

**OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT-I)
NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400001**

File No. S/1-09/2017-18 Import Noting

Date.07.09.2017

STANDING ORDER- 22/2017

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

Attention of all officers and concerned staff is invited to Board's Instructions 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 wherever permitted by the Principal Commissioner/ Commissioner of Customs strictly in accordance with the legal provisions.

2. In line with the said instructions issued by the Board, a procedure has been devised for streamlining the processing of manual Bills of entry and necessary changes have been made in ICES system which will enable 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 by the Noting Section in ICES 1.5 in MBE Role and Job No. assigned to such BE. :

Manual BE Entry Form - Mozilla Firefox

http://pcusap01.cbec.gov.in:7777/man/mnl_manbeentry.jsp

Getting Started Latest Headlines

Oracle Application Server Fo... Manual BE Entry Form

HOME LOGOUT

INDIAN CUSTOMS EDI SYSTEM (ICES)

NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI - 400038

Manual BE Module Imports

28/08/2017 15:01:27

10031153

Please Enter Following Details

IEC: CHA:

IGM No: IGM DATE:

MAWB No: HAWB No:

Type: Home Consumption

Next

©2017 ITC

Done

Ask me anything

3:01 PM 8/28/2017

- a) IEC
- b) Custom 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

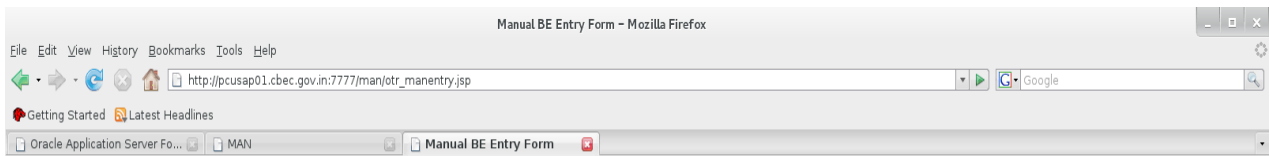
- i) Master BL/AWB
- j) House BL/AWB
- k) GSTIN No.
- l) Assessment Group



ENTRY	CARGO-MANUAL
JOB MODIFY	OTHER-MANUAL
JOB ENQ/PRINT	
BE ENQUIRY	
DATA ENTRY	
REPORT	
EXIT	



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.



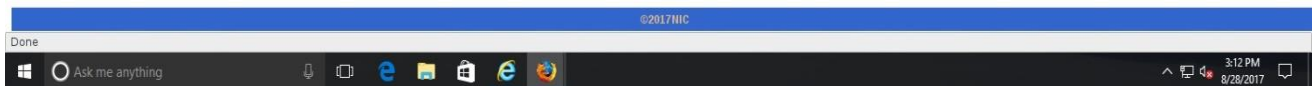
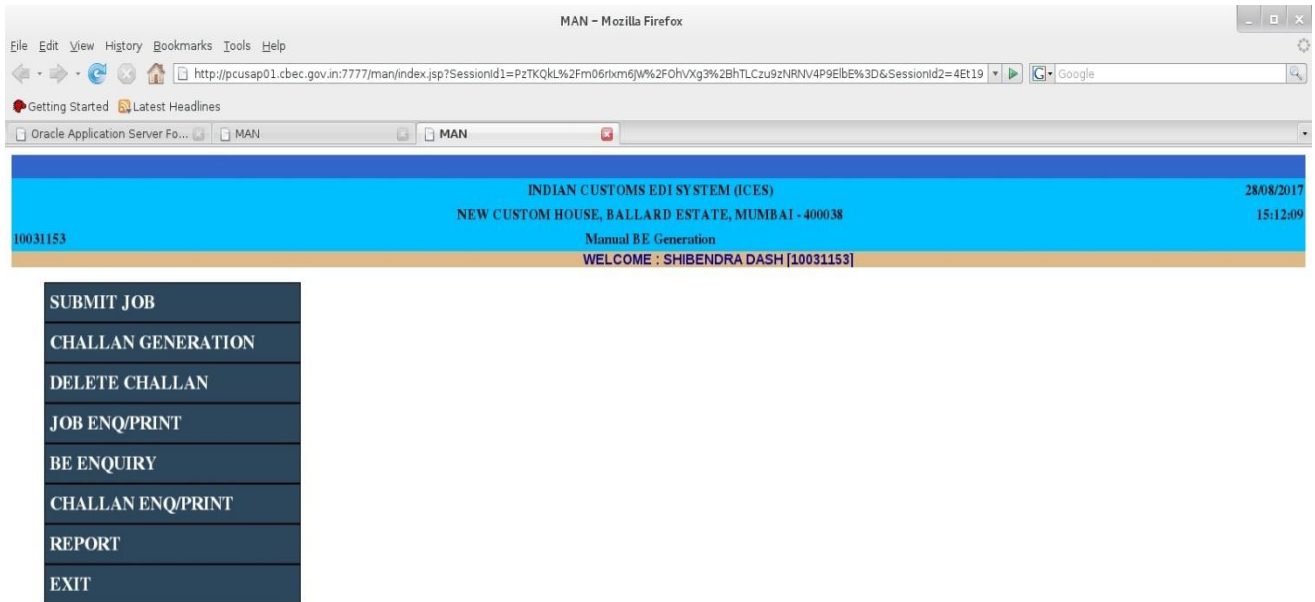
Please Enter Following Details

IEC: <input type="text"/>	CHA: <input type="text"/>
IGM No: <input type="text"/>	IGM DATE: <input type="text"/>
MAWB No: <input type="text"/>	HAWB No: <input type="text"/>

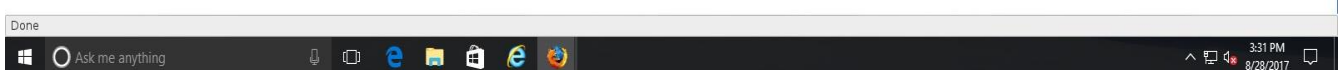
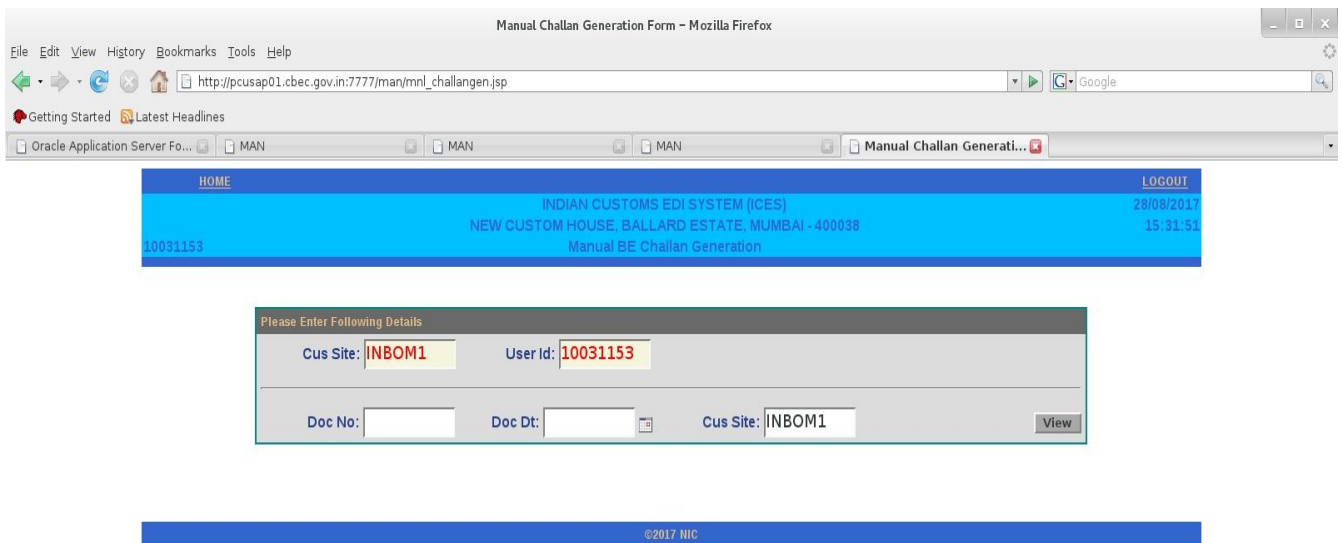


Once a Job Number is assigned by the system, the IGM details (where applicable) are matched and linked with the cargo declared in BE.

4. The declaration with the job number shall then move to the AC/DC of the concerned group who may approve the job in the Role of ACL in ICES System after recording the reasons for Manual BE and the Reference No. of file approval by Commissioner (if any).



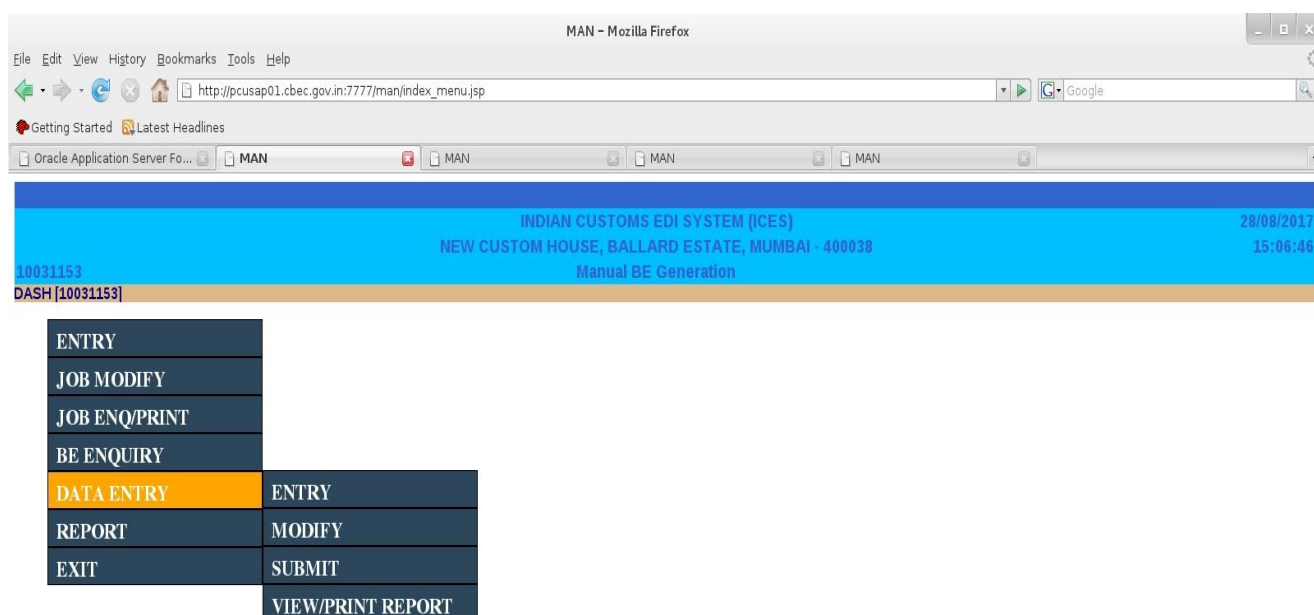
5. A six Digit Bill of Entry number (Running serial No. across all customs locations) would be generated through ICES System and assigned to the declaration, after the concurrence of the Group AC/DC. The Group AC/DC (in ACL Role) has a menu “Manual BE/Challan Generation”



6. The manual BE shall be filed by the importer or his representative quoting the assigned BE number. The Manual BE will be assessed on paper as per usual manual process. After assessment of the paper bill of entry by Group Appraiser and AC/DC concerned, the Group AC/DC (in ACL Role) has an option to enter the total duty and licence associated, if any with the BE, in the ICES System. The manual debit of licence is to be invariably done in the licence ledger prior to this process.

7. A challan of duty amount to be paid by the importer, post adjustment in license, etc., if any, would then be generated in the system and be available for payment in the e-payment portal ICEGATE and bank. Once paid, the receipt of payment would be automatically integrated in the system. No manual challans would henceforth be allowed for duty payment.

8. The OOC acknowledgement shall be entered by Shed Appraiser in the option provided in the SUP role. Once goods are cleared, the docket shall be forwarded to the Noting Section, which shall enter the remaining details including examination report of that Bill of Entry using MBE role. The AC/DC, Noting Section may ensure that post clearance of goods, the complete details have been entered in the ICES 1.5 System 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 whenever any inspection of the formation is scheduled. The Deputy Commissioner or Assistant Commissioner of Customs shall carry out random cross verification exercise of the entries made by the Noting Section 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 notice of the undersigned.

Sd/-

(S K DAS)

Pr. COMMISSIONER OF CUSTOMS (GEN)
NCH

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-I.
2. All the Commissioners of Customs, NCH.
3. All the Addl./Joint Commissioners of Customs, NCH.
4. EDI Section