

# FACILITY NOTICE No.35/2015

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA  
DISTT.- RAIGAD, MAHARASHTRA – 400 707.  
TEL NO: 27242102 FAX: 27241828.

F. No. S/12-Gen.-23/2015-16 AM(X)

Dated: 29.04.2015

FACILITY NOTICE No.35/2015

**Sub: Implementation of Document Management System at Nhava Sheva-(I,II,III,IV&V) Commissionerate, Mumbai Customs Zone-II.**

As a trade facilitation measure and a step towards “Green Customs” and in view of successful implementation of Documents Management System(DMS) in Cochin, Bangalore, ICD-TKD and Chennai Air Cargo, and as agreed and decided unanimously in PTFC (Permanent Trade Facilitation Committee) meeting held on 29/01/2015, where representatives of CFS, FIEO, BCHAA & trade were present as members, for implementation of DMS, Members of the Trade Community, Customs Brokers, Steamer Agents, Consolidators, all CFSs in Mumbai Customs, Zone-II and all other Stake Holders are informed that the Document Management System (DMS) is ready to be commissioned at Nhava Sheva-(I, II, III, IV&V) Commissionerates, Mumbai Customs Zone-II.

2. With introduction of DMS, being installed and operated by M/s Newgen Software Technology Ltd. (Newgen), Customs documents viz., the dockets of Bills of Entry, Shipping Bills and connected documents will be stored both in digital as well as physical/hard copy form. This initiative has been taken in consultation with CHA Association, BCHAA, FIEO, WISA and other trade representatives. A contract in this regard has been signed with M/s Newgen Software Technology Ltd., Mumbai on 30.03.2015 for a initial period of 3 years. All the Customs documents in the location viz., Bills of Entry, Shipping Bills and connected documents generated on or after 7th May, 2015 are to be scanned by M/s Newgen for an initial period of three years or until further orders.

3. The objective of having a DMS is to ensure proper storage and retrieval of dockets of Bills of Entry and Shipping Bills. This initiative is required since a number of times original dockets are not traceable as required under provisions of Customs Act, 1962 to process Refund, DBK, Re-import, Re-export and amendments under section 149 etc. Further these dockets are required for investigations in respect of past exports/ imports as well as to carry out the court’s orders etc. The documents contained in these dockets would be scanned using high speed scanners and stored electronically in server which has been setup at Nhava Sheva-(I, II, III, IV&V) Commissionerates.

4. Collection of charges for DMS will be done by M/s Newgen Software Technology Ltd. at Customs facilitation Centres of Nhava Sheva-(I, II, III, IV&V) Commissionerate, located in the Custom House and various CFSs. The rate for the implementation of the DMS has been fixed at Rupees sixteen only (Rs. 16/-) per Docket with a 5% annual escalation (There is no restriction on

no. of pages per docket.) The Trade shall collect the DMS Coupons from the said location w.e.f 4th May, 2015 @ Rs. 16 per docket.

5. The DMS Coupon/stickers will be issued in duplicate viz. one copy is for Customs Brokers / Trade / Industry / Importers and Exporters etc. and other copy is to be attached with Bill of Entry/ Shipping Bill document set. Customs Brokers / Trade / Industry / Importers and Exporters etc. are required to attach the "EDI COPY" of the coupon/sticker in the Bill of Entry/ Shipping Bill document set while handing over the same to the concerned officers of the Department after LEO/Out of Charge. This will be mandatory for all Dockets effective from 7th May, 2015.

6. As a facilitation measure, Customs Brokers / Trade / Industry / Importer and Exporters can purchase the coupons for DMS in bulk from the authorized operator located at the place stated above, if required.

7. For the smooth implementation of the DMS, cooperation of the trade, Industry, Customs Brokers, Importers and Exporters is solicited. The success of the DMS would signify our continual commitment towards paperless office and will greatly ease the process of documents handling, storage and retrieval thereof. The ADC/JC/DC/AC in charge of docks shall ensure that issue in this regard, if any, should be addressed immediately so that DMS should run smoothly at all Customs Commissionerate of Mumbai Zone II.

8. Difficulties, if any, faced in this regard and suggestion to improve may be brought to the notice of undersigned for consideration.

9. This issues with the approval of Chief Commissioner of Customs, Nhava Sheva, Mumbai Customs, Zone-II.

Sd/-29.04.15  
(SIDDALINGESH)  
Deputy Commissioner of Customs  
Appraising Main (Export)

To,  
All Members of the Trade.

Copy to:

1. Office of the Chief Commissioner of Customs, Mumbai Customs, Zone-II.
2. All Sections
3. EDI Section for uploading on Website of Mumbai Customs, Zone-II.
4. The Mumbai Customs House Agent's Association.
5. FIEO.
6. M/s Newgen Software Technology Ltd., Mumbai
7. Guard file.
8. Notice Board.