

**OFFICE OF THE COMMISSIONER OF CUSTOMS, NS-III**  
**JNCH, SHEVA, URAN, DISTT.RAIGAD,**  
**MAHARASHTRA – 400707**

F. No. S/V-30-Misc-103/2020/NS-III/JNCH

Date: 14.07.2020

**STANDING ORDER- 18 /2020**

**Sub: Setting up of the Turant Suvidha Kendra (TSK) for faceless assessment-reg.**

Attention of all officers of Mumbai Customs Zone-II is invited to CBIC Circular No. 32/2020-Customs, dated 06.07.2020 wherein the Board has directed for setting up of Turant Suvidha Kendra (TSK) by 15.07.2020 for carrying out functions mentioned in para 5 of circular NO. 28/2020-Customs dated 05.06.2020. Also refer JNCH Public Notice No. 80/2020 dated 08.07.2020 and 82/2020 dated 14.07.2020.

2. TSK is being set up in JNCH with effect from 15.07.2020. This step is being taken in advance of the pan-India rollout of Faceless Assessment, which would be done in phases to be announced soon. TSK would be a dedicated cell manned by Customs officer to cater to functions and roles mentioned below:

- i. Accept Bond or Bank Guarantee (BG) in respect of import of goods including import related to Export promotion schemes;
- ii. Carry out any other verifications that may be referred by Assessment Groups;
- iii. Defacing/debiting of documents/permits licences, wherever required; and
- iv. Other functions determined by Commissioner to facilitate trade.

3. The roles and responsibilities of various officers posted at TSK are as follows:

I. Assistant/Deputy Commissioner:

- a) Acceptance and cancellation of Bond and BG.
- b) Act as supervisory head of the TSK cell.
- c) Any other function assigned by Commissioner from time to time.

II. Appraisers:

- a) Scrutiny and verification of Bond/BG for acceptance by AC/DC.
- b) Carry out physical verification of documents referred by Assessment Group.
- c) Any other function assigned by Commissioner from time to time.

III. Examiners/Tax Assistant:

- a) Scrutiny of documents referred by Assessment Group.
- b) Maintaining the Bond and Bank Guarantee Registers.
- c) Forwarding of original BG accepted by Appraisers and Asstt./Dy. Commissioner of TSK to the BG cell for safe custody after keeping a scanned copy of the same.
- d) Verification of seals and signature of Country of origin certificate uploaded in e-Sanchit.
- e) Debiting/Defacing of original physical documents uploaded in e-Sanchit.
- f) Carry out any other verification that may be referred by the faceless Assessment Group.
- g) Numbering, handling and safe keeping of documents retained at TSK.
- h) Scanning of all documents accepted/ verified/ defaced/ debited with cross reference of Bill of Entry No. and date.
- i) Any other function assigned by Commissioner from time to time.

4. The following procedure is prescribed for TSK officers:

I. Bond/BG:

- i. The TA will receive and enter the details of the Bond/BG in the register and will forward to the Appraiser TSK.
- ii. The Bond/BG will be verified and scrutinized by the Appraiser, TSK and will forward to Examiner/TA for generation of Job Number in ICES System.

- iii. After generation of Job Number, the Assistant/Deputy Commissioner, TSK will accept the Bond/BG on hard copy and also in the ICES system.
- iv. In accepting bonds, it shall be the responsibility of the AC/DC in charge of TSK to make sure that the legal text and format of the Bond is in order- for instance- that an unequivocal auto-renewal clause is incorporated therein.
- v. With regard to Warehousing Bond, the original bonds shall be forwarded by TA, TSK to the Bond Section on daily basis for further necessary action.
- vi. TA, TSK shall keep Bonds other than Warehousing Bonds in their safe custody.
- vii. TA, TSK shall forward the original BG accepted to the BG cell for safe custody after keeping a scanned copy of the same.
- viii. TA, TSK shall take receipt on the register after handing over the original Bond and BG from the Bond and BG cell respectively.

II. Other Documents:

- i. All documents received in TSK shall be acknowledged.
- ii. Physical copies shall be verified/ debited/ defaced/ accepted only in respect of the documents uploaded in e-Sanchit.
- iii. Physical copy of documents which are required to be retained by Customs shall be kept in TSK in safe custody.
- iv. Physical copies are seen by TSK officer only for those documents where verification/ submission/ defacement/debiting are required, like Country of Origin Certificate.
- v. Assessment Group/ RMS Facilitation officers shall verify the documents uploaded in e-Sanchit for the purpose of assessment or CCV or OOC.
- vi. TSK officer shall select such document in the System to see what has been uploaded by the importer in e-Sanchit and mark it as verified/ defaced/ debited in System under the new role **TSK\_OFF** after verifying and defacing/debiting the original paper copy.
- vii. Once in the database of the System, the verification/ defacement/debiting confirmation will be available to Assessment/ RMS Facilitation Centre/ OOC officer.
- viii. After completing the due process in respect of the documents received, a scanned copy of the documents shall be kept by the TSK officers with cross reference of the Bill of Entry No. and date.

-SD- 14/07/2020

(S. K. VIMALANATHAN)

COMMISSIONER OF CUSTOMS, NS-III

Copy to:

1. Chief Commissioner of Customs, Mumbai Zone-II, JNCH,
2. Commissioner of Customs, NS-G/NS-I/NS-II/NS-IV/NS-V, JNCH
3. All officers in Mumbai Zone II via Website.
4. DC/EDI for uploading on JNCH website.