



सीमाशुल्कआयुक्तकाकार्यालय(न्हावाशेवा-V)
OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-V),
जवाहरलालनेहरुसीमाशुल्कभवन,न्हावाशेवा
JAWAHARLAL NEHRU CUSTOMS HOUSE, NHAVA SHEVA
तालुका :उरण,जिला :रायगड,महाराष्ट्र
TALUKA:URAN DIST. RAIGAD, MAHARASHTRA – 400707

दिनांक/Date: As e-signed.

STANDING ORDER NO 4/2025

Sub:Revised Procedure for Registration of Show Cause Notices (SCNs) and Orders-in-Original (O-in-Os) at the Centralized Adjudication Cell (CAC), JNCH, post-implementation of Customs Adjudication Repository and Monitoring Application (CARMA).

Attention is invited to Standing Order No. 57/2016 dated 13.10.2016, issued by this office, regarding the procedure for registration of Show Cause Notices (SCNs) and Orders-in-Original (O-in-Os) at the Centralized Adjudication Cell (CAC), JNCH. In continuation of the provisions contained therein, the present Standing Order is issued to prescribe a revised procedure in view of the implementation of a digital platform.

2. At present, records of SCNs and O-in-Os are maintained by CAC using Excel spreadsheets and physical registers. This manual system suffers from limitations such as absence of data validation, risk of data loss and susceptibility to unauthorized access or alterations. In order to overcome these issues and to ensure secure, efficient, and reliable record-keeping, a digital portal titled Customs Adjudication Repository and Monitoring Application (CARMA) is being rolled-out.

3. In view of the said implementation, it is decided that procedure to be followed for Registration of Show Cause Notices and Orders-in-Original at Centralized Adjudication Cell (CAC), JNCH needs revision and the revised procedure is as follows:

a. Submission of SCNs:

All SCNs issued by the Assessment Groups and Sections under Mumbai

Zone-II shall be submitted to CAC in the format prescribed at *Annexure A*, along with a PDF format soft copy of the SCN, for obtaining a manually assigned SCN serial number.

b. Issuance and uploading of SCNs:

Upon receipt of the SCN serial number, the SCN must be issued on the same date, and both a signed hard copy and signed PDF format soft copy, along with relied-upon documents (RUDs), shall be submitted to the CAC Section for uploading on the CARMA Portal.

c. Generation of Adjudication File Number:

Following the upload of the signed SCN into CARMA, an Adjudication File Number shall be auto-generated in the format:

S/10-[Running Number]/[Financial Year]/Adj/[Competency]/[Assessing Group or Section]/[Commissionerate]/CAC/JNCH

All Assessment Groups, Sections and assisting officers dealing with adjudication matters under the jurisdiction of the Principal Commissioner/Commissioner/Additional Commissioner/Joint Commissioner/Deputy Commissioner/Assistant Commissioner must obtain this centralized file number from CAC prior to initiation of adjudication proceedings. Further, where RUDs are not associated with an SCN, a certificate to that effect, duly signed by the issuing Section/Group, must be submitted.

d. Entry of O-in-Os:

For all Orders-in-Original (O-in-Os) to be issued by the Adjudicating Authorities of Mumbai Zone-II, data prescribed in Annexure B format must be submitted to the CAC Section for entry into the CARMA Portal before issuance. After entering the O-in-O details, the CARMA Portal will generate an O-in-O Serial Number automatically.

e. Issuance and uploading of O-in-Os:

Upon receipt of the O-in-O serial number, the O-in-O must be issued on the same day. The Assisting Officer shall submit both a signed hard copy and PDF format soft copy to CAC for uploading on the CARMA Portal.

Important Note: If any Assessment Group/Section or Assisting Officer fails to submit the signed PDF format soft copy of SCN/O-in-O for three consecutive instances, further issuance of serial numbers shall be suspended until compliance is ensured.

4. Key Guidelines for Usage of the CARMA Portal:

a. Access to CARMA Portal:

The CARMA (Customs Adjudication Repository and Monitoring Application) Portal is a Local Area Network (LAN)-based application, designed to function exclusively within the JNCH network environment. It is not accessible from external networks or through the internet. Users can access the CARMA Portal only when connected to the JNCH LAN. The application can be accessed by entering IP address 192.168.2.57:81 in the web browser.

b. Creation of User Login Id:

All officers involved in adjudication must furnish their details as per *Annexure-I* below to CAC (Admin) for creation of user credentials.

Annexure-I							
Name	SSO-Id	Designation	Commissionerate	Address(Section room no)	Date of Joining	Mobile No	GovEmail Id

c. Deactivation of User Id:

Upon being relieved from adjudication responsibilities, the concerned officer shall promptly inform CAC (Admin) for deactivation of their user Id.

d. Furnishing data of SCNs and O-in-Os:

The concerned Assessment Groups and Sections issuing the SCN shall be responsible for furnishing the requisite data in the format prescribed at *Annexure A*, and for ensuring the accuracy of the data entered into the CARMA Portal. The Assisting Officer to the Adjudicating Authority shall be responsible for furnishing the data required in *Annexure B*.

e. Role of Nodal officer:

The Nodal Officer, designated from among the assisting officers, shall be responsible for coordinating the allocation of SCNs to the concerned assisting officers. The allocation shall be carried out on the CARMA Portal by the AC/DC, CAC (Admin).

f. Role of officers assisting (Assisting Officer) the Adjudicating Authority:

- i. The assisting officer to the Adjudication Officer shall be responsible for providing the data specified in Annexure B.
- ii. The assisting officer must ensure that the EA/TA at CAC(Admin) feeds O-in-Os data and uploads signed O-in-Os to the CARMA Portal.
- iii. The assisting officer is responsible for updating the status of the Show Cause Notice (SCN) promptly on the CARMA portal.
- iv. The assisting officer shall update the details SCN extensions and Callbook cases in the CARMA Portal, as applicable.
- v. All assisting officers shall generate Personal Hearing notices through the CARMA Portal so that adjudication process can be tracked.

g. Role of officers in O/o Commissioner(Appeals) using the Appeal Module of CARMA Portal:

- i. The Admin of Commissioner(Appeals) section shall ensure that the appeal details related to the Order-in-Original (O-in-O) are accurately entered into the CARMA Portal.
- ii. A copy of the Order-in-Appeal (O-in-A) must be mandatorily uploaded against the corresponding O-in-O in the CARMA Portal.
- iii. Upon conclusion of the litigation process, the concerned officer must transfer the Order-in-Original (O-in-O) from the Appeal module to the Recovery module, wherever applicable.

h. Role of officers in Centralized Review and Appeal Cell (CRAC) and Centralized Legal Cell (CLC) using litigation Module of CARMA Portal:

- a. The Admin of CRAC and CLC shall be responsible for ensuring that the litigation status pertaining to the Order-in-Original (O-in-O) under litigation is updated in the CARMA Portal.
- b. Upon the conclusion of litigation, Admin of CRAC and CLC must transfer the Order-in-Original (O-in-O) from Litigation module to Recovery module in the CARMA Portal, wherever applicable.

i. Role of officers in Groups using the Recovery Module of CARMA Portal:

- a. The AC/DC of the concerned Group shall be responsible for ensuring that the litigation status is updated in the CARMA Portal whenever it is determined that the Order-in-Original (O-in-O) is under litigation and not suitable for recovery.
- b. The AC/DC of the concerned Group shall ensure the transfer of the O-in-O to the recovery module in the CARMA Portal once it is deemed fit for recovery.
- c. The AC/DC of the concerned Group shall also ensure that any recovery made in respect of the O-in-O is accurately recorded in the CARMA Portal.

5. Standard operating procedure to be followed by the Officers of CAC (Admin)

- a. Upon receipt of signed PDF copies of SCNs, along with RUDs, the EA/TA (Executive Assistant/Technical Assistant) shall upload them in the CARMA Portal on the same day and provide the Adjudication File Number in the specified format to the concerned officer handling adjudication. The EA/TA shall also upload the O-in-Os in the CARMA Portal on the same day, when it is received from the Assisting Officer to the Adjudicating Authority.
- b. The Deputy Commissioner (DC)/Assistant Commissioner (AC) of CAC (Admin) shall be responsible for timely uploading of SCNs along with RUDs and O-in-Os on the CARMA portal.
- c. If there is any discrepancy in the data entered or uploaded into the CARMA Portal, only the AC/DC of CAC (Admin) are authorized to edit the records.
- d. The creation and inactivation of User Login Ids on the CARMA Portal shall be managed by AC/DC of CAC (Admin).
- e. The Assistant Commissioner/Deputy Commissioner of the Central Adjudication Cell (CAC) shall be responsible for conducting a monthly inspection of the data uploaded on the CARMA portal to ensure accuracy, completeness, and compliance with prescribed procedures.

6. Any difficulty noticed in the implementation of the Standing Order may be brought to the notice of the undersigned.

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

Digitally signed by
Anil Ramteke
Date: 14-08-2025
16:35:25
(Anil Ramteke)
Commissioner of Customs,
NS-V, JNCH.

Encl:

1. Annexure A, Annexure B

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone- II
2. All the Commissioner of Customs, Mumbai Zone -II

3. All Addl./Joint Commissioners of Customs, Mumbai Zone- II
4. All Deputy/Assistant Commissioners of Customs, Mumbai Zone- II
5. The DC/EDI for uploading on the JNCH website

S.No.	Competency	Section or Group	Commissionerate	SCN related to(Import/Export/General)	SCN Waiver	Consignment Status (Live/Cleared)	SCN issuing unit file no.	Investigating unit	Related Investigating Unit File No	IEC Number	Name of IEC Holder	Address of 1st Noticee	Section under which SCN Issued	No of Noticee	Name of all the Noticee	Declared Assessable Value/FOB Value (INR)	Differential Duty Amount/Export Benefits (INR)
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1	Commissioner of Customs	Group VA	NS-V	Import	No	Cleared	S/26-Misc-12345/2023-24/Gr.VA JNCH	Audit	S/2-Audit-Gen-12345/2021-22/JNCH-C3	0999999999	XYZ Pvt. Ltd.	A/B Hospital Road, Ulwe, Navi Mumbai	28(4)	1	1. XYZ Pvt. Ltd. 2. M/s. ABC Trading	55655779	5579788
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Annexure-B

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