



भारत सरकार  
Government of India

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

कार्यालय आयुक्त सीमा शुल्क (निवारक), उत्तर प्रदेश एवं उत्तराखण्ड  
Office of the Commissioner, Customs (Prev) Uttar Pradesh & Uttarakhand

पांचवा ताल, केंद्रीय भवन, सेक्टर एच, अलीगंज, लखनऊ  
5th Floor, Kendriya Bhawan, Sector-H, Aliganj, Lucknow

दूरभाष : 0522 2329828, फैक्स संख्या 0522 232937

**Instruction No. 01 / 2018**

Dated: 04.05.2018

**Subject : Submission of Incident Report – regarding**

Attention of the field formations is drawn towards letter C. No. VIII (14) 22-CP/Incidental Report/2015/4598 (S/L) dated 03.09.2015 through which directions were issued for submission of Incident Report to the HQ within twenty four hours of booking an offence case. Over the period of time, it has been observed that the aforesaid instructions are not being followed scrupulously. In many cases, the incident reports are not sent and they are also not properly monitored. Hence, the instructions in this regard are being reiterated as under for strict compliance by all the officers working under this Commissionerate:


2. Whenever an officer books an offence case (non-seizure/seizure) or detains any goods or whenever an officer receives such case handed over by the SSB or any other agency, whether claimed or unclaimed, he shall immediately prepare an Incident Report, in the **format enclosed as Annexure-A** to this instruction, which shall be sent to the Deputy Commissioner (Preventive), Customs (P) Commissionerate, Lucknow through e-mail to [suptdprev@commissionercustomslucknow.gov.in](mailto:suptdprev@commissionercustomslucknow.gov.in) **within twenty four hours** of such seizure / detention / receipt from SSB etc. In case the Incident Report cannot be sent through e-mail due to any reason, the same may be sent through WhatsApp to Shri Alok Kumar, Superintendent (Preventive), Customs (P) Commissionerate, Lucknow on his **mobile no. 9335076093**.

3. On receipt of the Incident Report through e-mail / WhatsApp, the Central Preventive Branch shall take a print of the said Incident Report and keep it in a file. The Central Preventive Branch shall maintain record, in a computer, of the Incident Reports received and shall also compile monthly formation wise seizure reports based on the Incident Reports received. At the end of a particular month, the Central Preventive Branch shall reconcile the seizure reports prepared on the basis of Incident Reports with the seizure cases reported by the field formations for that month in their Monthly Performance Reports submitted to the Technical Branch of the Commissionerate. In case of any discrepancy, the same shall be pointed out to the concerned Deputy / Assistant Commissioner who shall rectify the discrepancy and issue necessary clarification expeditiously. The Central Preventive Branch and the Technical Branch shall coordinate to ensure that the figures reported by the field formations in their Monthly Performance Reports are in consonance with the Incident Reports received from the field formations.

4. After the process of reconciliation every month, as mentioned in paragraph 3 above, the file shall be put up by the Central Preventive Branch to the Additional Commissioner,

Customs (P) Commissionerate, Lucknow. The aforesaid instructions shall be in addition to the requirement of submission of DRI-II after the booking of offences and shall be followed strictly. Any wilful and unexplained deviation from the aforesaid instructions shall be viewed seriously and may invite disciplinary proceedings against the officer concerned.

5. Contents of these instructions may be brought to the notice of all the officers for strict compliance. Difficulties faced, if any, in implementation of this instruction may be brought to the notice of the undersigned.

  
(Shiv Kumar Sharma)  
Commissioner


4.5.2018

C. No. 03/Commr./Misc./Cus./Lko/2018/

Dated: 04.05.2018

Copy forwarded for information and necessary action to:

1. The Additional Commissioner, Customs (P) Commissionerate, Lucknow.
2. The Deputy / Assistant Commissioner, Customs (P) Division / ICD / CCSI Airport, Lucknow / Bareilly / Gorakhpur / Varanasi / Nautanwa / JRY (Kanpur) / Panki (Kanpur) / Chakeri (Kanpur) / Agra / Madho Singh.
3. The Deputy Commissioner (Preventive), Customs (P) Commissionerate, Lucknow.
4. The Assistant Commissioner (Technical), Customs (P) Commissionerate, Lucknow.

  
Commissioner

4.5.2018

## Annexure- A

Incident Report No. \_\_\_\_\_ (Sl. No./Formation/Financial Year)

- (a) Name of the formation:
- (b) Details of the case i.e. whether non-seizure offence case or seizure case or detention :
- (c) Case relates to illegal import or export :
- (d) Unit Case No. :  
(S. No. of 335 J Register)
- (e) Place / Date / Time of booking of offence / seizure / detention -
  - (i) Place :
  - (ii) Date :
  - (iii) Time :

(In case of handed over cases of SSB etc., Date & Time of receipt from SSB etc. should be mentioned)

- (f) Details of Goods involved -

S. No.	Description	Quantity	Value (In Rs)

- (g) Whether claimed or unclaimed :
- (h) Names of the offenders :
- (i) Date & Time of sending report :
- (j) Reasons for not sending the Incident Report within 24 hours :

Forwarded to the Deputy Commissioner (Preventive), Customs (P) Commissionerate, Lucknow for information and necessary action.

Signature of the Officer with Date  
Name of the Officer  
Designation  
Formation