

**GOVERNMENT OF INDIA**  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (PORT)**  
**15/1, STRAND ROAD, CUSTOM HOUSE: KOLKATA-700001.**

**STANDING ORDER 02/2018**

Sub: Granting of Entry Inward

There has been complaints from trade that Entry Inward is being entered in ICES after the event and on some occasion as late as two or more days as a result of which late filing charges have to be paid for Bills of Entry in terms of CBEC Notification No. 27/2017-Customs(N.T) dated 31.03.2017.

In order to expedite the grant of Entry Inward in the system, Boarding Officers/Section Officers should enter Entry Inward immediately on the same day after completing the boarding formalities.

If the Section Office is not equipped with ICES or the system is out of order, the officer can give the Entry Inward in the system available at the nearest location or at Custom House. There should not be any undue delay in giving Entry Inward since the date of Entry Inward is crucial for completing Customs formalities and filing of Bill of Entry within the prescribed time.

It shall be the responsibility of the concerned Superintendents to ensure that the Entry Inward is entered in ICES system on the same day. The concerned Deputy/ Assistant Commissioner will monitor this on regular basis.



**(Manish Chandra)**  
**Commissioner of Customs (Port)**  
**Custom House, Kolkata.**

F.No.S37 (Misc)-119/2018(Prev) SOA

Dated: 12 /01/2018

Copy to:

1. The Chief Commissioner of Customs, Custom House, Kolkata.
2. All ADC/ Jt. Commissioner of Customs (Port), Kolkata.
3. All Dy/ Asstt. Commissioner of Customs (Port), Kolkata
4. Notice Board, through SCH, Custom House, Kolkata.
5. EDI Section, Custom House, Kolkata for uploading in web site.