OFFICE OF THE COMMISSIONER OF CUSTOMS,(Export)
Jawaharlal Nehru Custom House, Nhava Sheva,
Dist- Raigad, Maharashtra  400 707.

F.No: S/5-MISC-561/09-

Date : 16/06/2010

STANDING ORDER NO.33/2010.

Sub : Procedure for generation of checklist in respect of Credit Scrip issued under Served from India Scheme Certificate (SFISC); Vishesh Krishi and Gram Udyog Yojana (VKGUY), Target Plus Scheme (TPS); Focus Market Duty Scheme (FMS), Focus Product Scheme (FPS) & other Licences which are not transmitted online reg.

Attention of all the officers concerned of this Custom House is invited to the PN no. 37/2009 dt. 25.03.09 in respect of the procedure to be followed in the case of Registration of Duty Credit Scrips issued under Served from India Scheme Certificates (SFISC); Vishesh Krishi and Gram Udyog Yojana (VKGUY), Target Plus Scheme (TPS); Focus Market Duty Scheme (FMS) & Focus Product Scheme (FPS). Presently after the verification of the genuineness of these Scrips, in terms of para 3.11.3 of Hand Book Vol.I from Lincensing Authority, the licence holder has to approach service centre for generation of checklist.

2. The clerk / tax assistant posted in EDI service centre is to process all request applications (for generation of checklist) sequentially by adopting \textit{first in first out} method and they have to maintain proper records by maintaining the register in following proforma:

<table>
<thead>
<tr>
<th>Sr. nos.</th>
<th>Name of Licence holder</th>
<th>Licence Nos &amp; Date</th>
<th>Name &amp; Address of CHA</th>
<th>Receiving time of Documents from Applicant</th>
<th>Returning Time after Processing</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

3. The principle of \textit{first in first out} must be adhered to and the applicant must be informed the Sr. No. of \textit{register} and approximate time when he should collect \textit{Check-List}.

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

Sd/- (date 17.06.2010)
(SUSHIL SOLANKI)
COMMISSIONER OF CUSTOMS (EXPORTS),
JNCH, NHAVA SHEVA.

Copy to : 1.The Chief Commissioner of Customs
2.The Commissioner of Customs (Import)
3. All Addl./Jt. Commissioner of Customs, JNCH.
4. All Asstt./Dy. Commissioner of Customs, JNCH.
5. All Concerned Officer.