#### सीमाशुल्कप्रधानआयुक्तकार्यालय (एन. एस. –I) OFFICE OF THE Pr. COMMISSIONER OF CUSTOMS (NS–I), मुल्यनिरूपणमुख्य (आयात)/APPRAISING MAIN (IMPORT)

जवाहरलालनेहरूसीमाश्ल्कभवन/JAWAHARLAL NEHRU CUSTOM HOUSE, शेवा/SHEVA,

ताल्का/ TAL-उरण/URAN,: जिला/DISTRICT- रायगड/RAIGAD, महाराष्ट्र/MAHARASHTRA-400707,

(ई-मेल/email: appraisingmain.jnch@gov.inदूरभाष/Telephone No: 022-27244979)

दिनांक

/Date: - .02.2024

दिनांक 30/01/2024 को सम्पन्न 'स्थायीव्यापारस्विधासमिति' (आयात) की बैठक का कार्यवृत्त

### MINUTES OF THE MEETING OF THE PERMANENT TRADE FACILITATION COMMITTEE JANUARY HELD ON 30/01/2024

The PTFC meeting held in physical mode on 30/01/2024 was chaired by Shri. P. N. Pandey, Pr. Commissioner of Customs (NS-I) and attended by Shri D.S. Garbyal, Commissioner of Customs (NS-General), Shri Sonal Bajaj, Commissioner of Customs (NS-V), and Shri Ashwini Kumar, Commissioner of Customs (NS-III).

2. The meeting was attended by the following members/participants of the trade: –

क्रमसं./	नाम(सर्वश्री/स्श्री/श्रीमती)	(संगठन/संघ/पदनाम)
Sr.	Names	Organisation/
No.	(S. Shri /Ms./Mrs.)	Association
1	Umesh Grover	CFSAI
2	Sumeet Tanwar	CFSAI
3	Nandkishor S.	CFSAI
4	Roshan	AIWCBA
5	Mrs. Ganguly	AIWCBA
6	Nimish Desai	WISA
7	Kiran Rambhia	BCHAA
8	Gaupat Korade	BCBA
9	Nirav Thakker	BCBA
10	Hiren Ruparel	BCBA
11	Dushyant Mulani	ВСВА
12	Vinayak Aparaj	BCBA
13	Harsh Lapsia	BCBA
14	Sanjay Shingote	BCBA
15	Maruti Gadge	BCBA
16	Manish Kumar	CSLA
17	Subhash N. Dongre	CSLA
18	Uday N. Gharat	Transworld CFS
19	Shrikant	
20	Nisha Kothari	

21	Shailendra R.	MANSA
22	Parsh Valvad	
23	Rakesh Mistry	Godrej
24	Jay Jahir	JNCH Cape

3. विभागकीओरसेनिम्नलिखितअधिकारियोंनेबैठकमेंभागलिया: -Following Officers from the department attended the meeting: -

क्रमसं./	नाम(सर्वश्री/सुश्री/श्रीमती)	पदनाम
Sr.No.	Names(Shri/Ms./Mrs.)	Designation
1.	Prasanna V. Pattanashetti	Additional Commissioner of
		Customs
2.	Mahender Kumar Aggarwal	Additional Commissioner of
		Customs
3.	K.K. Prasad	Additional Commissioner of
		Customs
4.	Kishor S. Pandit	Assistant Commissioner of
		Customs

#### **Agenda points for Import Commissionerate**

Shri Kishore S. Pandit, Assistant Commissioner of Customs, NS-I Commissionerate, JNCH, with permission of the Chair, presented the Agenda points pertaining to Imports.

# 4 . <u>WISA के द्वारा उठाया गया कार्यबिन्दु /AGENDA POINTS RAISED BY</u> <u>WISA</u> <u>कार्यबिन्दु संख्या/POINT NO. 01: Auto regularisation of prior BE</u> (WISA)

This is an age old problem at JNCH which is severely delaying timely clearance of imported goods. Large number of prior / advance filed BE are not getting auto regularised upon grant of entry inward. This is forcing the trade to file online amendment for regularisation of BE through ICEGATE. This is resulting in a delay in goods registration of at least 8-12 hours which directly affects on TAT.

प्रतिक्रिया/Response: It was noted that there may be some administrative/technical issue. An officer from EDI section along with the Boarding officer may be nominated to identify the problem/issue arising at the time of entry inward of vessels for which IGM has already been filed. If there is any issue that is found, it should be resolved on a priority basis.

( Action: EDI)

## कार्यबिन्दु संख्या/POINT NO. 02: Visibility of Scanning report to officers in RMS-FC (WISA)

We understand now large numbers of containers are being selected for scanning. Large numbers of Bills of Entry are being facilitated as well. Officers posted in RMS-FC cell, while granting OOC, are getting a message about container having been selected for scanning but they have no access to the scanning report. As a result they are forced to issue a query. CBs are then made to run for EIR copy showing scanning report, upload under e-Sanchit and map it with the BE before replying to the query. This is resulting into wastage of anything between 8-24 hours which directly increases dwell time as well as transaction costs (for DPD containers).

प्रतिक्रिया/Response: The Trade was informed that the issue has already been taken up with DG Systems. A substantial progress has been made for transmission of scanned images along with verdict to e-Sanchit linked with the corresponding bill of entry; this issue will be resolved soon. Also, it was requested to the importers to bring containers for scanning on time as it has been noticed that containers are not reaching the scanning division on time, which causes unnecessary delay in scanning, examination, if needed, and clearance.

(बिन्द्समाप्त/ Point Closed)

### कार्यबिन्दु संख्या/POINT NO. 03: Failed duty payment challan not visible same day (WISA)

In the new online duty payment module introduced in April last year, a failed (for whatever reason) online duty payment challan is again visible only the next calendar day and not same day again. Earlier system had a provision to recall the challan in pending duty payment list after a lag of 20 minutes by undertaking verification from the list of incomplete challans on ICEGATE website. This feature, unfortunately is not there anymore which is causing delay in clearance. The matter may please be suitably taken up with ICEGATE.

प्रतिक्रिया/Response: It was informed that the matter will be examined in detail, and a proposal to the DG systems will be sent for making challan available again on the same day, in case of failure, for the convenience of Trade, as it is causing delay in the clearance of goods, among other things. In the meantime, it was suggested that importers may recall the Bill of Entry and ask for re-assessment for generating a fresh challan on the same day.

(Action: DG Systems)

कार्यबिन्दु संख्या/POINT NO. 04: E-office for every small processes (WISA)

For every small requests and amendment or re-assessment in a BE, a request is put up by the trade which is then processed in e-office only. Also manual permission of such requests (to be uploaded under e-Sanchit) is insisted upon before opening a file in e-office. We request to consider adopting below procedure:

- i) A request letter from importer/CB as applicable to be uploaded in e-Sanchit along with suitable supporting documents
- ii) Online amendment request will be uploaded through icegate OR will be entered through service centre
- iii) AO / DC at FAG/PAG (as the case may be) will approve the request and system will automatically push the BE for re-assessment wherever required

This will not only create electronic records as desired, will also expedite the process of amendment resulting in expeditious clearance.

#### Follow Up on E-Office Process Monitoring (BCBA)

a. Further to the discussion in previous meeting about monitoring of E-Office Files

movement, we are highlighting below cases where instances of delay has been noticed in e-office file movement.

- b. It is requested to provide dashboard and transparent visibility for trade so that the process of following up on e-office file status and movement is eliminated.
- c. Issuance of Standing Order wherein monitoring of Live Shipments in E-Office is further strengthened, maybe separate Subject Item for Live Shipments may be inserted at time of file creation.

प्रतिक्रिया/Response: It was affirmed that e-office has ushered transparency and effective monitoring. Concerning the approval of amendments in bill of entry, it was confirmed by stakeholders that now amendments can successfully be done online by the importers/customs brokers from anywhere, and they need not visit Service Centre or Group. Also, the processing of files in e-office is being done on a priority basis.

(बिन्दुसमाप्त/ Point Closed)

## कार्यबिन्दु संख्या/POINT NO. 05: Avoiding orders in file for waiver of late filing charges (WISA)

There is a clear provision in Bill of Entry Regulation 2018 stating late presentation charges shall not exceed total duty payable. Also, if duty is not payable, such charges shall not exceed Rs.50,000/-. This provision,

being part of the regulation, is sacrosanct, with due backing of the law, is non discriminatory and non discretionary, should be allowed without any further process, upon receipt of request from importer. However, in all such cases, a file is made and approval from DC / ADC is taken and only then excess charges are waived. We request JNCH to stop file work related to this, only uploading of request under e-sanchit and recording necessary remarks in departmental comments by concerned DC should suffice for such waivers.

प्रतिक्रिया/Response: As new provisions regarding the proper officer for the waiver of charges levied due to late filing of bill of entry were notified vide Notification No. 26/2022-Customs (N.T.) dated March 31, 2022, earlier issued Public Notices or Standing Orders shall be reviewed and updated. As requested by stakeholders, an online request for waiver of charges cannot be judged by the system properly; therefore, an intervention of the proper officer is necessary to determine the legality, veracity and genuineness of the request.

(Action: AM (I), NS-I)

## कार्यबिन्दु संख्या/POINT NO. 06: Mandatory testing of items of Chapter 25 & 26 (WISA)

Kind attention is invited to JNCH PN 34/2022 which stipulates mandatory testing of all items under chapters 25 & 26 or a valid (for 6 months) PTR as per prevailing practice. Now under faceless era, uniform assessment practices are one of the primary intent and also desirable across all customs locations. At many FAG locations, this is not the practice. Also, manufactured items in factories (other than mineral products), specially likes of White Cement & Grey cement which requires compulsory BIS certification for imports, needs to be exempt from mandatory testing and PTR. The said PN may suitably be amended please as deemed appropriate in view of above.

प्रतिक्रिया/Response: The Trade was informed that JNCH is consistently trying to reduce examination on first check basis. This issue will be examined for further necessary action for resorting to First Check in appropriate cases only and ensuring consistency in assessment practices across FAGs.

(Action: AM (I), NS-I)

### 5 . BCBA के द्वारा उठाया गया कार्यबिन्दु /AGENDA POINTS RAISED BY BCBA

# कार्यबिन्दु संख्या/POINT NO. 01: Hidden Instructions appear at time of Faceless Assessment (BCBA)

a. Instances of officers resorting to Hidden Instructions at the time of

Faceless Assessments - appearing either in Stage of Examination Order or OOC - need to be strongly discouraged.

- b. Further, issuance of Standing Order to enable officers at JNCH to suitably act in such cases, where they notice Hidden Instructions/Comments either during OOC or during Examination.
- c. Cases where COO Verification was mentioned in Comments by FAG, despite Final Assessment was escalated to Principal Commissioner Sir, and resolved only after his intervention. However, the practice of flagging every such instance upto Commissioner Level and then seek redressal causes delay in time and multiplicity of efforts which can be easily addressed by means of suitable Standing Order to this effect which empowers proper officer to act directly in such cases taking reference of said Standing Order.

प्रतिक्रिया/Response: Whenever such instances have come to the notice of officers, the issue is taken up with the concerned nodal Pr Commissioner/Commissioner of Customs immediately and the Convener of NAC concerned. The Trade members were also requested to bring such instances to the notice of Pr. Commissioner/Commissioner of Customs so that necessary action may be taken in a timely manner. The trade was informed that some customs brokers file a bulk of bills of entry pertaining to certain Chapters on holidays, instead of regular working days. Such practice is highly unwarranted and should be discouraged; strict action may be taken against those found involved in such practices.

Furthermore, regarding the issuance of speaking orders, the Trade was requested to refer to Standing Order No. 14/2018 dated 03.05.2018.

(बिन्दुसमाप्त/ Point Closed)

## कार्यबिन्दु संख्या/POINT NO. 02: Pending Bond and Bank Guarantee under CAROTAR (BCBA)

- a. Significant amount of Bond and Bank Guarantee pending for closure.
- b. Lack of clarity from the Trade towards status of COO Verification, if sent to DIC, and revert if any received from DIC.
- c. Request to have helpdesk or online dashboard towards status of Bond and BG pertaining to Bill of Entries provisionally assessed pertaining to CAROTAR issues.
- d. Request issuance of Public Notice towards streamlining process of completion of verification, and expeditious closure of all such legacy cases.

प्रतिक्रिया/Response: It was informed that Standing Order No. 25/2023 dated 10.11.2023 has been issued already. Furthermore, the meeting with DIC was organized to reconcile all the pending cases where COO verification reports have not been received. Also, the concerned Group

officers have been sensitized to send COO verification requests in time as per the provisions of CAROTAR 2020. A proposal to appoint a dedicated officer for the entire Zone to deal with all such cases of COO verification may be considered by the competent authority. Till then, the Trade was requested to contact Group AC/DC concerned along with the list of pending bills of entry assessed provisionally under CAROTAR 2020.

(बिन्द्समाप्त/ Point Closed)

# कार्यबिन्दु संख्या/POINT NO. 03: In case of Import of Certain consignments which are facilitated by Systems - RMS Cell is forwarding the same to docks for Examination. (BCBA)

- a. For Example, in case of certain Import of Scrap despite Bill of entry being facilitated by systems, the RMS cell are forwarding the BE to docks for examination.
- b. Request for suitable instructions in this regard.

प्रतिक्रिया/Response: It was informed that the issue was conveyed to NCTC which is already working to resolve the issue by updating CCRs, where CCR instructions are contradictory to facilitation. Stakeholders were also asked to bring such cases to the notice of Commissioner of Customs NS-III.

(Action: NS-III)

## 6 . CSLA के द्वारा उठाया गया कार्यबिन्दु /AGENDA POINTS RAISED BY CSLA

# <u>कार्यबिन्दु संख्या/POINT NO. 01: Issues of Rotation Number Application</u> <u>Screen on ICEGATE Portal (CSLA)</u>

This issue was raised in the last PTFC meeting also. CSLA have shared write ups with JNCH for this issue, we request JNCH to take up this matter with DG Systems & ICEGATE and arrange a resolution so that rotation number generation for wrong vessel could be avoided.

<u>प्रतिक्रिया/Response:</u> The matter has already been taken up with DG systems for necessary action and early resolution at their end.

( Action: EDI/DG Systems)

### 7. Any other point raised during the meeting: (i) Korea COO now become ECO

The COO certificate is not visible in the system from past few days.

प्रतिक्रिया/Response: It was informed to the stakeholders that a system of electronic data transmission in case of India-Korea CEPA COO had been implemented. DG Systems has informed that a patch was applied in the system to tackle this issue, and COO would now be visible.

#### (बिन्द्समाप्त/ Point Closed)

#### (ii) Format of Bond and BG sometimes not accepted in TSK

प्रतिक्रिया/Response: Board has prescribed the proforma for Bond and BG for different scenarios; the same should be followed. It was suggested to Trade to refer RBI Master Circulars dated RBI/2011-12/57 DBOD. No. Dir. BC. 8 /13.03.00/2011-12 July 1, 2011 and RBI/2023-24/05 DoR.STR.REC.4/09.27.000/2023-24 April 1, 2023 regarding Bank Guarantees and Co-acceptances.

(बिन्द्समाप्त/ Point Closed)

#### **Agenda points for Export Commissionerate**

Shri Mahender Kumar Aggarwal, Additional Commissioner of Customs, NS-II, JNCH started the discussion on the agenda points of the meeting related to the Export Commissionerate.

#### **AGENDA POINTS RAISED BY BCBA**

### कार्यबिन्दु संख्या/POINT NO. 01: Lack of Infrastructure for Examination of Refrigerated Cargo at CPP

We would like to bring to your kind notice that there is lack of infrastructure for Examination of Refrigerated cargo at the Centralized Parking Plaza, thereby leading to refer cargo getting spoilt / damaged in the process. Based on EDI system instructions, it is very difficult to present the packages selected for examination without incurring any temperature loss which in turn causes damages to shipments further leading to claims / rejections at destination. In view of the upcoming season for refer exports, we seek a mechanism for timely examination for trade facilitation.

As you are aware, gates for refer containers are open generally for 48 hours and hencewe seek priority clearance for refer cargo as per JN Customs PN 35/2017 dated 17.3.2017 in larger interest of EXIM trade.

प्रतिष्ट्रिया/Response: The Chair stated that in this regard a Public Notice has already been issued which allow to shift the refereed cargo for getting examination done of such sensitive cargo at any of the designated CFS having such facility. The infrastructure matter will be taken up with the CPP administration. Further, there can be an analysis to know the root cause of the interdiction of such sensitive cargo so as to take up the matter up with NCTC and to minimise the frequent interdiction of such sensitive cargo.

(Point closed)

### कार्यबिन्दु संख्या/POINT NO. 02: Request for monitoring handling of Examination as per PN No 19/2023 and 50/2023

After successful completion of TRS week it's our request to have a microscopic monitoring for both above mentioned PN and also to Monitor Timings for First round Physical Examination at all CFS.

Further also request to consider the PN No. 19/2023 and PN No. 50/2023 as a role model for Other CFS too in your jurisdiction.

In view of Endeavour of Govt of India, for Ease of Doing Business and to succeed the initiative "NEEV" by Honourable Chief Commissioner of Customs, Zone II, Mr. Rajesh Pandey Sir, we request you to kindly monitor the handling of Examination at All CFS along with JWR and Conex and ensure timely compliance of the same in larger interest of EMM Trade at JNCH.

प्रतिक्यि/Response: The chair stated that the effectiveness of double shift examination facility at these two CFS will be analysed and on the basis of outcomes of the analysis, a suitable step will be taken.

(Point closed)

#### **AGENDA POINTS RAISED BY WISA**

### कार्यबिन्दु संख्या/POINT NO. 01: Pending export obligations of Companies taken over under NCLT:

Many sick and indebted units have undergone change of ownership under Insolvency and Bankruptcy Code (IBC) and after due process of law followed before NCLT. As per the law, such unit is transferred to the new successful bidder and entire process of settling debt is handled by Resolution Professional (RP) appointed by the Tribunal. Such RP also pays Customs dues as communicated by Customs as per water fall mechanism under the IBC. Now old pending obligations of Advance Authorisations and EPCG licenses have to be closed against said unit by customs. The EPSMMC of JNCH is not removing alerts in all such cases but only granting 3 months extension which is unnecessarily increasing the work of trade as well as departmental officers. We request you to kindly issue suitable instructions in this regard for convenience of all.

प्रतिक्यि।/Response: The chair stated that all the alerts will be examined and reviewed one by one and the list of alerts will be released on fortnightly basis.

(Point closed)

#### **Agenda points for General Commissionerate**

#### **AGENDA POINTS RAISED BY CFSAI**

कार्यबिन्दु संख्या/POINT NO. 01: Issues related to Longstanding containers lying at CFSs under the category of hold of investigating agency-

Welt is submitted that at the very first stage of detention / confiscation , the investigating agency intimates the respective custodian (CFS) for holding of consignment either through a letter / email and share the seizure memo after details examination of the hold consignments where the goods were found objectionable.

However, on later stages when the action is initiated by the Agency or Customs, the custodian do not get any update as they are not in the loop with regards to completion of investigations, forwarding of record to concern appraising group / adjudication cell for confiscation of goods and final order of confiscation / disposal. In absence of this vital information, the respective custodians remain in dark and continues to maintain the status of disposal of such longstanding containers as "Hold by agency" and continues to report same year and year.

Our member CFSs have informed us that only for **few such cases they** are able to trace the copy of Order-in-original from record of concern department after years of persuasion. This too is at a stage where the importers do not come forward and the goods have been abandoned without following the instruction issued and payment of applicable duty / redemption fine / penalty imposed.

Further these goods, over a period of time tend to lose their commercial value. In absence of this vital information from concern adjudicating authority, the CFS remain out of the loop with no knowledge of status of clearance. This results in accumulation of longstanding containers / cargo at customs notified area.

We seek JNCH intervention in issuing necessary instructions to the adjudicating authorities in the form of Public Notice / Standing order to keep respective Custodian. This in turn would assist CFSs to take necessarily follow up with Importer/CHA toward the clearance of goods to avoid abandonment / non-recovery of government dues. Informatively, as per the data submitted by our Member CFSs (attached) **1245 such** 

units are lying in our member CFSs, and as per ageing analysis, 252 Units are dwelling for more than 10 Years and another 241 from 5-10 years. It is requested that JNCH may consider taking a decision for prompt disposal of these or they will continue to dwell endlessly.

प्रतिक्यि। Response: The Chair stated that the adjudicating authority will mark the copy of Order-in-Original to the AC/DC Docks in charge of the concerned CFS and AC/DC Docks will inform the CFS regarding the same on routine basis (Monthly or fortnightly). The transfer of goods from international container to Domestic container should take place only after obtaining NOC from concerned investigating agency (SIIB-X, SIIB-I, CIU, any other) or groups as the case may be. As per the Public Notice the concerned AC/DC Docks will allow such transfer of cargo on the basis of the NOC.

(Point Closed)

#### **AGENDA POINTS RAISED BY CSLA**

#### कार्यबिन्द् संख्या/POINT NO. 01: Delay in SCMTR Registration approval

As per CBEC Circular 36/2018, the SCMT registration & approval process is a complete online process & that there is no need to submit any hard copy documents to the registration locations of customs department. Also, the bond & bank guarantee are exempted in case of ASC & ASA registration. The Bond & BG is required for ANC category only. This was clarified by the DG System team on many occasions. Accordingly, the majority of ASC & ASA registration was done during year 2019-2021 without any Bond & BG.

Off late however, the JNCH SCMTR cell has stopped the registration approval process basis online documents. The registration application is pending for more than 3-4 months for some of our member lines. Earlier, the SCMT Cell was authorized to approve the registration process on the basis of the documents uploaded by the respective entity online. These days a manual file is prepared for each registration where hard copy documents are sought from the applicants. The registration application is approved by the senior level officer. The concerned department should be directed to accept online document and approve registration process as per the SCMT guidelines.

प्तिकिया/Response: The Chair stated that the SCMTR Cell is not asking for

the offline documents which have already been uploaded rather offline documents are being asked only in certain cases where documentary evidences are must.

(Point Closed.)

# कार्यबिन्दु संख्या/POINT NO. 02: Use of domestic container for transfer of cargo from EXIM longstanding containers

As per guidelines of CBIC & JNCH, the transfer of goods from EXIM longstanding containers to domestic container is allowed. Earlier, the permission for transfer of goods was allowed by the disposal department but now they refuse to provide such permission. According to them, such permission should be granted by the dock officer. When dock officer was approached he said the permission should be given by disposal department. The concerned department should be directed to issue permission to avoid undue delay in transfer of goods and release of longstanding EXIM containers.

प्रतिक्या/Response: The Chair stated that As per the Public Notice the concerned AC/DC Docks will allow such transfer of cargo from EXIM longstanding containers to domestic containeron the basis of the NOC from the concerned investigating agency or groups.

(Point Closed)

- 8. The meeting ended with a vote of thanks to the Chair.
- 9. This issues with the approval of the Pr. Commissioner of Customs, NS-I.
- 10. Any amendments to these minutes be provided within the next five working days.
- 11. Minutes are placed on the JNCH website and also sent through emails to the members.

(Kishore S.

Pandit)

स.आयुक्त,सीमाशुल्क/Asstt. Commissioner of Customs, मूल्यनिरूपणमुख्य(आयात)/Appraising Main (I), जे.एन.सी.एच.,न्हावा शेवा/ JNCH, Nhava Sheva.

#### सेवामें /To.

पी.टी.एफ.सी. के सभी सदस्यों को ईमेल के माध्यम से /All the Members of PTFC (through email)

#### प्रतिलिपि/Copy to :(ईमेल के माध्यम से)

- 1. मुख्यआयुक्त,सीमाशुल्क,मुंबईअंचल-II/Chief Commissioner of Customs, MUM Zone-II;
- 2. प्रधानअपरमहानिदेशक,करदातासेवामहानिदेशालय,मुंबई/The Principal Add. Director General, Directorate General of Tax Payers Services, Mumbai Zonal Unit, room No 138/139, New Custom House, Mumbai-400001(mzu-dgtps@gov.in);
- 3. लोकपाल,अप्रत्यक्षकर,मुंबई/The Ombudsman, Indirect Taxes, Mumbai;
- 4. सीमाशुल्कआयुक्त, मुंबईअंचल-II/ Commissioner of Customs, Mumbai Zone-II;
- 5. सभीअपर/संयुक्तआयुक्त,जेएनसीएच,न्हावाशेवा /All ADCs/JCs JNCH, Nhava Sheva;
- 6. सभीउप/सहा.आयुक्त,जेएनसीएच,न्हावाशेवा /All DCs/ACs JNCH, Nhava Sheva;
- 7. सहा/उपआयुक्त, ईडीआई, जेएनसीएच,न्हावाशेवाकोअविलंबवैबसाइटमेंअपलोडकरनेकेलिए/AC/DC, EDI, JNCH, Nhava Sheva, for uploading in JNCH website;
- 8. कार्यालयप्रति/Office Copy.