



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-G),  
MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE,  
NHAVA SHEVA, TALUKA: URAN, DISTRICT: RAIGAD,  
MAHARASHTRA-400707.**

**F. No. S/43-10/2012 PSO JNCH Part IV**

**Date: 03.03.2017**

**PUBLIC NOTICE NO. 24/2017**

**Sub:** Standard Operating Procedure consequent to commencement of "Document Processing Area" in the Parking Plaza and Gate Automation for Export & Import through NSICT / NSIGT, GTI & JNPCT; reg.

Attention of the Importers, Exporters, Port Terminal Operators, Shipping Lines / Shipping Agents, CFSs coming under the jurisdiction of JNCH, Nhava Sheva and all other stakeholders is invited to the Public Notice No. 163/2016 dated 01.12.2016 & Public Notice No. 174/2016 dated 15.12.2016 regarding Standard Operating Procedure consequent to commencement of "Document Processing Area" in the Parking Plaza and Gate Automation for Export & Import through NSICT/NSIGT, GTI & JNPCT. In continuation of the above following procedures are prescribed for smooth functioning of document processing at Parking Plazas.

1. The factory/warehouse stuffed containers (sealed by Central Excise / Customs officers) and self-sealed containers entering respective Parking Plazas should be accompanied with relevant invoice [containing the examination report (on the reverse) issued by the officers who supervised such stuffing, in case of container sealed by Central Excise / Customs officers ] and check list of Shipping bill.
2. Authorised person of the Parking Plaza/Terminal Operator shall ensure that gate pass / parking slip is not issued unless the container is actually entered inside the parking plaza.
3. The Customs Gate Officer posted at Parking Plaza gate shall verify the "container no., seal no. and the condition of the seal" and endorse the same either on the check list of shipping bill or on the invoice copy.
4. Based on the endorsement of the Gate officer of the Parking Plazas on the either of the aforesaid document as a proof of the entry of the containers into the Parking Plaza and verification of "container no., seal no. and the condition of the seal", the S/B is registered and Let Export Order (LEO) is granted as per the prescribed procedure.

Sd/-

**(SUBHASH AGRAWAL)**

Commissioner of Customs (NS-G)

To:-

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH for information.
2. The Chairman, JNPT / CEO GTI / CEO NSICT & NSIGT
3. The Pr. Commissioner of Customs, NS-1, JNCH
4. The Commissioner of Customs, NS-G/ NS-II / NS-III/ NS-IV / NS-V, JNCH
5. All Additional / Joint Commissioner of Customs, JNCH
6. All Deputy / Assistant Commissioner of Customs, JNCH
7. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS-IV / NS-V, JNCH
8. AC/DC, EDI for uploading on JNCH website immediately.