Subject: Monitoring the feeding of stuffing report to avoid QNC errors

Attention of all officers of this Custom House is invited to the above mentioned subject.

2. Q error occurs whenever stuffing report is fed into the system after the EGM is filed. This error like other errors causes hardship to the exporters because they are not able to get their EP copy because of this error. One of the major reasons for such error is lack of promptness in feeding the stuffing reports by the superintendents, supervising the stuffing. Processing of applications for rectification of such error, interalia, invariably involves verification at MCD for confirmation of export.

3. It is a matter of serious concern, if the stuffing report is not entered in respect of a genuine export. In order to ensure that such error does not occur on account of non-feeding of stuffing report in time, it has been decided to streamline the procedure in the following manner.

4. A stuffing report register shall be maintained in each CFS in the following format:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Shipping Bill No.</th>
<th>Container No.</th>
<th>Container Size</th>
<th>Seal No.</th>
<th>No. of packages</th>
<th>Name of Shipping Line / CHA</th>
<th>Whether Stuffing Report has been fed</th>
<th>Yes / No</th>
<th>Remarks</th>
</tr>
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</table>

5. All the Superintendents of Customs (P) responsible for stuffing supervision shall ensure that the stuffing reports in respect of the shipping bills attended to on a particular day are fed preferably on the same day or latest by the following day. The details of all such shipping bills shall be entered into the aforementioned register.

6. The entries made in the register during a given week i.e. Monday to Saturday shall be put up for perusal of the AC / DC of the CFS concerned on Monday / Tuesday of the
following week. The AC / DC concerned shall cross check from the details available
on the intranet regarding EGM error as to whether there is any $Q$ error in respect
of the shipping bills entered in the register. If there is any error AC / DC will take
corrective measures and ensure that the $Q$ error is rectified.

7. The stuffing register shall be put up to the Joint commissioner of
the CFS concerned on every Thursday for his perusal.

8. All the officers are directed to comply with above said
instructions scrupulously.

9. Difficulties faced, if any, in implementation of the Standing
Order may please be brought to the notice of the undersigned.

(B.K. SINHA)
COMMISSIONER OF CUSTOMS (EXPORTS)
JNCH, NHAVA SHEVA

To,
All the Concerned Officers
Copy for information to:
   i) Chief Commissioner of Customs, Mumbai-II Zone, JNCH
   ii) Commissioner of Customs (Import), JNCH
   iii) Additional Commissioner of Customs (EDI) for uploading the same on
       JNCH website.