



**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
**(EXPORT)**

EDI SECTION, 1<sup>ST</sup> FLOOR, NEW BUILDING,  
NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI- 400001

F. No.: GEN/EDI/Misc/21/2020-EDI-O/o COMMR-CUS-EXP-ZONE-I-MUMBAI

Date:22.10.2020

**Standing Oder No. 37/2020**

**Sub: Faceless Assessment - Enhancements and certain clarifications related to reports available to Assessing Officers (AOs and AC/DCs) in ICES- reg.**

Attention of all the officers and staff of Mumbai Customs Zone-I, NCH is invited to the ICES Advisory No.-39/2020 dated 16.10.2020 issued by DGoS, ICES on the above mentioned subject reference is also invited to the ICES Advisory No. 38/2020 dated 14.10.2020 (In this regard NCH's Standing Order No.-36/2020 dated 22.10.2020 may also be referred to) wherein enhancements made in the reports available to concerned officers (VAO and VDC) of the FAG sites were mentioned among other things. To further assist the FAG officers, increased visibility has now been provided in the VAO and VDC roles. Target number of Bills of Entry (BEs) for processing have also been added on the officers' screens to help them plan the day's work accordingly. The screen by screen details of the reports have been explained in the **Annexure-A**.

2. In addition, explanations have been added appropriately as footnote to the reports to help officers in knowing the description of the data being displayed. For example, pending document report was being seen by the officer to ascertain the quantum of work allotted to him even though the report showed only those BEs which were already processed by the officer once but **returned** to the officer after query reply from importer or first check etc. To avoid confusion, the specific report has been suitably re-named as "Returned and Pending" along with explanation footnote.

3. Further for clarity, it is re-iterated that the officer will continue to get BEs on her/his screen automatically one after the other as long as there are any unallocated BEs for the group allotted to the officer. The total number of unallocated BEs for that group across the country are also being shown to both the VAO as well as VDC in the report now. The officers should attempt to meet the daily zonal target as indicated in the Target-Processing Summary report and continue assessing more if there

are unallocated BEs for that group. If there is no unallocated BEs for the group, VAO will not get the next BE and a screen as given in **Annexure-B** will appear on the main Appraising BE menu. If this screen gets displayed to a VAO even when there are unallocated BEs for her/his group(s), it may kindly be brought to the notice of DC EDI on [edi.helpdeskmcz1@gov.in](mailto:edi.helpdeskmcz1@gov.in) and DG(Systems) on [team.ices@icegate.gov.in](mailto:team.ices@icegate.gov.in) with the screenshot of the Appraising BE screen and Target-Processing screen (which has the Unallocated number) along with the SSO ID of the officer.

4. It is also clarified that where any VAO has multiple groups allotted to her/him, she/he will first receive the BEs based on FIFO (First-In, First-Out) for the group with oldest pendency of unallocated BEs. For example, if an officer has Group 2A, 1A and 4 allotted to her/him and there are still some unallocated BEs of Group 4 which are 2 days old while only current day's BEs are there for Group 2A and 1A, the officer will receive BEs of Group 4 first till the unallocated pendency in that group comes at par with other groups allotted to the officer. This aspect may kindly be kept into consideration while allocating assessment groups to VAOs.

(Sd/-)

**(MANISH MANI TIWARI)**

Commissioner of Custom (Export)  
New Custom House, Mumbai, Zone-I

Copy to:

1. The Principal Chief Commissioner of Customs, Mumbai Zone-1.
2. The Commissioner of Customs, General and Preventive, NCH, Mumbai Zone-I
3. The Commissioner of Customs, Audit, Import I, Import II, NCH, Mumbai Zone-I
4. All Additional Commissioner of Customs, NCH, Mumbai Zone-I
5. All Deputy/Assistant Commissioner of Customs, NCH, Mumbai Zone-I
6. All Section/Groups, NCH, Mumbai Zone-I
7. All Trade Members, All Custom Brokers, Exporters, Importers and Licensed Warehouses for manufacturing activity under the MOOWR.
8. AC/DC, EDI for uploading on NCH website immediately.
9. Office Copy

## Annexure-A

### (i) Target-Processing Summary

This report indicates the number of BEs targeted for processing on the particular day and how much the officer has actually processed till that point in time. The report displays details of Assessment Group (AG) allotted to that officer. The report also shows the overall count of Unallocated BEs for that group across the country. So, the officer can continue processing if there is any unallocated BEs.

The screenshot shows a software window titled "ICIES/IMPORTS" with a sub-window "CIM". The header information includes the date "16/10/2020", user ID "10040409", system name "Indian Customs EDI System - Imports V1.5", location "CUSTOMS HOUSE 60,RAJAJISALAI,CHENNAI-600001", time "11:43:00 am", and version "ICIES 1.5". The main content area displays a "Target - Processing Summary" report with a table showing the following data:

AG	Target	Processed	Total Unallotted
	110	5	655

An "Exit" button is visible below the table. The bottom of the window shows a taskbar with various application icons and a system tray displaying the time "11:43" and date "16-10-2020".

## (ii) Returned and Pending

This report lists down only the BEs pending in the officer's queue which were already processed by the officer once but **returned** to the officer after query reply from importer or first check examination report or for certain clarifications between VAO and VDC.

ICES/IMPORTS

ORACLE

CIM  
16/10/2020 Indian Customs EDI System - Imports V1.5 11:43:00 am  
10040409 CUSTOMS HOUSE 60,RAJAJISALAI,CHENNAI-600001 ICES 1.5

Target-Processing Summary Returned and Pending Pending with VDC Pending Amend Approval Processed Documents

### Returned and Pending

Total Pending : 3

Serial No.	BE No	BE Date	AG	Activation Reqd?	View BE	BE Status
1	9125637	10-OCT-2020	4		View BE	BE Status
2	9090259	07-OCT-2020	4		View BE	BE Status
3	9176842	14-OCT-2020	4		View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status

Note : These are documents returned again to the officer after query reply, first check report, VAO explanation or for reassessment etc.  
Serial No. indicates the current serial no of the document in the queue of the officer.

Exit

Record: 1/3

Type here to search

11:43 16-10-2020

**(iii) Pending with VDC**

This report is available **only to the VDC** officer. It lists down the BEs which have been marked by the VAO to VDC and are pending in VDC queue. Since now one group at an FAG site can have multiple VDCs, these BEs will be automatically allotted to the available VDC officer.

The screenshot displays the 'Pending With VDC' report within the Indian Customs EDI System. The header shows the system name and location: 'Indian Customs EDI System - Imports V1.5' and 'CUSTOMS HOUSE 60, RAJAJISALAI, CHENNAI-600001'. The date is '16/10/2020' and the user ID is '10036624'. The navigation tabs include 'Target-Processing Summary', 'Returned and Pending', 'Pending with VDC' (selected), 'Pending Amend Approval', and 'Proce...'. The main content area is titled 'Pending With VDC' and shows a 'Total Pending : 2' indicator. A table lists the pending BEs with columns for Serial No., BE No., BE Date, AG, and Activation Reqd?. The first two rows are visible, showing BEs 9187924 and 9199444. Each row has 'View BE' and 'BE Status' buttons. A note at the bottom explains that these are documents assessed by the VAO and pending in the VDC queue, waiting to be picked up by any of the group VDCs at this site. The Serial No. indicates the sequence in which these documents will be allotted to VDC officer(s). An 'Exit' button is located at the bottom right.

Serial No.	BE No	BE Date	AG	Activation Reqd?	View BE	BE Status
1	9187924	15-OCT-2020	4		View BE	BE Status
2	9199444	16-OCT-2020	4		View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status

*Note : These are documents which have been assessed/marked by the VAO and pending in VDC queue, waiting to be picked up by any of the group VDCs at this site, Serial No indicates the sequence in which these documents will be allotted to VDC officer(s).*

Exit

#### (iv) Pending Amend Approval

This report lists down the BEs for which any amendment is pending for approval by the officer. Amend Code indicates the category where the amendment is requested - supporting docs, item details, etc.

ICIES/IMPORTS

ORACLE

CIM

16/10/2020 Indian Customs EDI System - Imports V1.5 11:44:02 am  
10040409 CUSTOMS HOUSE 60,RAJAJISALAI,CHENNAI-600001 ICES 1.5

Target-Processing Summary Returned and Pending Pending with VDC **Pending Amend Approval** Processed Documents

### Pending for Amendment Approval

Total Pending :

Serial No.	BE No	BE Date	AG	Amend Code	View BE	BE Status
1	9023393	01-OCT-2020	4	D_DOCS	View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status

Exit

Record: 1/1

Type here to search

11:44 16-10-2020

## (v) Processed Documents

This report lists down documents which have been processed by the officer in a given period. Officer can enter the “From” and “To” dates for any past period also. The report will include all the BEs that the officer has processed in the given period which includes BEs assessed as well as query raised BEs, first check BEs, etc.

Indian Customs EDI System - Imports V1.5  
CUSTOMS HOUSE 60, RAJAJISALAI, CHENNAI-600001

From Date: 16/10/2020 To Date: 16/10/2020 Search

Sno.	BE No.	BE Dt.	AG	Processed Dt.	View BE	BE Status
1	9160459	13-OCT-2020	4	16-OCT-2020	View BE	BE Status
2	9160046	13-OCT-2020	4	16-OCT-2020	View BE	BE Status
3	9146804	12-OCT-2020	4	16-OCT-2020	View BE	BE Status
4	9020550	01-OCT-2020	4	16-OCT-2020	View BE	BE Status
5	9134105	12-OCT-2020	4	16-OCT-2020	View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status
					View BE	BE Status

Clear Exit

Record: 1/1

11:44 16-10-2020

## Annexure-B

Screenshot in case of no BE is pending for allocation in that group

