

I/975349/2023



सत्यमेव जयते  
भारतसरकार



GOVERNMENT OF INDIA  
वित्तमंत्रालय , राजस्वविभाग  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
सीमाशुल्कआयुक्तकाकार्यालय  
नवसीमाशुल्कभवन, पणंबूर, मंगलूर-५७५०१०  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
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Computer No.499249 Date: As e-signed

### STANDING INSTRUCTION No.02/2022

विषय/Sub:- Generation and quoting of Document Identification Number (DIN) on any communication issued by the officers of the Central Board of Indirect Taxes and Customs (CBIC) to tax payers and other concerned persons-reg.

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Attention is invited to Board's Circular No.37/2019 dated 05<sup>th</sup> November, 2019 that was issued to implement the decision for Generation and Quoting of Document Identification Number (DIN) on specified documents. Vide the aforementioned Circular, CBIC had specified that the DIN monitoring system would be used for incorporating a DIN on search authorisations, summons, arrest memos, inspection notices etc. to begin with.

2. In continuation of the same, the Board, vide Circular No. 43/2019-Customs dated 23<sup>rd</sup> December, 2019 directed that electronic generation and quoting of Document Identification Number (DIN) shall be done in respect of all communications (including e-mails) sent to tax payers and other concerned persons by any office of the Central Board of Indirect Taxes and Customs (CBIC) across the country.

3. Instances have been noticed that DIN was not generated while issuing arrest memos, show cause notices etc. Hence, it is hereby directed that all the officers posted in Mangaluru Customs Commissionerate should strictly follow the Board's Circular No.43/2019-Customs dated 23<sup>rd</sup> December, 2019 while issuing all communications (including e-mails) to tax payers and other concerned persons. Any deviation noticed in this regard will be viewed seriously.

(रीना शेट्टी/Reena Shetty)  
(आयुक्त/Commissioner)

Copy to;

1. The Additional Commissioner of Customs, Mangaluru.
2. The Deputy/Assistant Commissioners of Customs, NCH/Docks/Airport/Karwar.

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3. CAO/ACAO/AO/ Customs, Mangaluru/Karwar.
4. All Superintendents of Customs, NCH/Docks/Airport/Old Port/Karwar.
5. The Chemical Examiner, Customs Lab, Mangaluru.
6. The Superintendent of Customs( EDI) for uploading in Customs website, [www. customsmangalore.gov.in](http://www.customsmangalore.gov.in).