



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
पांचवां तल, केंद्रीय भवन, सेक्टर एच, अलीगंज, लखनऊ
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INSTRUCTION NO. 02/2018
DATED 30/07/2018

Sub : Submission of Incident Report

In supersession of Instruction No. 01/2018 dated 04.05.2018, the below mentioned procedure should be followed for filing Incident Report within 24 hours of booking an offence case for strict compliance by all officers working in 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 Id supdtprev@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 Rajesh Sharma, Superintendent (Preventive), Customs (P) Commissionerate, Lucknow on his **mobile no. 9839526777**.

3. (i). The officer shall also submit the incident report on the official website of this Commissionerate, electronically. To prepare online Incident Report, concerned officer shall open the official website of Customs (P) Commissionerate, Lucknow [<http://www.commissioneustomslucinow.gov.in/home.aspx>] and click the "Incident Report" at the bottom of the vertical links. Thereafter, the officer shall login using his office credentials as a local user. He, then, shall proceed to prepare the online Incident Report after entering user name and password of his office. After preparing Incident Report, the officer shall save the information by clicking the 'SUBMIT' button which can be edited once within 24 Hours. The officer, then shall submit the report by clicking "FINAL SUBMIT" within 24 Hours of the incident.


(ii). All officers shall follow the above procedure which is available as test module till 31.07.2018 and upload the previous Incident Reports of the current financial year between the period from 01.08.2018 to 05.08.2018 so that any fresh incident report subsequently filed electronically w.e.f. 06.08.2018 bears the same Serial Number as mentioned in Annexure-A above.

4. On receipt of the Incident Report through e-mail / WhatsApp/website, 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 conformity with the Incident Reports received from the field formations

5. 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 booking of offences and shall be followed strictly. Any wilful and unexplained deviation from the aforesaid instructions shall be viewed seriously and suitable action may be taken against the officer concerned.

6. 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.

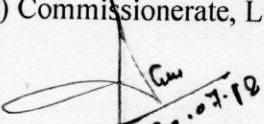

30.07.2018
(Shiv Kumar Sharma)
Commissioner

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

Dated:-30.07.2018

Copy forwarded for information to:-

1. The Additional Commissioner, Customs (Prev.) Commissionerate, Lucknow.
2. The Dy./Asstt. Commissioner Customs (Prev.) Division, Lucknow/Gorakhpur/Varanasi/ Bareilly/ Nautanwa/CCSI Airport, Lucknow/ICD Panki/ICD JRY/ ICD Agra with a copy of the location Id and password for initial login. He is advised to get the passwords changed subsequently.
3. The Dy./Asstt. Commissioner (Prev.), Customs (P) Commissionerate, Lucknow with a copy of local user/ universal user Id and password. He is advised to get the passwords changed subsequently.
4. The Dy./Asstt. Commissioner (Tech), Customs (P) Commissionerate, Lucknow.


30.07.18
Dy./Asstt. Commissioner (Tech)
Customs (Prev.) Commissionerate
Lucknow

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