STANDING ORDER No. 02/2012

Sub: - Duties of officers of Transshipment/ Preventive Cell at ACC, Bangalore – procedure to be followed – Reg.

Attention of all the departmental officers is invited to the Public Notice No.1/2011, dated 24.1.2011 and Public Notice No. 96/2011; dated 2.11.2011 issued laying down the procedure for transshipment of imported cargo and export of urgent perishable cargo beyond normal working hours.

The transshipment cell of AirCargo Complex shall also function as preventive unit and carry out the following functions in the manner specified below:

The following work instructions may be followed scrupulously.

1. The present transshipment cell shall also function as a preventive unit and perform the following duties along with the transshipment operations.
   a) Export Clearance of perishable cargo under free shipping bills without any export incentive.
   b) Giving Direct Delivery for imports under Katcha Bill of Entry (KBE).
   c) Direct Delivery of Live Animals;
   d) Clearance of Human Remains;
   e) Escorting the Valuable Cargo such as Gold, Silver, Jewellery, Diamonds and Foreign Currency (both import and export) from the strong room of the Custodians to the Aircraft and vice versa;
   f) The entry of the IGM details and generation of the Job Number in the ICES 1.5 at Air Cargo Complex, Bangalore.
   g) Maintenance of MOT records;
   h) Functions of IFO/EFO;
   i) All clearance procedures relating to transshipment of SEZ imports and SEZ exports.

2. In pursuance to the above duties, the following work allocation is ordered among the Superintendents and Inspectors of Transshipment/Preventive Cell of Air Cargo Complex.

3. There shall be two shifts of working with timings of 8am-8pm and 8pm-8am. There shall be one Superintendent and one Inspector in each shift. The inspector shall also function as IFO/EFO and the Superintendent shall function as SDO. The work distribution among the officers in each batch is as follows;
Duties of Inspector - IFO/EFO/PO/TPO of Preventive/Transhipment Cell

a) Receipt, verification and keeping records of IGMs and maintaining the IGM register.
b) Supervision of de-palletizing of Break-bulk Cargo at Air Cargo Complex into the Custodians warehouse.
c) Verifying the import documents, transfer challans for the import cargo. Filing the segregation report issued by the Custodians (Menzis and Air India SATS).
d) Forwarding of IGMs, challans and other documents to the Supdt, MCD, Air Cargo Complex for further action.
e) Inspection/examination of the perishable export cargo, under the supervision of Superintendent as per the orders given by the export group/EDI System. Registration of the Shipping Bill and feeding the report in the EDI after inspection/examination of the goods.
f) Supervising the loading of the examined perishable export goods after verifying the relevant documents and making shipment endorsements.
g) Making endorsement of shipment on the Shipping Bills related to Perishable Cargo and certifying the ARE forms of the Shipping Bills for shipments of cargo within 7 days of the shipment;
h) Maintaining the EGM Register.
i) Escorting the valuable cargo (Gold, Silver items, Diamonds etc.) from Strong room of the Custodian upto the concerned flight of Air Lines and vice versa;
j) He shall ensure the dispatch of completed perishable cargo shipping bills to EGM Section.
k) He shall ascertain from the airlines about any shut-out cargo and take necessary steps in dealing with the shut out cargo.
l) Endorsement on the Shipping Bills shall be made as below:

Shipped __ pkgs, by flight no. ______ dated ___ of M/s
EGM No. _______ dt. ___________ Under my supervision

Name and Signature of the Officer

m) Supervision of Transshipment by airlines
n) Issue and maintenance of Bottle Seals
o) Maintenance of MOT register

Duties of the Superintendent of Preventive/Transhipment Cell:

(i) Supervision of Bonded Trucking (Import & Export),
(ii) Issue and Receipt of CTMs / Transhipment Permits
(iii) Entry of the IGM details in Flight Manifest module in the ICES System and generation of Job Number and function as SDO.
(iv) Maintenance of Incident Register and Change Register
(v) Receipt of Segregation Report;
(vi) Custodian related Matters (Bonds and Bank Guarantees)
(vii) Clearance of goods covered under Katcha Bill of Entry
(viii) Clearance of Perishable Export Goods on MOT basis
(ix) Direct Delivery of Live Animals
(x) Clearance of Human Remains
(xi) Maintenance of SEZ Register
(xii) Maintenance of Continuous Bond Register

3. The Entry of the details of the Import General Manifest (IGM) in the ICES System is of much importance as it facilitates subsequent filing of the import documents online by the importers. The delay in granting the entry inwards not only delays the clearance of the imported goods but also increases the dwell time of clearance of import goods. In order to facilitate the trade, the Superintendent is henceforth nominated as Station Duty Officers (SDOs) and directed to enter the details of the IGM in the ICES System without any delay. However, the present system of submitting the IGM along with the crew declaration, passenger list etc., at Airport continues to be operative. Only the system entry has been shifted to the Air Cargo Complex. (Transshipment Cell)

4. The Superintendent (EGM) shall be in-charge of the MCD Section and shall discharge the functions of the MCD Section. He shall keep the custody of both the IGMs and EGMs. He shall work under the supervision of AC (Preventive/Transshipment).

5. The following registers shall be maintained in the Transshipment/Preventive Section.

(a) **Cargo Transfer Manifest (CTM) Register**: This register should include the details of CTM No., Date, Airway Bill No, Flight No, IGM No., Contents, PCs/Wt, Destination and Value. The CTM Register should be put up to the AC(Transshipment) for verification at the end of the day.

(b) **Bottle Seal Register**: All the Bonded Trucks operating under transshipment procedure should be sealed with One Time Lock bottle Seals compulsorily. These seals should be procured from the Administration and the charges for usage of the seals should be collected from the Bonded Truck Operators. The Bottle Seal Register should contain the details of Sl.No., Date, Bottle Seal No., TP Application No., Destination, Vehicle No.

(c) **Bonded Truck Export Register**: This register should contain the details of CTMs issued for Bonded Truck Export. The details include Sl.No. Date, Vehicle No., Seal No., Destination, No. of Pkgs, Weight;

(d) **Bonded Truck Import Register**: This register should contain the details of CTMS received for Bonded Truck Import. The details include Sl.No., Date, Vehicle No., Seal No., Place from which the vehicle has arrived, No. of Pkgs, Weight, Airlines handling the cargo for further processing;

(e) **Continuous Bond Register**: This register is required for maintaining the details of debits and credits to be made into the Bond executed by the Airlines/Bonded Truck Operators. The register can be single, however, the entries are to be made in separate sheets for each of the Airline/Operator. The details should include Sl.No., T.P. No., Date, Amount Debited, Amount Credited, Amount Balance, Name and Signature of the Officer.

(f) **SEZ Register**: This register should include the details of import cargo allowed to be transshipped to the SEZs. The details required to be
maintained are Transhipment Number, SEZ Bill of Entry No and Date, Name of the Importer, Value, Duty Foregone, Description of the Goods, Name of the C/H.

(g) Incident Register: Any happening of irregular-nature should be recorded in the incident register by the Batch Superintendent before leaving the office. If no incidents of reporting nature are there, then it should be entered as no incidents.

(h) Change Register: Presently two Batches of Officers are functioning in the ACC Transshipment Cell. The Superintendent of the outgoing batch should handover, the details of all important registers/files, keys to the incoming batch and this should be recorded in this register without fail.

(i) MOT Charges Register: As per the Public Notice issued earlier, all the MOT works are being handled by the Transhipment/Preventive Cell officers. Hence, a register should be maintained in the Transhipment/Preventive section which should include the details of Sl.No., Date, Name of the Applicant, Time for which Overtime is required, Amount of MOT charges, Challan No. and Date, Description of Goods.

(j) Human Remains (Import) Register: The clearance of Human Remains on import should be handled by the transshipment/Preventive Section and they should maintain a register indicating the details of Airway Bill No. and Date, Flight Details, Arrived from.

(k) Direct Delivery Register: The clearance of the goods covered under Katcha Bill of Entry and Live Animals is covered under this register. All the details pertaining to such clearances should be entered in the Direct Delivery Register.

(l) Perishable Export Register: Only perishable goods are allowed to be exported on MOT basis and are to be handled by the Transhipment/Preventive Section. They should maintain a register for this purpose which should include the details of Shipping Bill No., Date, Name of the Exporter, Name of the Consignee, Destination, Airway Bill No., and Date, Description of the Goods, Number of Packages, Weight and Value of the Goods;

6. The above mentioned procedure shall be scrupulously followed without any deviation and shall be operative from 1.2.2012.

(B. BHATTACHARYA)
COMMISSIONER OF CUSTOMS

Copy to the,
Chief Commissioner of Customs, Bangalore
Additional Commissioner /Joint Commissioner, Air Cargo Complex, Bangalore.
Additional Commissioner, Inland Container Depot, Bangalore.
Assistant Commissioner, Customs Division, Bangalore.

Master File