STANDING ORDER No.48 /2010
(Referred / amended vide S.O.No. 12/2014)

Subject: Maintenance of Goods Registration Register and Discrepancy Register

Each export shed / CFS is required to maintain a goods registration register which acts as a control register for the supervisory officers such as AC / DC, JC, Commissioner. The goods registration register should give a clear picture of the nature of goods being carted in a CFS for examination. It has been noticed that there is no uniform format in which the details of export goods carted in a CFS are captured at the time of registration of such export goods for examination.

It has, therefore, been decided that the details of export goods being registered in a shed / CFS for examination shall be captured in a Goods Registration Register to be maintained by the Superintendent. The following format shall be adopted by all sheds / CFS for uniformity:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>SB No. &amp; Date</th>
<th>Name of Exporter</th>
<th>Name of CHA &amp; Licence No.</th>
<th>Description of goods</th>
<th>Name of Export Scheme</th>
<th>Amount of benefit / incentive (in Rs.)</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Similarly, each shed / CFS is required to maintain a record of cases detected by the shed / CFS in the form of a discrepancy register. In order to ensure uniformity, the Discrepancy Register shall be maintained by each shed / CFS in the following format:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>SB No. &amp; Date</th>
<th>Name of Exporter &amp; IEC</th>
<th>Name of CHA &amp; Licence No.</th>
<th>Description of goods with RITC</th>
<th>Discrepancy</th>
<th>Revenue implication (in Rs.)</th>
<th>Action Taken</th>
<th>Remarks</th>
</tr>
</thead>
</table>
4. A monthly report regarding the discrepancies noticed during examination shall be sent by each CFS to the Commissioner of Customs (Export) for information by the 10th day of the succeeding month.

5. The above guidelines come into force with immediate effect and shall be strictly followed by the concerned officers and staff.

\( Sd/- \\
\text{(Sushil Solanki)} \\
\text{Commissioner of Customs (Export)} \)

To,
All officers / staff concerned

Copy to:
  i) Member (Customs), CBEC, New Delhi;
  ii) J.S. (Customs), CBEC, New Delhi;
  iii) J.S. (Drawback), CBEC, New Delhi;
  iv) Chief Commissioner of Customs, JNCH;
  v) Commissioner of Customs (Import), JNCH;
  vi) Joint Commissioner of Customs (Export), Docks-I, II;
  vii) Website of JNCH.