

**INDIAN CUSTOMS EDI SYSTEMS
CHENNAI CUSTOMS – SEA PORT**

REQUISITION FORM FOR RETRIEVAL

Date: _____

1. Group / Section :
2. Phone Number :
3. Report is required from **Imports / Exports** :
4. Period for which Report is required :

5. Details of the Report required :
(Based on IEC / Importer Name / CTH /
Description / Country / Group / Scheme etc.)

6. Whether the report is to be generated for all the groups : **Yes / No**

A.O / Ad.O

A.C / D.C

A.C (EDI)

NOTE:

1. Many reports are already available in the **Intranet** in Reports folder. The Sections / Departments are requested to explore this page before sending “Requisition Form for Retrieval” to the EDI Department.
 2. All the Sections / Departments are requested to send the “Requisition Form for Retrieval” **duly signed by the A.C / D.C** concerned.
 3. **Reports will be generated only between 19:00 hours and 09:00 hours** and generation of reports will not be entertained during office hours.
 4. The printouts of the reports required in the “Requisition Form for Retrieval” received during the day will be generated after 19:00 hours and the same may be collected in the next day morning.
 5. For generating urgent reports for **Parliamentary questions / very urgent reference from Chief Commissioner’s Office**, the A.C / D.C concerned may approach A.C / D.C (EDI) with a request. After obtaining such permission, the Appraiser / Superintendent concerned must come in person to the EDI Department and get the required report with the help of Appraiser (EDI).
-