



**OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT-I & II)
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Office Order No. /2021

Subject: Role of Addl./ Joint Commissioners in charge of FAG groups for Import-I and Import-II commissionerates- reg.

It is brought to your notice that 5 FAGs are working in Import-II and 3 FAGs are working in Import-I Commissionerate. For all the FAGs, a target has been set by Directorate of Systems for assessment of Bills of Entry by group officers. It has been observed that many a times group officers are not able to assess Bills of Entry as per the target fixed. In many of the FAGs, target fixed are very low. It is expected that minimum 30 to 40 Bills of entry should be assessed by each officer on daily basis. Further, the performance of FAGs should be monitored by ADCs/JCs in charge of FAGs. They should monitor the performance of FAGs through role provided by ICES system on daily basis. In the role I find that they can check the target achieved by each FAG as per NAC-Board (Sr. No. 2 i.e. target monitoring).

In addition to that, they can view current pendency of FAG groups as given in virtual assessment-dashboard-FAG site. They can also view details of Bills of entry which are pending at various levels. They are expected to go through such Bills of entry specially pending at importers level and first check level to ascertain the quality of queries raised by them and necessity of first check. A weekly report should be submitted to the Commissioner by Addl./Joint Commissioners for FAG regarding quality of query and necessity of first check. In addition to this they can also generate different statistics regarding officer-wise bills of entry assessed in a particular period, pendency of bills of entry at officer level etc.

Thus, the following monitoring should be done by Addl./Joint Commissioners-in-charge of FAGs :-

- (1) Ascertaining the quality of queries,
- (2) Ascertaining the necessity of first check,
- (3) Monitoring the performance of each officer at each FAG.

Weekly report on above issues should be submitted to the commissioner on each Monday evening at 4.00 PM.

Sd/-

**(Manoj Kumar Kedia)
Commissioner of Customs Import – I & II
New Customs House, Mumbai 400001**

Copy to:

1. Addl./ Joint Commissioners of Import – I and Import-II, NCH, Mumbai
2. DC/AC of Import-I and Import-II
3. EDI for uploading on website of Mumbai Customs zone-I.