



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III),
MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM
HOUSE, NHAVA SHEVA, TALUKA: URAN, DISTRICT:
RAIGAD, MAHARASHTRA-400707.**

F. No. S/22-Gen-04/2017-18/AM(I)

Date: 04.05.2018

STANDING ORDER NO. 15/2018

**Subject:-Procedure for putting any consignment/ container on hold
by SIIB(I), SIIB(X) and CIU, JNCH -reg.**

Attention of all Officers under the jurisdiction of JNCH, Mumbai Customs, Zone-II is invited to the issue of putting any container on hold based on information/ intelligence.

2. It is felt that there is a need to devise a Standard Operating Procedure (SOP) for putting container/ consignment on hold in JNCH either at Port area or CFSs.

3. In view of the above, it has been decided that the local intelligence units of JNCH i.e. SIIB(I), SIIB(X) and CIU (hereinafter referred to as "The Intelligence Units"), after receipt of any such information/ intelligence, shall make a suitable entry in the register maintained for that purpose. The format of the register is annexed herewith as **Annexure "A"**. After making necessary entry in the said register, any correspondence for putting the container on hold shall be initiated from a single file no. of the respective Intelligence Units (which should be opened for this purpose immediately). The file no. of each of the intelligence units will be **"SG/JNCH HOLD/financial year/name of Intelligence Unit"**. Further, any correspondence for putting container on hold shall bear the related running serial no. of the register for easy reference.

Example:

During the financial year 2018-19, the file no. of SIIB(I) for this purpose would be **SG/JNCH HOLD/2018-19/SIIB(I)**.

Further, for the 5th entry of the register of SIIB(I), any correspondence shall bear **"HOLD NO. 05/ 2018-19-SIIB(I)"** prominently on the top of the said correspondence for easy reference.

A specimen letter for putting container on hold by SIIB(I), has been enclosed herewith as **Annexure 'B'**.

4. Moreover, the intelligence units shall adopt below mentioned procedure in following cases:

a. **Cases where information/ intelligence is received/ developed by the local intelligence agency itself-** The information/ intelligence (reduced in written form) shall be put up in the said file before the concerned Joint/Additional Commissioner of Customs and after obtaining approval, a written communication shall be sent to the concerned Port/CFS for putting the container on hold from the said file only.

b. **Cases where information is received from any outside agency-** In such cases, the container shall be put on hold based on the information received, after following the procedure mentioned at Para 4(a) above. In

those cases, where the information is received in a form other than a letter form (e.g. telephonic call, SMS and whatsapp, etc.), the container will be put on hold. However, confirmation of the same is required to be sent by concerned agency in writing within 3 working days. If no such confirmation is received within 3 days, matter should be brought to the notice of the Commissioner in charge of the intelligence unit for further decision.

- c. **Intelligence/ information received beyond office hours-** In such cases, the container can be put on hold through verbal instruction, not below the rank of the Assistant/Deputy Commissioner of Customs-in-charge of the intelligence units. However, it must be ensured that a written communication in this regard is sent to the concerned Port/ CFSs by the next working day itself, after following the above procedure. In case, the written communication is not received by the concerned Port/ CFSs where the containers are put on hold on verbal instruction by next working day, Port/ CFS and Boarding/ Docks officer concerned shall bring the issue to the notice of the concerned Commissioner of Customs immediately.

5. The Dy/Asstt. Commissioner-in-charge of the intelligence units shall submit the said register along with the file to the respective Commissioners every month, on or before 10th of the month for review of such container on hold and action taken/ required to be taken in this regard.

6. As regards to the containers already put on hold, the Dy/Asstt. Commissioner-in-charge of intelligence units should collect the details of such containers as on **04.05.2018** and enter the details of such containers in Part-II of the prescribed Register. This process shall be completed by **15.05.2018**.

7. Difficulty faced, if any, may be brought to the notice of the undersigned.

Sd/-
(SUBHASH AGRAWAL)
COMMISSIONER OF CUSTOMS
NS-III, JNCH

Encl:

1. Annexure-‘A’
2. Annexure-‘B’

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone- II.
2. The Additional Director General, DRI, Mumbai Zonal Unit
3. The Commissioner of Customs (Preventive), Mumbai Zone-III
4. All the Commissioner of Customs, Mumbai Zone- II.
5. All Addl./Joint Commissioners of Customs, Mumbai Zone- II.
6. All Deputy/Asstt. Commissioners of Customs, Mumbai Zone- II.
7. The DC/EDI for uploading on the JNCH website.

Annexure-A

Record to be maintained in the register containing details of the container kept on hold in the following format:

Part-I :- For intelligence/information received on or after 05.05.2018

| Sl. No. / FY | Container No. | B/E No. & Date (if available) | Importer's and CHA's name (if available) | Agency from which information is received | Reference letter No. and Date | Mode of communication & date | Date of hold | Investigation file No. | Result | Recovery | Signature by SIO | Countersign by DC/AC |
|--------------|---------------|-------------------------------|--|---|-------------------------------|------------------------------|--------------|------------------------|--------|----------|------------------|----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

Part-II :- For container on hold as on 04.05.2018

| Sl. No. / FY | Container No. | B/E No. & Date (if available) | Importer's and CHA's name (if available) | Agency from which information is received | Reference letter No. and Date | Mode of communication & date | Date of hold | Investigation file No. | Result | Recovery | Signature by SIO | Countersign by DC/AC |
|--------------|---------------|-------------------------------|--|---|-------------------------------|------------------------------|--------------|------------------------|--------|----------|------------------|----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

ANNEXURE-‘B’



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III),
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HOUSE, NHAVA SHEVA, TALUKA: URAN, DISTRICT:
RAIGAD, MAHARASHTRA-400707.**

SG/JNCH HOLD/2018-19/SIIB(I)

Date: . . 2018

CONFIDENTIAL

HOLD NO. / 2018-19-SIIB(I)

Subject: Request for taking container/ consignment on hold-reg.

Following container/ consignment should be placed on hold immediately until further orders. Details are as under:

1. Container No.
2. Bill of Entry No. & date / Shipping Bill No & date
3. BL No. & date
4. Name of Importer / Exporter
5. Name of Customs Broker
6. Other details, if any

Note: This information is confidential in nature and the details should not be shared or parted with any unauthorized person by any means of communication.

(DC/AC-in-charge)

SIIB(I)/JNCH

To,

1. The Manager, CFS concerned or Port Terminal (as the case may be)

Copy to:

2. The DC/AC, Docks or Supdt./ Boarding (as the case may be)