

OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORTS)

JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,

TAL. URAN, DIST. RAIGAD.

F.NO. S/22-GEN-37/2005 AM

DT : 07.04.2005

STANDING ORDER NO. 21 /2005

Examining Officers have been posted in various Groups/ Docks to facilitate smooth functioning of such groups/ docks which has necessitated the determination of proper role and function of Examining Officers. Keeping in view, the nature of work in the Appraising Groups as well as Docks, following role and functions are assigned to the Examining Officers :-

ROLE AND FUNCTIONS OF EXAMINIG OFFICERS POSTED

IN VARIOUS APPRAISING GROUPS.

1. Preparation of Monthly Technical Report and other various reports of the group / section.
2. Monitoring of Bonds and Bank Guarantees executed in the groups.
3. Monitoring of Arrears of Revenue including recovery proceeding in respect of such arrears.

4. ◆◆◆◆◆◆◆◆◆ Monitoring of receipt of Test Report from the Customs Laboratory and processing and submission of the same along with the Test Bond to the Appraising Officer as well as Dy. Commissioner for cancellation / enforcement.
5. ◆◆◆◆◆◆◆◆◆ Monitoring of End Used Bonds including writing a letter to the importer as well as jurisdictional Central Excise Authorities to furnish the End Use Certificate.◆ Scrutiny of the End Use Bonds and Submission◆ thereof◆ to the Appraising Officer as well as Dy. Commissioner for cancellation / enforcement.
6. ◆◆◆◆◆◆◆◆◆ Monitoring of ITC Bonds including scrutiny thereof and submission of◆ the same to the Appraising Officer / Dy. Commissioner for enforcement / cancellation.
7. ◆◆◆◆◆◆◆◆◆ Processing of CRA objections and sending reply to the Audit through the Appraising Officer / Dy. Commissioner.
8. ◆◆◆◆◆◆◆◆◆ To render assistance to the Appraising Officer in conducting Market Enquiry to ascertain the market value of the goods and international prices from valuation bulletin/ web sites etc. for the purpose of assessment as well as determining margin of profit in cases of adjudication.
9. ◆◆◆◆◆◆◆◆◆ Monitoring of court cases pertaining to the group including attending the court in routine manner to collect the documents etc. where briefing to the Advocate / Panel Counsel is not required.
10. ◆◆◆◆◆◆◆◆◆ Analyses of the trends in revenue for the group.
11. ◆◆◆◆◆◆◆◆◆ Any other work assigned by Appraising Officer / Dy. Commissioner.

ROLE AND FUNCTIONS OF EXAMINIG OFFICER◆S POSTED

◆IN VARIOUS DOCKS

1. ◆◆◆◆◆◆◆◆◆◆ Registration of goods.
2. ◆◆◆◆◆◆◆◆◆◆ LCL◆ examination of cargo as directed by A.O. and A.C/ D.C.
3. ◆◆◆◆◆◆◆◆◆◆ Ensure that samples are drawn correctly,◆ one set given to the importer / agent and one set sent to the lab correctly.
4. ◆◆◆◆◆◆◆◆◆◆ Ensure that duplicate samples are kept /stored in the docks properly.
5. ◆◆◆◆◆◆◆◆◆◆ Assist in sending the documents to MCD.

◆◆◆◆◆◆◆◆◆◆ All the officers shall follow above instruction without fail.

(NAJIB SHAH)

COMMISSIONER OF CUSTOMS

(IMPORTS)