



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III)**  
**MUMBAI CUSTOMS ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE, TAL. URAN**  
**DIST. RAIGAD, MAHARASHTRA-400707**

F. No. : S/V-30-Misc-81/2020 CSD JNCH

Date: 06 -02-2020

**OFFICE NOTE**

As per the orders of Commissioner of Customs NS-III, following instructions are being issued to docks officers.

2. All the officers will mark their attendance on office opening time and AC/DC of the concerned docks shall confirm the availability of all the officers in the CFS by 10:15 AM. The docks examination shall not continue beyond 07:30 PM without prior approval of Superior Officer.

3. All the Superintendents/Appraisers/Examiners will maintain soft copy (Microsoft Excel) with the following columns:-

- I. S. No.
- II. Bill of Entry and Date
- III. Importer
- IV. CHA/Customs Broker
- V. Container Number
- VI. Description
- VII. Start and end time of examination
- VIII. Contact details of CHA
- IX. Remarks, if any

Printouts of the aforesaid soft copy must be taken out on daily basis and pasted on the register after countersigning by respective AC/DCs. The aforesaid soft copy and register is to be maintained at each CFS.

4. Any major detection or discrepancy noticed at the dock must be reported on real time basis to the Joint/Additional Commissioner of Customs (Docks) who will take necessary steps for devising future course of action.

6. The instructions regarding taking photographs for each examination, as per letter F. No. S/6-Gen-35/2017-Hind (Imp) NS-III dated 20.05.2019 should be followed strictly. The Joint/Additional Commissioner will view the received images and bring any major findings to the notice of Commissioner of Customs.

This issues with the approval of Commissioner of Customs NS-III.

Sd/-

**(DIPIN SINGLA)**

Joint Commissioner of Customs, NS-III  
JNCH, Mumbai Zone-II

COPY TO: All docks Officers