

**OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORTS),
JAWAHARLAL NEHRU CUSTOM HOUSE, SHEVA, TAL-URAN,
DIST: RAIGAD, MAHARASHTRA - 400 707.**

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Date: 29-04-2011.

PUBLIC NOTICE NO: 66 /2011

Subject : Manual filing of B/E and S/B in Export Commissionerate.

For the benefit of trade and industry it is clarified that if any B/E or S/B is required to be filed manually because of any technical problem arising on account of introduction of ICES 1.5 version, in that case the following procedure will be followed :

- (1) The request for filing manual S/B or B/E shall be filed with Systems Manager in the Import Commissionerate.
- (2) The Systems manager will examine the request to confirm whether there are genuine cause for filing manual documents because of certain technical issues in 1.5 version and the said problem cannot be rectified in a reasonable period.
- (3) Based upon the said recommendation, the file will be submitted to the ADC/JC in charge of that particular Section/CFS who will give the final

permission for filing manual document after examining the implication regarding licencing provision, debiting of licence, forwarding the shipping bill to DGFT etc.

- (4) Based on the said permission they shall file the manual B/E and S/B. However, the groups assessing the B/E or the Supdt. granting the LEO should ensure that the said document have been entered into the EDI system as soon as possible. A proper record shall also be kept for all such documents in order to ensure that all the documents are fed in to the EDI system . For this purpose copies of the documents shall be retained by the assessing group or the Superintendent giving LEO.

2. Any difficulty faced in the implementation of this Public Notice may be brought to the notice of the undersigned.

Sd/-

(SUSHIL SOLANKI)

COMMISSIONER OF CUSTOMS(EXPORT)