



IS 15700:2005 Cft No. WRO/SQSC/L-7000051
OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT)-I,
APPRAISING GENERAL SECTION,
NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI 400 001.
E-mail Id: ag1.mumbai@gov.in Phone: 022-22757433

F. No. S/26-Misc-32/2018-19 Appr. Gen (I)

Dated: 13.08.2020

DIN-20200877000009GADE

PUBLIC NOTICE NO. 50/2020

Sub.: Setting up of Central Receipt Unit (CRU)- Receipts and Acknowledgement of all Physical Receipts and Single Email for each Commissionerates of Mumbai Customs Zone-I -reg.

Kind attention of all the Importers, Exporters, Customs Brokers and all other stakeholders is invited to the setting up of Central Receipt Unit (CRU) as part of implementation of e-Office in the Zone with effect from ___ August 2020. The CRU shall serve as the single point of contact for receipt of all types of correspondence of all Commissionerates under Mumbai Customs Zone-I i.e. including PCCO. Henceforth, all correspondence addressed to any of the Commissionerates (or their respective sections) in the Zone and the Principal Chief Commissioner's Office, whether in physical or electronic form, shall be received in Central Receipt Unit, located at the ground floor of the main building of New Custom House. No physical documents shall be received directly in any of the sections.

2. Correspondence or dak in physical form may be delivered by Post, Courier, special messenger, or officers from other formations themselves. The correspondence may be received from the trade (importers, exporters), trade bodies, stakeholders such as Customs Brokers, shipping lines, custodians, from other Commissionerates, Directorates of the CBIC, other Government Departments, departmental officers, third parties etc. It is highlighted that any kind of physical documents shall invariably be submitted to the said CRU Section which shall receive and duly acknowledge the same.

3. In case of receipt by post/courier, their receipt book should be signed by officers posted in CRU with office stamp. In case dak is brought by any messenger/ officers themselves, receipt on forwarding copy shall be given with office stamp along with signature. However, after opening the envelope, official stamp should be put on every forwarding letter. At the time of diarising the mail and uploading it on e-Office CRU should check whether all the enclosures mentioned in the correspondence have actually been received and point out deficiencies, if any, to the addressee section or officer. This would obviate future disputes about the fact of receipt itself.

4. Address of CRU Section for Physical Correspondence is as below-

Central Receipts Unit (CRU)

Ground Floor Main Building,
New Customs House, N.M Road,
Ballard Estate, Mumbai, 400001

5. In order to facilitate receipt of correspondence electronically, each Commissionerate has now designated an 'Official E-mail Id/ address' as specified below-

Sl.No.	Name of Commissionerate/ Office	Official E-mail ID
01	Principal Chief Commissioner's Office (PCCO)	ccu-cusmum1@nic.in
02	Import-I	import-1nch@gov.in
03	Import-II	commr.import2@gov.in
04	Export	cru-exportmcz1@gov.in
05	General	pr.cc-general@gov.in
06	Audit	audit-commr1.cuszl1mum@gov.in

6. Members of the trade are advised to preferably send correspondence along with necessary documents electronically so that tracking and tracing it is easier. The mail boxes would be configured so that they auto-send an acknowledgement to the sender on the address from which the correspondence is received. Correspondence received through these designated E-mails shall also be checked by CRU which will duly diarise it and forward it via e-Office to the section/officer concerned. In doing so, CRU shall ensure that the documents attached to the mail are also sent.

7. Members of the trade are requested to extend all cooperation in making the working of CRU and e-Office a success. Difficulties, if any, in this regard shall be brought to the notice of the JC/ADC of the concerned Commissionerate.

Sd/-

(MANOJ KUMAR KEDIA)

**Commissioner of Customs, Import-I & II,
New Custom House, Mumbai.**

Copy to:

1. The Principal Chief Commissioner of Customs, Mumbai Zone-I, NCH.
2. The Commissioner of Customs, General and Preventive, NCH, Mumbai Zone-I
3. The Commissioner of Customs, Audit, NCH, Mumbai Zone-I
4. The Commissioner of Customs, Export, NCH, Mumbai Zone-I
5. All Additional / Joint Commissioner of Customs, NCH, Mumbai Zone-I
6. The Additional/Joint Commissioner of Customs, ICD Mulund
7. The Deputy/Assistant Commissioner of Customs, ICD Mulund
8. All Deputy / Assistant Commissioner of Customs, NCH, Mumbai Zone-I
9. All Sections / Groups of New Custom House, Mumbai Zone-I
10. All Trade Members, All Custom Brokers, Importers and Exporters
11. Representative of CFSAI / BCBA / FIEO / Members of PTFC for information and circulation among their members and other importers for information.
12. AC/DC, EDI for uploading on NCH website immediately.
13. Office Copy

Sd/-

(MANOJ KUMAR KEDIA)

**Commissioner of Customs, Import-I & II,
New Custom House, Mumbai.**