OFFICE OF THE COMMISSIONER OF CUSTOMS, NS-I, MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA, MAHARASHTRA-400707.

F. No. EDI/Misc-254/2017/JNCH   Dated :16.06.2020

STANDING ORDER NO.16/2020

Sub: Standard Operating Procedure to deal with various cases/tasks in EDI Section of JNCH, Mumbai Zone-II –reg.

S.No.	Name of Task in EDI	Designated Officer for the task in ICES	Standard Procedure for task
1	Role mapping in ICES system	System Manager/Alternate System Manager	EA/TA will receive applications for role mapping in the system and it will be put up in file before Alternate System Manager or System Manager for Role mapping in the system.
2	Cancellation of OOC of Bill of Entry	AO	After approval of ADC/JC of concerned Group and DC/EDI in file, AO will cancel the OOC of B/E in the system.
3	Group Change of Bill of Entry in the system	AO	After approval of ADC/JC of concerned Group and DC/EDI in file, AO will change group of B/E in the system.
4	Deletion or cancellation of Bill of Entry in the system	AO	After approval of ADC/JC of concerned Group and System Manager in file, AO will delete B/E in the system.
5	Revocation of suspended OOC of Bill of Entry in the system	AO	After approval of ADC/JC of concerned Import Docks and System Manager in file, AO will revoke OOC suspension of BE in the system.
6	Revocation of suspended LEO of Shipping Bill in the system	AO	After approval of ADC/JC of concerned Export Docks and System Manager in file, AO will revoke LEO suspension of SB in the system.
7	Approval of Entity Registration under SCMTR, 2018 in the system	AO	After scrutiny of application and E-sanchit documents submitted by Entity, AO will approve in the system.
8	Tariff Directories in the system	AO	Notifications issued by the TRU, CBIC in respect of BCD & CVD,NCCD, as per direction of DG, System by email, Job creation of Directory & submission as Directory Officer in system will be done by AO and Job approval as Directory Manager in system will be done by Alternate System Manager after approval of the System Manager

9	E-OFFICE Implementation	AO	EO will assist to AO/EDI (EMD Manager) for implementation of E-Office
10	AD Code and Bank Account Registration in the system	AO	In compliance of Public Notice 103/2018 dated 27.06.2018, IEC holder or his authorised representative will submit required documents to EA/TA(EDI) who will scrutinise the documents as per the said Public Notice and if found in order, he will send email to concerned bank on the official mail id of the bank as per website to verify the genuineness of the documents. After reply email of verification from the bank, entry in the register in the format:- 1. S.No. 2, IEC 3. Name of IEC holder, 4. Bank Account Details 5. Status in ICES will be done by EA/TA. The same will be put up to AO (EDI) who, after satisfying himself about compliance of Public Notice, will add or update the AD code and/or PFMS account in ICES system. After entry in the system, folder of documents will be kept in custody with EA/TA (EDI) and forwarded to MCD with a list of IEC holder and list be kept in the concerned file.
11	Reports & Data required by sections of JNCH and other agencies-EIA through CIU, JNCH	EO	(i) Request for only those data, which cannot be generated in ICES system, shall be entertained in EDI Section. The request shall be forwarded via email or letter in EDI Section. After approval of Alternate System Manager or System Manager, EO/EDI will approach NIC to prepare a script for required data and after receiving script via mail from NIC, he will send mail to Saksham Seva. After receiving mail from Saksham Seva, data will be provided to concerned via mail.
			(ii) Any request for Screen shot of SB and B/E received from CIU for External Investigation Agencies (EIA) like CBI, DRI, Vigilance, after approval of Alternate System Manager or System Manager, TA will retrieve screen shot from the system and put up to the EO for further necessary action
12	All Correspondence related to CPGRAM, RTI, PQ, PTFC, CCFC	EO	(i) Approval of the Commissioner, NS-I in case of PQ, CPGRAM, External Investigation Agencies. (ii) Approval by AD/JC (EDI) in other cases.
13	Maintain of JNCH website, uploading of Public Notice, Standing order	EO	EO will monitor the JNCH website with coordination of vendor, He will maintain register for issuance Public Notice and Standing Order numbers.
14	Request For Regularization of Prior & Advance Bills of Entry	EO	Such requests are received either through mail **edi@jawaharcustoms.gov.in** or submitted physically by CB / Importer. Such requests be entered in the separate register prescribed for this purpose. EO, EDI will check the said email on daily basis for such requests as per Public Notice 84/2017 dated 28.06.2017 & 36/2020 dated 27.03.2020 for Regularization of Prior & Advance Bills of Entry. He will regularise the bills of entry in the system after due scrutiny of such requests. Where B/E is regularised, a confirmation email will also be sent at the concerned email id and where B/E is not regularised in the system due to **invalid BE etc** then reply through email shall be sent citing reason such as BE is not regularised due to mismatch in IGM and BE details etc. Though personal visit of CHA/Importer for this purpose should be discouraged, If any importer/CHA approach to EDI in person for Regularization of Prior & Advance Bills of Entry, EO will regularise the bills of entry in the system. Such request shall be disposed of on the same day.

15	**Monitoring of AIO/ICETAB for ICES**	EO	EO will monitor all the AIO/ICETAB which are used for ICES applications
16	**Request for Re-transmission of SB to DGFT**	EA/TA	Such requests are received either through mail **edi@jawaharcustoms.gov.in** **or** submitted physically by CB/ Importer. Such requests be entered in the separate register prescribed for this purpose. Tax Assistant/ Executive Assistant, EDI will check said email on daily basis, he will re-transmit SB to DGFT in the system. After transmission of SB to DGFT a confirmation email will also be sent at the concerned email id. If any importer/CHA approach Tax Assistant/ Executive Assistant, EDI for re-transmission of SB to DGFT, he will re-transmit SB to DGFT in the system. The request be disposed on the same day.
17	Request by officers of JNCH for creation of SSO ID, Location transfer, Re-set Password of SSO ID in the system	EA/TA	Any such request received through email and letter will be looked after by Executive Assistant/ Tax Assistant, EDI and correspondence with Saksham Seva, DG system for further necessary action
18	File register and files and Dak pad	EA/TA	All file register and files of EDI kept in custody of EA/TA. He will open new file and entry file number in register. He will receive all Dak and put up before DC/EDI, DC/EDI will mark to concerned AO. AO will mark to concerned EO and EA/TA. EO and EA/TA will put up in concerned file to DC(EDI) through concerned AO.

In addition to above work, officer will also attend any miscellaneous work as allocated by the senior officers.

This issues with the approval of Commissioner of Customs, NS-I, JNCH.

Sd/-

(Kamlesh Kumar Gupta)
Addl.Commissioner of Customs
EDI Section, (NS-I), JNCH

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH.
2. The Commissioner of Customs, NS-G/ NS-I/ NS-II/NS-III/ NS-Audit / NS- V, JNCH.
3. All Additional / Joint Commissioner of Customs, JNCH.
4. All Deputy / Assistant Commissioner of Customs, JNCH.
5. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS- Audit / NS-V, JNCH.
6. AC/DC, EDI for uploading on JNCH website immediately.