



Dated:18-06-2026

**Standing Order 06/2026**

**Subject: Use of ICEGATE “Orders and Notices” Module for Electronic Communication of Orders, Notices and Other Communications – Reg.**

Attention of all officers posted at Jawaharlal Nehru Custom House (JNCH), Nhava Sheva is invited to the “Orders and Notices” module available on the ICEGATE portal for electronic communication of Show Cause Notices (SCNs), Orders-in-Original (OIOs), Orders-in-Appeal (OIA) and other communications to concerned noticee and stakeholders.

2. In order to ensure uniformity, transparency, accountability and timely dissemination of departmental communications, it is hereby ordered that all officers of JNCH issuing SCNs, OIOs, OIA and other communications shall utilize the aforesaid module, in addition to complying with the prescribed statutory provisions governing the issuance and service of such communications.

3. Officers shall access the module through the ICEGATE Officer Login using valid SSO ID credentials and complete the prescribed authentication process. The module is available under the **Utilities → Orders and Notices** menu on the ICEGATE dashboard.

4. While uploading any communication through the module, the concerned officer shall ensure that:

- (i) the appropriate document category is selected;
- (ii) the Document Identification Number (DIN) is correctly entered;
- (iii) the date of issue, name and designation of the issuing officer and port code are accurately recorded;
- (iv) details of the noticee are uploaded in the prescribed format and verified before submission;
- (v) complete, legible PDF copies of the communication are uploaded on the portal;
- (vi) the subject/gist of the communication is clearly indicated to facilitate identification by the recipient;

5. While uploading communications through the module, officers shall utilize the preview facility before final submission and ensure that the details entered and documents uploaded are accurate and complete. The system-generated acknowledgement shall be preserved for future reference and record purposes. Wherever required, the draft facility may be used prior to final submission

6. Supervisory officers shall periodically monitor communications uploaded through the module using the dashboard functionalities available on ICEGATE. The facilities for viewing, downloading and searching previously uploaded communications shall be utilized for verification, monitoring and record-management.

7. It is clarified that the ICEGATE module serves as an additional electronic mode of communication. The existing statutory procedures and prescribed modes of services of notices, orders and others communications wherever prescribed under the applicable law or departmental instructions shall continue to be followed independently.

8. Upon implementation of this Standing Order, Standing Order No. 06/2025 dated 08.06.2025 regarding uploading of SCNs/OIOs on the JNCH website stands withdrawn with immediate effect.

**(B. Sumidaa Devi)**  
**Commissioner of Customs,**  
**NS-I, JNCH.**

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2. The Commissioner of Customs, NS-G, NS-II, NS-III, NS-IV, NS-V, NS-Appeals.
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