



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-II),
MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE,
NHAVA SHEVA, TALUKA: URAN, DISTRICT: RAIGAD,
MAHARASHTRA-400707.**

e-mail: siibx.jnch@gov.in

Phone: (022)-27242700

F. No. SG/MISC-04/2020-21 SIIB(X) JNCH


Date: 12.05.2020

STANDING ORDER NO.13/2020

Subject: Reconciliation of export quantity/value under DGFT's one time exemption/approval/license for export- General Standard Operating Procedure to prevent excess export - reg.

Reference of officers, especially in the Docks and CEAC, is drawn to the subject above wherein during COVID-19 situation such few DGFT permission may be conveyed via e-mail with details including quantity, value, description of goods to be exported, consignor and consignee details etc. Since the quantity/value permitted for export may be shipped under more than one shipping bill, and to ensure the use of the approval/exemption only once, the export needs to be monitored and reconciled for both these purposes, for which the following General SOP is put in place as safeguard:-

- i) On receipt of DGFT email, it would be forwarded to SIIB(X) which would maintain a separate Register with designated page for the specified item and specified exporter, such that both above purposes are served.
 - ii) On exporter contacting the Custom House, it shall be guided to send details by e-mail to SIIB(X) at siibx.jnch@gov.in using their entity based email address, including CFS code and name as also attach scanned copies of Check List/Shipping Bill.
 - iii) SIIB(X) shall assign a unique number (as per said Register) to the relevant shipping bill and shall debit the quantity/value etc under export from the available balance of quantity/value in the case. The Joint/Additional Commissioner of Customs in-charge of SIIB(X) shall see the details for correctness and wholeness and then an email communication will be sent by SIIB(X) to the AC/DC at relevant Dock [and AC/DC (CEAC) if necessary], with copy endorsed to the exporter's email id. This approval email shall also contain the unique number assigned by SIIB(X) and the shipping bill number.
 - iv) Copy of the approval email along with the copy of the one time exemption/approval/license to export shall be presented by exporter at the time of Registration of Shipping Bill. Both these documents should have also been uploaded in E-Sanchit by the exporter. The concerned officer will tally/cross check them. This will be recorded in comments /examination report field in the shipping bill in the system, along with the said unique number assigned by SIIB(X). Thereafter, the LEO shall be granted.
2. This supersedes Standing Order No. 12/2020 dated 08.05.2020. Any difficulty in implementation be also brought to the notice at the above mentioned email id.


(SANJAY MAHENDRU)
12-05-2020
Commissioner of Customs (NS-II)
JNCH, Nhava-Sheva

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH.
2. The Commissioner of Customs, NS-G/ NS-I/ NS-II / NS-III/ NS-IV / NS-V, JNCH.
3. All Additional / Joint Commissioner of Customs, JNCH.
4. All Deputy / Assistant Commissioner of Customs, JNCH.
5. AC/DC, EDI for uploading on JNCH website immediately.