



भारत सरकार

Government of India

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

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

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Public Notice No.11 /2018

Dated:- 23/04/2018

Subject:- Manual filing and processing of bills of entry – regarding.

Attention of all Importers, Customs Brokers, Members of the Trade and others is invited towards Board's Instruction No. 06/2017 dated 02.06.2017. It has been reiterated that manual bill of entry shall be allowed to be filed in EDI locations only in exceptional and genuine cases where permitted by the Principal Commissioner/ Commissioner of Customs strictly in accordance with the legal provisions.

2. In line of the said instructions issued by the Board, a procedure has been devised for streamlining the processing of manual Bills of entries and necessary changes have been made in ICES 1.5 which will enable the capturing of data as a move towards full digitization.

3. After receiving the permission for filing manual bill of entry from the Competent Authority, the following details of the bill of entry will be entered in ICES by Superintendent in MBE Role :

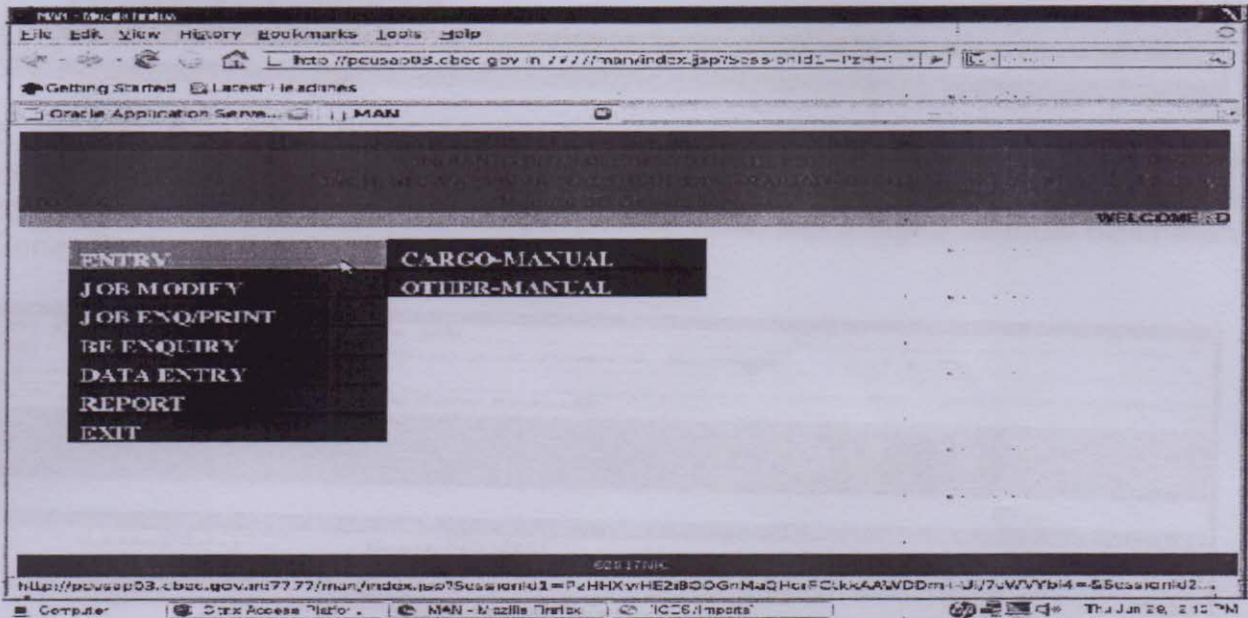
Manual Bill Entry Form

PLEASE ENTER FOLLOWING DETAILS

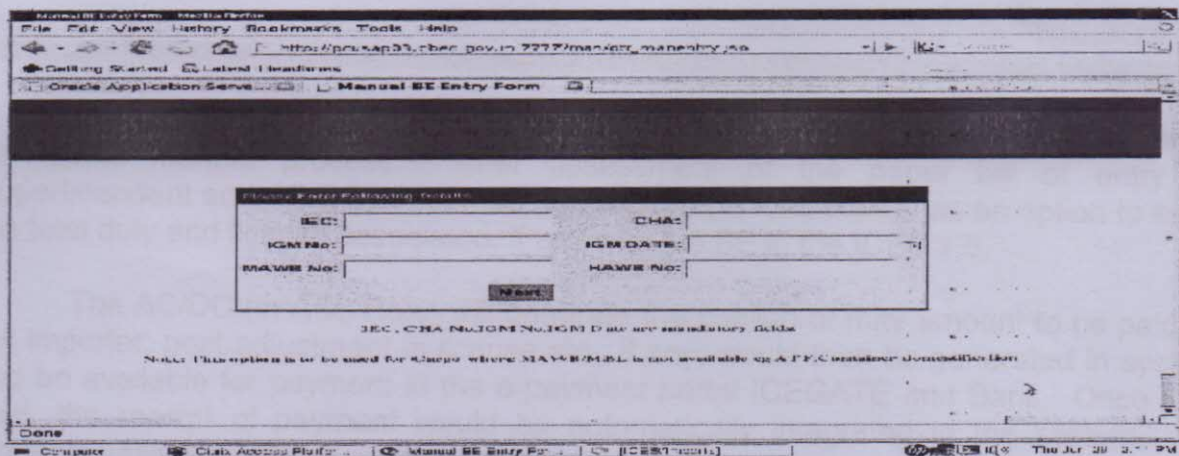
IEC:	CHA:
IGM No:	IGM DATE:
MAWB No:	HAWB No:
Type: Home Consumption	

Next

- a). IEC
- b). Customs 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). Assessment Group

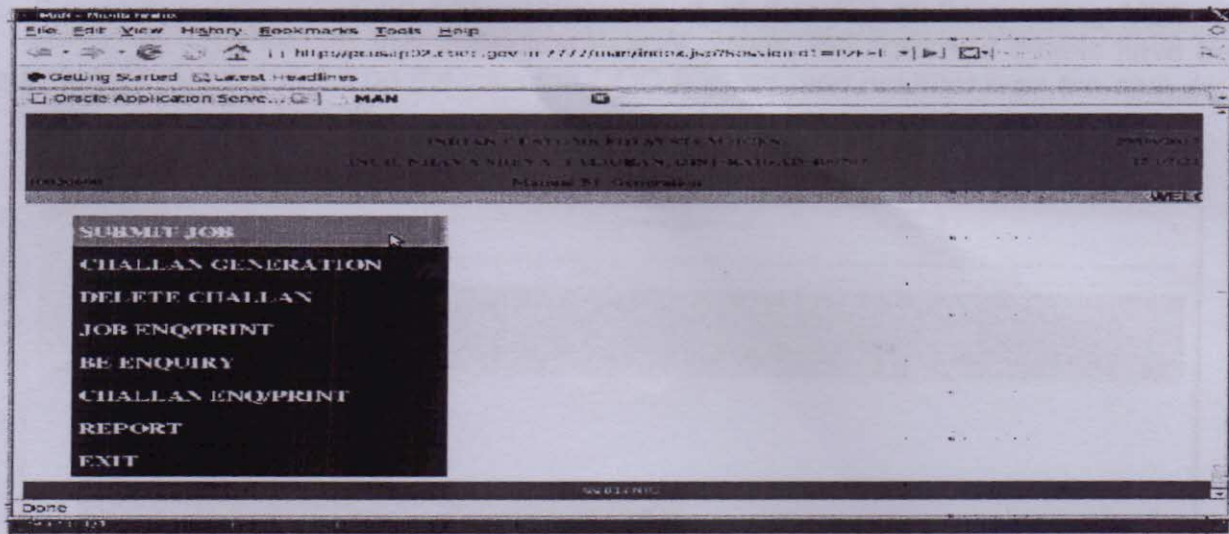


In certain cases, where IGM details are not applicable (such as Domestication of Containers), separate entry option has been provided for the same, as follows.

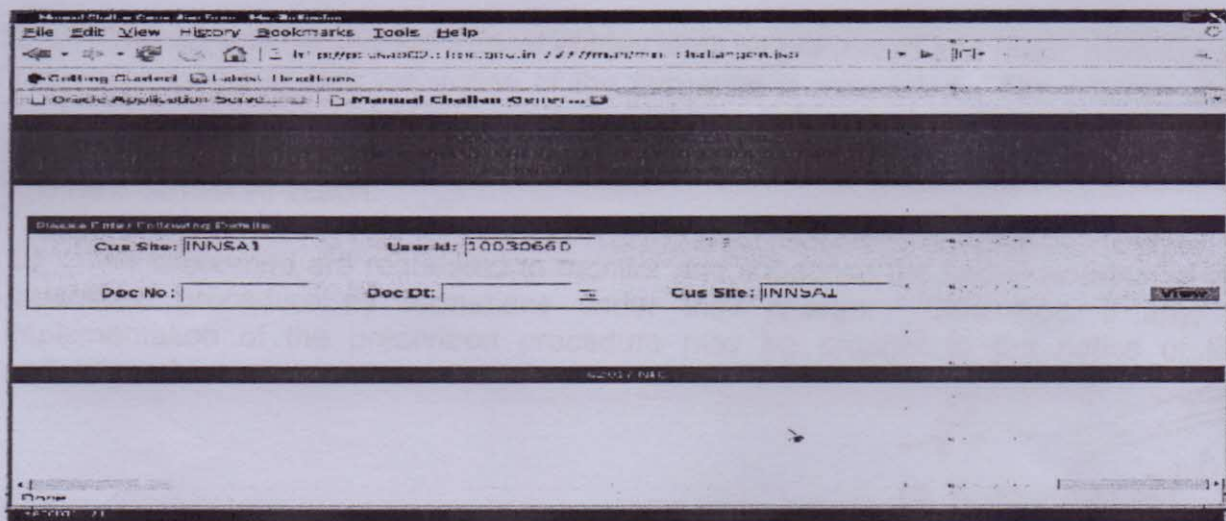


Once a job Number is assigned by the system, the IGM details (where applicable) are matched and linked with the cargo declared in BE.

4. The declaration with the job number shall then move to the AC/DC 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.



5. A six Digit Bill of Entry number (Running serial No. across all customs locations) would be generated through ICES 1.5 and assigned to the declaration, after the concurrence of the AC/DC. The AC/DC (in ACL Role) has a menu "Manual BE/challan Generation"

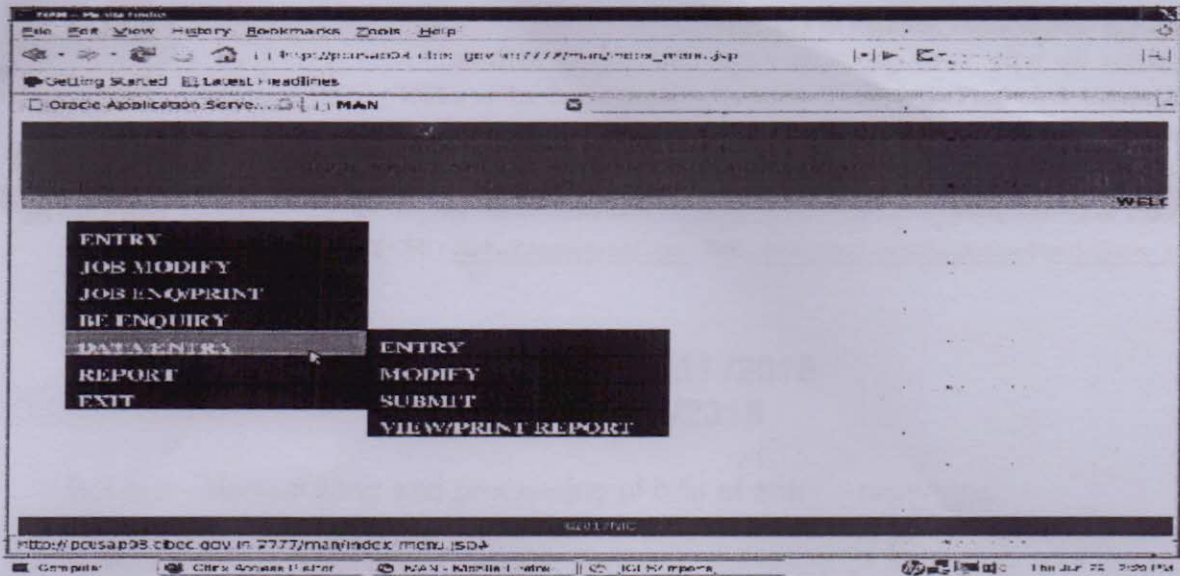


6. On generation of BE number in ICES 1.5, the BE will be assessed on paper as per usual manual process. After assessment of the paper bill of entry by Superintendent and AC/DC concerned, the AC/DC (In ACL Role) has an option to enter the total duty and license associated, if any with the BE in the ICES 1.5.

7. The AC/DC (in ACL Role) will generate the challan of duty amount to be paid by the importer, post adjustment in license etc., if any, would then be generated in system and be available for payment in the e-payment portal ICEGATE and Bank. Once duty paid, the receipt of payment would be automatically integrated in the system. No manual challans would be allowed for duty payment.


8. After payment of duty through online icegate e-payment, the Importer/CB will visit the Shed Superintendent for OOC of the BE. The OOC acknowledgement shall be entered by Shed Superintendent in the option provided in the SUP role. Once goods are cleared, the docket shall be forwarded to the Superintendent, which shall enter the

remaining details including examination report of that Bill of Entry using MBE role. DC/Group, 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.



9. The copy of the manual bills of entries shall be preserved and made available for inspection wherever any inspection of the formation is scheduled. The AC/DC shall carry out random cross verification exercise of the entries made by the Superintendent against the copy of the manual bills of entries from time to time to identify discrepancies and take corrective action.

10. 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 the notice of the undersigned.

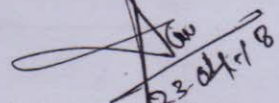

(S. K. Sharma) 23.04.2018
 Commissioner

Customs (Prev.) :: Lucknow
 Dated: 24.04.2018

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Copy to:-

1. P.A to the Chief Commissioner of Customs (P) Patna Zone, Patna.
2. The Additional Commissioner, Customs (P), Commissionerate, Lucknow,
3. The Deputy Commissioner/Assistant Commissioner, Customs (P) Division, Lucknow/ Bareilly/Gorkahpur/Nautanwa/Varanasi/CCSI Airport/ICD, Panji/JRY/Agra.
4. The Superintendent (Systems/Tech), Customs (P) Hdqrs, Lucknow for uploading the same at Website of the Commissionerate.
5. Notice Board/Guard File


 Assistant Commissioner (Tech)
 Customs (P) Commissionerate,
 Lucknow