



OFFICE OF THE COMMISSIONER
GST COMMISSIONERATE JAMMU
OB-32, RAIL HEAD COMPLEX, JAMMU, J&K-180012

Public Notice No. 5/2017

Subject: Manual filing and processing of Shipping Bills-reg.

Kind Attention of all Custom Brokers, Exporters & Members of the Trade is invited to Instruction No. 06/2017-Customs dated 02.06.2017 in respect of procedure for manual filing and processing of shipping bills in EDI locations.

2. Due to the technical issues being faced at Air Cargo, Srinagar, the Commissioner of CGST Commissionerate Jammu has accorded the permission for manual filing of shipping bills at Air Cargo, Srinagar till the resolution of technical issues. Accordingly a procedure has been devised as detailed below for streamlining the processing of manual Bills of entries/Shipping Bills.

3. The following procedure may be followed:-

a. When the permission for filing manual bill of entry has been accorded by the Competent Authority, the basic details of the bill of entry, currently entered manually in a register maintained by the Noting Section are henceforth to be entered by the Noting Section in ICES 1.5 and a Job No. assigned to such BE. These basic details are as follows:

- a) IEC
- b) Custom Broker Number, if applicable
- c) Total Assessable value
- d) Total duty (Self Assessed)
- e) Port of Destination
- f) Customs Site
- g) IGM No.
- h) IGM Date
- i) Master BL/AWB
- j) House BL/AWB
- k) GSTN No.
- l) Assessment Group

In certain cases, where IGM details are not applicable (such as Domestication of Containers), a separate entry option has been provided for the same.

Once a Job number is assigned by the system, the IGM details (where applicable) are matched and linked with the cargo declared in BE.

b. The declaration with the job number shall then move to the Assistant Commissioner/Deputy Commissioner of the concerned group who may approve the job in the Role of ACL in ICES after recording the reasons for Manual BE and the Reference No. of file approval by Commissioner.

c. A six Digit Bill of Entry number (Running serial No. across all ports) would be generated and assigned to the declaration, after the concurrence of the Assistant Commissioner or Deputy Commissioner of Customs.

d. The manual bill of entry shall be filed by the importer or his representative quoting the assigned bill of entry number, and will be assessed on paper as per usual process, after assessment of the paper bill of entry by Appraiser and Assistant Commissioner or Deputy Commissioner concerned, the ACL has an option to enter the total duty and licence associated,

if any with this declaration, in the ICES 1.5. The manual debit of licence is to be invariably done in the licence ledger prior to this process.

e. A challan of duty amount to be paid by the importer, post adjustment in license, etc., if any, would then be generated in the system and be available for payment in the e-payment portal ICEGATE and bank. Once paid, the receipt of payment would be automatically integrated in the system. No manual challans would henceforth be allowed for duty payment.

f. The OOC acknowledgement shall be entered by Shed Appraiser in the option provided in the SUP role.

g. Once goods are cleared, the docket shall be forwarded to the Noting Section, which shall enter the remaining details including examination report of that Bill of Entry using MBE role. The Deputy Commissioner or Assistant Commissioner, Noting Section, may ensure that post clearance of goods, the complete details have been entered in the ICES 1.5 on the date the OOC is given, and not later than the next day in case of adequate reason. Commissioners/Chief Commissioners are advised to prescribe a procedure to ensure that the post-clearance updation is monitored on a regular basis. This procedure would facilitate forwarding the Manual BE details in a timely manner to various integration partners such as GSTN, DGCI&S, RBI, DGFT etc.

h. No BE at any EDI location shall be filed with a BE number other than the running number generated by the system.

4. The process shall be implemented from 15.06.2017 for all EDI formations for the time being.

5. The copy of the manual bills of entries shall be preserved and made available for inspection whenever any inspection of the formation is scheduled. The Deputy Commissioner or Assistant Commissioner of Customs shall carry out random cross verification exercise of the entries made by the Noting Section against the copy of the manual bills of entries from time to time to identify discrepancies and take corrective action.

6. All concerned are requested to monitor and supervise the implementation of the prescribed procedure by formations under their charge. Difficulties, if any, in implementation of the prescribed procedure may be brought to notice of this office.

Chander
30/11/17

Commissioner

Dated: 28.11.2017

C.No. IV-16(13) Hq/Tech/GST Trade Notice/Jmu/17

7498
6/12/17

1. The Chief Commissioner, CGST Zone Chandigarh.

2. The Commissioner, Customs (Preventive), Amritsar.

3. The Assistant Commissioner (Systems), Central Tax, J&K, Jammu with a request to upload this notice on official website.

4. Notice Board at Headquarter Office.

At
06/12/17
Assistant Commissioner (Technical)