

**OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT),
JAWAHARLAL NEHRU CUSTOM HOUSE, SHEVA,
TAL. : URAN, DISTT. : RAIGAD, MAHARASHTRA 400 707.**

F.No. S/22-Gen-108 /2004 A(M) Date :31.12.2004

STANDING ORDER NO. 49/ 2004.

Department. It has been noticed that the Appraising Groups and the various Sections of the Custom House are not maintaining the prescribed registers for the different areas of work. Non-maintenance of registers has resulted in poor monitoring of pendencies.

2. With the view to streamline the monitoring system of the Custom House, the following registers are prescribed -

1. Bank Guarantee
2. P. D. Bond
3. Test Bond
4. End-Use Bond
5. I.T.C. Bond
6. Un-Confirmed / Confirmed Demand
7. Refund
8. Customs Privileges - Import by foreign privileged persons.
9. Voluntary payment
10. Transit Bond
11. Review
12. Appeals filed before CESTAT
13. Appeals filed before the High Court
14. Appeals filed before the Supreme Court
15. Warehousing Bond
16. I.A.D.
17. C.R.A.
18. Call Book
19. Adjudication

enclosed. All the Appraising Groups / Sections shall maintain registers, as applicable in the prescribed formats.

4. An abstract of the pendencies liquidated during the month shall be indicated at the end of the month in the concerned register and the same shall be presented by the Tax Assistant to the Appraising Officer / Superintendent, who in turn will verify the correctness and accuracy of the liquidation and put up the same to the Deputy / Assistant Commissioner for perusal and countersignature. The registers will be put up to the concerned Additional / Joint Commissioner on monthly basis.

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ensure that all the requisite registers have been maintained in the Groups in the proper format and proper entry is being made by the officers from time to time and they shall be handed over properly to the successor if transferred, with the initial of both the officers.

6. All the officers shall follow above instructions scrupulously without fail and update all the registers with the past data by 31st March 2005.

Sd/-
(NAJIB SHAH)
COMMISSIONER OF CUSTOMS (IMPORTS)

ATTESTED BY

(K. S. MISHRA)
DEPUTY COMMISSIONER OF CUSTOMS
APPRAISING MAIN

Format for Security Register

Serial No. & Date

1

Signature of Treasurer of the Cash Deptt.

7

Format for Bank Guarantee register

Serial No.

1

Time limit upto which liability of the surety continues.

7

Register of Refunds arising out of Orders in Appeal /Revision petition

S. No.

1

Unconfirmed/ confirmed Demand Register

Sl. No. & date

1

Brief reason for the demand
8

Cash / Deposit under which less charge is credited
15

Register Foreign Privileged Persons

Sl. No.
1

Date of Assessment
7

Register for voluntary payments

Sl. No.
1

Amount asked for or offered
7

Format for Transit Bond Register

Serial No.
1

Duty structure and amount
8

Department. It has been noticed that the Appraising Groups and the various Sections of the Custom House are not maintaining register for the different kind of Bonds/Bank Guarantees and other various items /issues. Non-maintenance of register has resulted in poor monitoring of the Bonds/Bank Guarantees as well as different items of pendencies. It has been noticed that the Bank Guarantees executed with the Department have expired without any extension / Execution Notice from the Custom House. As a result, the Banks have refused to make the payments for the Guarantees executed with the Department.

With the view to streamline the monitoring system of the Custom House, the formats of registers for various items of pendencies have been devised and a Standing Order has been prepared reflecting the guidelines to be followed for maintaining the register.

Draft Standing Order is placed opposite for approval please.

(K. S. MISHRA)
DEPUTY COMMISSIONER OF CUSTOMS
APPRAISING MAIN

JOINT COMMISSIONER OF CUSTOMS
APPRAISING MAIN

COMMISSIONER OF CUSTOMS (IMPORTS)

Short Details of the security	Party tendering security	Rot. & Line No. Vessels Name & amount	Signature of the receiving clerk	Signature of the A.C.s.
2	3	4	5	6

Date of cancellation of bond	Date of receipt of security from Cash Deptt.	Date of return of the security to the party	Remarks
8	9	10	11

Name of the individual or firm executing the bond or guarantee	Name of the Surety	File No. With Bill of Entry Nos & Date	Nature of the obligation	Date by which the obligation under the Guarantees or bonds is to be discharged by the executor.
2	3	4	5	6

Signature of the A.C. accepting the bond or the Guarantee	Date when the bond or Guarantee cancelled	Remarks
8	9	10

Date of receipt of Appeal Revision petition order	Appeal revision order No.	Name of appellant / petitioner	Custom House file No.	Date of issue of Refund Order	Signature of supervisory head	Remarks
2	3	4	5	6	7	8

Audit objection No. & date if any or other authority for issuing demands	Bill of Entry No. & Date	Cash / Deposit No. & date	Quantity & Description of goods	Value of goods	Name of Importer / Clearing Agent
2	3	4	5	6	7

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Amount of less charge	Date of issue of demand	Clerks initial	Initial of Appraiser/ A.C.	Date of reminder sent	Date of confirmation of demand u/s 28 (c)
9	10	11	12	13	14

Initial of A.C. / S. A.
16

B/E particulars	Name & designation of the consignees	Description of goods value	Rate of duty	Amount of duty
2	3	4	5	6

Last date for receipt of Ex. Certificate (4 months)	Date of issue of demand letter	Date of receipt of ex. Certificate	Remarks
8	9	10	11

Date of issue of letter requesting for or voluntary payment / Date of Offer	Name of Importer / Clearing Agent	Bill of Entry particulars	Description of Goods	Reason for voluntary payment
2	3	4	5	6

Date of which file sent to accounts for collection	Particular of collection No. & Date	Asstt. Collector's initial	Remarks
8	9	10	11

Transit Bond Number	Name and address of the Importer	B/E No. and Date	Description	Quantity	CIF Value of goods
2	3	4	5	6	7

Bond amount	B. G. amount	Destination	Rewarehousing Certificate No. and date
9	10	11	12