

सीमा शुल्क आयुक्त का कार्यालय,
पी.बी.सं.5400, केंद्रीय राजस्व भवन, क्वीन्स रोड, बेंगलूर
OFFICE OF THE COMMISSIONER OF CUSTOMS
P.B.NO.5400, C R BUILDING, QUEEN'S ROAD, BANGALORE - 560 001.

C. No. VIII/48/01/ 2014 Cus Tech Pt.File

Date: 23.04.2014.

STANDING ORDER NO. 07/2014 dated 23.04.2014

**विषय/ Sub: Manual filing and processing of Bills of Entry/Shipping Bills -
stringent checks required to prevent misuse - Reg.**

Attention of all the officers is invited to the Board's instructions issued vide letter F. No.401/81/2011- Cus.III dated 04.05.2011, read with Corrigendum dated 12.05.2011, regarding the guidelines to permit filing of Shipping Bills and Bills of Entry manually. Vide these instructions, the Board has directed that the filing of Bills of Entry and Shipping Bills manually should be resorted to sparingly and only in genuine cases with the prior approval of the Commissioner. It was also instructed that the data of such manual Bills should be captured immediately in the system.

2. Vide letter F.No. 401/81/2011-Cus.III dated 7.4.2014 (copy enclosed), the Board has observed that despite the above instructions, some field formations particularly vulnerable outlying CFSs/ICDs are still routinely allowing importers/exporters to file the documents manually. In this light, the Board has again directed that the facility of manual filing and processing of import/export documents shall be permitted by the Commissioner of Customs strictly in accordance with the legal provisions, read with Board's instructions on the subject. It shall be the responsibility of the supervisory officers to ensure without fail that these instructions are adhered to by all concerned.

3. Above instructions are brought to the notice of all concerned for strict compliance. It must be ensured that the proposals for manual filing are forwarded to Hqrs Office only in exceptional and genuine cases, where electronic filing of Shipping Bills / Bills of Entry is not feasible. Recommendations for post-facto approval shall not be entertained. Any deviation shall be viewed seriously.

Encls: As above.



(सदीप प्रकाश)(Sandeep Prakash)

आयुक्त/Commissioner

To,

The Additional Commissioner of Customs, Air Cargo Complex/ Airport, Bangalore.

The Additional Commissioner of Customs, ICD, Whitefield, Bangalore.

The Assistant Commissioner of Customs, Customs Division/PAD, Bangalore.

✓ Notice Board/website.

Copy submitted to: Chief Commissioner of Customs, Bangalore Zone, Bangalore.

F. No. 401/81/2011-Cus.III
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise and Customs)

Instruction

New Delhi, dated 7th April, 2014

To,
All Chief Commissioners of Customs/Customs (Preventive)
All Chief Commissioners of Customs and Central Excise
All Commissioners of Customs/Customs (Preventive)
All Commissioners of Customs and Central Excise
All Director Generals under CBEC

Sir/Madam,

Subject: Manual filing and processing of Bills of Entry / Shipping Bills – stringent checks required to prevent misuse – regarding.

Attention is invited to Board's instructions of even no. dated 04.05.2011, read with Corrigendum dated 12.05.2011 on the subject mentioned above.

2. As per the referred instruction, the Board had taken a serious note of the possibility of misuse of the facility of manual filing and processing of import/export documents, which was being allowed by the field formations. Accordingly, it had been instructed that this should not be allowed except in exceptional and genuine cases where the electronic filing and processing of import/export documents is not feasible. Moreover, it was pointed out that in terms of Sections 46 and 50 of the Customs Act, 1962, the authority to allow manual filing and processing of documents rests with the Commissioner of Customs only. It is, however, noticed that despite this strict instruction, some field formations particularly vulnerable outlying CFSS/ ICDs are still routinely allowing importers/exporters to file the documents manually. This violation of the Board's instruction is not acceptable.

3. The Board hereby directs that the facility of manual filing and processing of import/export documents shall be permitted by the Commissioner of Customs strictly in accordance with the legal provisions, read with Board's instructions on the subject. It shall be the responsibility of the supervisory officers to ensure without fail that these instructions are adhered to by all concerned.

Yours faithfully

(R.P.Singh)
Director (Customs)