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GOVERNMENT OF INDIA  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS  
AIR CARGO - CHENNAI VII COMMISSIONERATE  
NEW CUSTOM HOUSE, MEENAMBAKKAM, CHENNAI - 600 027.

F.No. S.Misc. 1 /2016-Appg. Main

Dated: 13 -01-2016

**STANDING ORDER -01 / 2016**

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Subject: Manual filing and processing of bills of entry / shipping bills -  
stringent checks required to prevent misuse -reg.

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1. Attention of all the officers is invited to the Board's instructions issued vide letter F.No.401/81/2011-Cus.III dated 4.5.2011, read with Corrigendum dated 12.5.2011, regarding the guidelines to permit filing of Shipping Bills and Bills of Entry manually. Vide these instructions, the Board has directed that the filing of Bills of Entry and Shipping Bills manually should be resorted to sparingly and only in genuine cases with the prior approval of the Commissioner. It was also instructed that the data of such manual Bills should be captured immediately in the system.

2. Vide letter F.No.401/81/2011-Cus.III dated 7.4.2014 (copy enclosed), the Board has observed that despite the above instructions, some filed formations particularly vulnerable outlying CFS/ICDs are still routinely allowing importers/exporters to file the documents manually. In this light, the Board has again directed that the facility of manual filing and processing of import/export documents shall be permitted by the Commissioner of Customs strictly in accordance with the legal provisions, read with Board's instructions on the subject. It shall be the responsibility of the supervisory officers to ensure without fail that these instructions are adhered to by all concerned.

3. To enforce the above instructions for Manual Assessment of Bill of entry, the Deputy /Assistant Commissioner of Customs (Groups) should confirm the case is of exceptional and genuine cases and EDI section, Deputy/Assistant Commissioner of Customs(EDI) and the Joint Commissioner in charge of EDI should confirm that EDI processing is not feasible. Then only the case is submitted to Principal Commissioner/ Commissioner to exercise the powers vested under Section 46 of the Customs Act to

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manually process and clearance of import and export goods in the Commissionerate. After the approval from Principal Commissioner/Commissioner, the MCD Section/Import section may assign the Sh. Bill / BOE number to the manual document.

4. The Deputy /Assistant Commissioner in charge of Transshipment cell is also incharge of Import section is entrusted with the responsibility of ensuring that data pertaining to Manual documents should be compulsorily entered in to EDI through the role assigned to them in the EDI within 48 hours after OOC is given. All the documents may be pre-audited/post-audited as per instructions.
5. Additional/Joint Commissioner in charge of Imports/ Transshipment cell should closely monitor the register maintained for this purpose to ensure that all the data of manual Bill of entries entered in to EDI system on every Fortnightly basis.
6. Above instructions are brought to the notice of all concerned for strict compliance. Recommendations for post-facto approval shall not be entertained. Any deviation shall be viewed seriously.

  
(K. RAGHU N. CHARY) 13.1.16

Principal Commissioner of Customs,  
Chennai – VII Commissionerate

To  
Master copy  
ADC/ JC (Imports)-to monitor data entry of manual bills of entry through AC/DC(imports)  
ADC/JC (Groups)  
ADC/JC(Exports)- to monitor data entry of manual shipping bills through AC/DC(exports)  
DC(/AC (Groups)  
DC/AC (Imports)-to monitor timely and accurate data entry of manually filed bills of entry  
DC/AC(Exports)-to monitor timely and accurate data entry of manually filed shipping bills