shall be as follows:

1. IGM View Menu : A menu has been created in Indian Customs EDI System (ICES) for utilization by officers of M.C.D. If required, a print of the IGM can also be taken immediately after 60 days from the date of filing of IGM.
2. The details of IGM such as B/L No., Line No., B/E No., Weight, Quantity etc. shall be viewed in the above-said menu
3. The above Manual Bill of Entries will be fed by STA in-charge of Manual LAN system on daily basis into ICES using the above-said menu.
4. After the expiry of 60 days from the date of filing of IGM to ascertain whether the goods were cleared in full or if there were any shortages or if the consignment covered by the line number of the IGM thereafter the Appraising Officer / Superintendent (MCD) shall take necessary action in terms of Section 116 of the Customs Act, 1962. If the goods which are pending for clearance from the Port and CFSs functioning under J.N.P.T./ N.S.I.C.T against which no Bill of Entry has been filed, the Appraising Officer / Superintendent (MCD) shall inform the concerned custodian to take necessary action for putting the goods in their auction list and obtain the corresponding custodian reference number. The existing procedure for closure of IGM, Short Landing, Adjudication etc. as mentioned in Customs Act, 1962 and Appraising Manual shall continue to be followed.
5. If the Bill of Entry has been filed against Line number of the IGM either in EDI or manually, it may be treated as the said Line Number has been closed. However, for each IGM, a file need to be signed by AC/ MCD.

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6. Details of the SCNs issued under Section 116 of the Customs Act, 1962 and of the Custodians reference number of inclusion of the un-cleared goods in their auction list shall be maintained by MCD in manual mode.

7. The MCD shall look after the closure of IGM w.r.t. only Local Cargo of the IGM, whereas the TP / SMTP Cargo lines in IGM should be monitored by the Import Noting Department as per the existing procedure.

8. Help Desk : Any problem faced by officer in this regard may be sought out by the Addl. Commissioner in-charge of MCD.

Sd/- 20.04.2004

(R. SHARMA)
COMMISSIONER OF CUSTOMS (IMPORT)

ATTESTED

Sd/-

(C. S. MISHRA)

ASSTT. COMMISSIONER OF CUSTOMS/ EDI

J.N.C.H./ NHAVA SHEVA

