

# PUBLIC NOTICE NO. 23 /2015

OFFICE OF THE COMMISSIONER OF CUSTOMS (NS- GENERAL)  
JAWAHARLAL NEHRU CUSTOM HOUSE, SHEVA, TAL.- URAN,  
DIST. – RAIGAD, MAHARASHTRA – 400 707.

F. No. ADC/AT/Gen-01/2015 JNCH

Date: 04.03.2015

## Public Notice No. 23/2015

**Subject:** Implementation of Sevottam; submission of all written communications in Centralized Receipt Section – reg.

All Importers/Exporters/Customs Brokers/Custodians and Members of the trade are informed that a Centralized Receipt Section (CRS) has been created in JNCH.

2. Henceforth all letters should be submitted to Centralized Receipt Section (CRS). All communications including declarations, intimations, applications, grievance letters shall be received in the Centralized Receipt Section (CRS) except: i) all refund applications/claims; ii) replies to queries in live bills of entry; iii) documents submitted at the time of personal hearing; iv) amendment related documents / correspondence, pertaining to bills of entry, shipping bills, IGM, EGM; v) applications / letters related to licence registration and verification; vi) all correspondence related to live bills of entry and shipping bills and vii) any complaint relating to any harassment in respect of any specific consignment or system process or against any individual.

3. Therefore Refund claims/applications; replies to queries in live bills of entry; documents submitted at the time of Personal Hearing; amendment related documents / correspondence, pertaining to bill of entry, shipping bills, IGM, EGM; Applications / letters related to licence registration and verification; all correspondence related to live bills of entry and shipping bills shall continue to be received as before and complaint relating to any harassment in respect of any specific consignment or system process or against any individual should be addressed to the Commissioner concerned only. The Commissioner concerned after examining the contents of the same will take further necessary action. The TA in CRS shall receive the correspondence, acknowledge the receipt of the communications and will allot a Unique Receipt No./ Unique Identification Number.

4. All Stakeholders are informed that they should quote the Unique Receipt No./ Unique Identification Number in all future correspondence on the same issue to enable tracking of the same.

5. Any difficulties faced by any Stakeholder may be brought to the immediate knowledge of the Additional Commissioner/ Jt. Commissioner, (P&E) JNCH, Sheva.

**Sd/- 04.03.2015**  
**(S.H HASAN)**  
**COMMISSIONER OF CUSTOMS NS-GEN.**

**Copy to:**

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH.
2. The Commissioner of Customs NS I,II,III IV, V.
3. All the Addl/Jt. Commissioner of Customs, JNCH.
4. All the Asstt/Dy. Commissioner of Customs, JNCH.
5. All the Trade Associations / BCHAA
6. Office Copy.
7. Notice Board.