

3. In view of the above, all the officers having USER-IDs for working on the ICES must get such USER-IDs cancelled whenever they are transferred from the charge for which it was allotted.

4. The AC/DC under whom the officer is working should not relieve the officer unless he/she produces a confirmation from the System Manager that his/her USER-ID has been cancelled. The same procedure should be followed in respect of ACs/DCs by the supervising JCs/ADCs.

5. For creation of USER-IDs, the request should be made in the enclosed proforma duly signed by the supervisory officer.

6. The abovementioned should be followed scrupulously by all officers. Difficulties, if any, may be brought to the knowledge of JC(EDI) or DC(EDI).

(NAJIB SHAH)

COMMISSIONER OF CUSTOMS,

(IMPORT)

Encl : [User id request form](#)