

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)

JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,

TAL. URAN, DIST. RAIGADH, MAHARASHTRA 400 707.

F.No.S/12-Gen- 42 /08 AM(X) JNCH

Date: 14 .09.2010

PUBLIC NOTICE NO. 90/2010

(Referred / amended vide P.N.No. [98/2011](#))

Sub: Signing of correspondence with proper Name and Designation by departmental officers as well as by Importer/Exporter/CHA/trade member-reg.

1. It has been brought to notice that many a times, correspondences/letters sent by departmental officers do not bear the name or designation of the officer which result into difficulty in replying to said officer or even to seek further clarification on the subject. During discussion of this issue in the PTFC meeting, it was also observed that in most cases even importer/exporter/CHA/trade member do not write name and designation of person signing the letter/correspondence/reply to show cause notice, etc. In many cases, simply the word Authorised Signatory is typed and signature is affixed without identification of person signing. The mentioning of names, designations and telephone numbers is crucial for ensuring transparency and enlisting responsibilities.
2. In this regard a suitable Standing Order directing the officers to mention their name and designation in the correspondences entered by them with the trade has been issued.

3. Further, it has been decided that henceforth all letters / correspondences /reply to show cause notice etc., sent by the importer/exporter/CHA/trade member should invariably bear the name and designation and [telephone number, if feasible] below the dated signature of the person signing the subject correspondence. If any correspondence is filed personally without mentioning of name and designation same may be returned to comply with said requirement. However, if any such correspondence is received by post, in that case, said letter may be kept in record and sender may be asked to furnish the name and designation.
4. The contents of the Public Notice may be communicated to all the members of Trade through their respective Associations.
5. Any difficulty faced in the implementation of this Public Notice may be brought to the notice of the undersigned immediately.

(SUSHIL SOLANKI)

COMMISSIONER OF CUSTOMS (EXPORT)

JNCH, NHAVA SHEVA

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II
2. The Commissioner of Customs (Import), JNCH
3. All the Addl./Jt. Commissioners of Customs, JNCH
4. All the Trade Associations
5. The Bombay Custom House Agent Association.