

FACILITY NOTICE NO.38 /2013

OFFICE OF THE COMMISSIONER OF CUSTOMS,
JAWARHARLAL NEHRU CUSTOM HOUSE,
NHAVA SHEVA, TAL-URAN, DIST – RAIGAD, MAHARASHTRA
F.NO.S/43-59/2007 (CHS)/JNCH(Pt.V) DATE: 09.12.2013
FACILITY NOTICE NO.38/2013

Sub: Issuance of Temporary Passes to the Representative of the Shipping Line/Agent and concerned CFSs.

Attention of all officers is drawn to the [Standing Order No.09/2006](#) dated 01.03.2006 and [Facility Notice No. 22/08](#) dtd 27.02.2008 emphasizing the need to prevent the entry of unauthorized persons in the Custom House. Requests have been received from the Shipping Line/Agents and CFSs for issue of temporary entry passes to the employees within the Custom House. In this regard, following instructions for issuance of Temporary passes to Representatives of the Shipping Lines/Agents and concerned CFSs are being issued which may be implemented immediately:

A. All Shipping Lines/Agents are directed to follow the procedure, as laid down below, for procuring the temporary passes:

1. The Shipping Line/Agents shall apply to Deputy Commissioner (Preventive General) for issuing temporary entry passes for six months to their employee and also submit a photocopy of Identity Card, issued to the said employee by said shipping line/agent.
2. The Shipping Line/Agent shall apply only for two employees for issuing of temporary entry passes.
3. The Shipping line/Agent shall submit 3 copies of photograph of the said two employees.
4. The application form should be countersigned by either the Secretary or the President of MANSAs.
5. The Shipping line/Agent may apply for its renewal fifteen days before the expiry of the temporary pass along with a copy of the pass previously issued.
6. In case of expulsion of the employee from service of Shipping line/Agent, it will be the duty of MANSAs to inform the department and the temporary pass may be surrendered to Customs.

B. All employees of Container Freight Stations are directed to follow the procedure, as laid down for procuring the temporary passes:

1. CFSs employees shall apply to Deputy Commissioner (Preventive General) for issuing temporary entry passes for six months to their employee and also submit a photocopy of Identity Card, issued to the said employee by said CFS.
2. The concerned CFS shall apply only for two employees for issuing of temporary entry passes.

3. The concerned CFS shall submit 3 copies of photograph of the said two employees' alongwith their permanent residential address proof.
4. The application form should be countersigned by Authorized Signatory of the firm.
5. The CFS employees may apply for its renewal fifteen days before the expiry of the temporary pass along with a copy of the pass previously issued.
6. In case of expulsion of the employee from service of CFS, it will be the duty of CFS Management to inform the department and the temporary pass may be surrendered to Customs.

Temporary passes for the above said employees will be issued from CHS Section.

The above said practice shall be strictly followed.

Sd/09.12.2013
(S.H. HASAN)
COMMISSIONER OF CUSTOMS
(EXPORT/JNCH)