

GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF CUSTOMS (PORT)
CUSTOM HOUSE, 15/1 STRAND ROAD, KOLKATA-700 001

STANDING ORDER No.09/2018

Subject: Procedure regarding Carting for Examination of Export goods.

All officers concerned are to note the procedure regarding Carting and Examination of Export goods through Kolkata and Haldia Port as below :-

1. Procedure regarding Carting of Export goods - Marking of Packages: All officers conducting examination of export goods are hereby directed to ensure that:

- a) All the packages brought for export should be properly marked. In case of packing in bales where stencil marking is not possible, markings can be made on the cloth which is then properly stitched on to the bales. However, goods like Tyres, Tubes, etc. which cannot be stencil marked or with cloth stitched marked, shall be exempt from the marking requirements mentioned above. Numbers should be given in a way to show total number of packages covered by the Shipping Bill i.e. if there are 50 packages, than Package No.1 should be marked as 1/50, No. 2 should be marked as 2/50 and so on.
- b) All consignments relating to one Shipping Bill should be stacked distinctly.
- c) The stencil or printed marking on all the packages should be distinct, bold and clear so that the packages can be easily identified and co-related with the respective Shipping Bills.
- d) No cargo should be allowed to enter the CFS/Dock without proper cover of documents, marks and numbers, description of goods and clear endorsement regarding verification of seal(s)/carting permission. The Customs Officer should register the Shipping Bill only after the full export goods are received in the Export Shed with proper marking and numbering on the packages. No examination of cargo shall be undertaken unless goods are properly marked in the manner as specified above.
- e) If any package is found to be attempted to be exported without affixing marks and numbers as detailed above, the officer should bring this to the notice of Superintendent and AC/DC and appropriate action should be initiated against the exporter. Action should also be initiated against Custom Broker/ CFS found not adhering to these provisions.

2. Examination after introduction of RMS facility:

- a) The Examining Officers are required to follow RMS instructions in respect of all Shipping Bills. In some cases of RMS prescribed Appraisalment, Export Group may order for examination or inspection which will be followed. However officers are expected to point out any discrepancies noticed to Superior Officer for intervention. Undue delay in the matter will be viewed seriously.
- b) It may also be noted that after the goods have been registered, if any exporter wishes to change any of the critical parameters resulting in change of value, Drawback amount, Port, etc. such consignment should be subjected to proper examination.
- c) In all cases where examination is carried out in presence of Superintendent/ A.O/AC/DC the same shall be noted in the system under departmental remarks and if the work is delegated a remark to that effect will be made.
- d) The PO / EO who registers consignments should be vigilant to the possibility of unscrupulous exporters splitting up consignments, carted in a given shed, so as to keep the export incentive amount in each Shipping Bill low to avoid stricter scrutiny by system. Any adverse findings in this regard should be brought to the notice of the Superintendent or AC / DC by the PO / EO.
- e) In case an officer wants to overrule the RMS instruction, he should record the reasons and forward the Shipping Bills to AC/DC Docks menu.

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



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