



कार्यालय: प्रधान आयुक्त सीमाशुल्क, मुन्द्रा,
सीमाशुल्क भवन, मुन्द्रा बंदरगाह, कच्छ, गुजरात- 370 421
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS:
CUSTOM HOUSE, MUNDRA PORT, KUTCH, GUJARAT- 370 421.
PHONE : 02838-271029 FAX : 271162

Public Notice No.-09 / 2016-17

Sub:- Streamline the Boarding procedure-regarding.

All the Shipping Agents are hereby informed that for speedy clearance of vessel operation and to streamline the boarding procedures, the following shall henceforth be adopted:-

- (i) The Shipping Agent shall inform the Section Officer/(R & I) Officer in advance as per guidelines prescribed in the Customs Act, 1962 regarding berthing time and details of the vessel. The requisite documents shall be kept in readiness for scrutiny by the Boarding Officer.
- (ii) A feedback form is appended to this Public Notice and the Shipping Agent should advise the Master of the vessel to give genuine feedback in the Feedback Form provided by the Boarding Officer.
- (iii) The Boarding Officers have been directed to endorse the commencement of operations by signing the Application for Entry Inward/Arrival Report as soon as the boarding procedure is completed. All agents may take note and advise the Master(s) of Vessel(s) accordingly.

पी व्ही आर रेड्डी
(P. V. R. REDDY)

प्रधान आयुक्त' /Principal Commissioner,

F. No. VIII/48-09/PN/AG/CHM/2016-17

Date: 07th September, 2016

Copy to:

1. The Chief Commissioner of Customs, Gujarat Zone, Ahmedabad.
2. The Commissioner of Customs Kandla, Custom House Kandla.
3. The Additional Commissioners, Custom House, Mundra.
4. All Deputy/Assistant Commissioners, Custom House Mundra.
5. The Shipping Agent Association, Mundra.
6. The Container Freight Station Association, Mundra.
7. M/s MICT, Terminal, Mundra.
8. M/s Adani Port & Special Economic Zone Ltd., Mundra.
9. Notice Board.
10. Guard File.
11. EDI Section for uploading on the website.





MUNDRA CUSTOMS
FEEDBACK FORM

Dear Captain,

Mundra Customs welcomes you and your crew. You are requested to fill the part B of the feedback form carefully and give a genuine opinion about your experience with Customs. Your feedback will help us in improving our services.

(PART-A)

1. Name of Boarding Officer
2. Date
3. Berth
4. Vessel Name
5. Nationality
6. Master Name
7. Agent
8. Berthing Time
9. Boarding Time
10. Last port of call
11. Next port of call
12. Cargo
13. Confirmation of Sl.No. 8 & 9

(PART-B)

1. Courteous Behaviour
2. Efficiency in Work
3. Quality of Interaction
4. Complaints if any

Average	Good	Very Good
Average	Good	Very Good
Average	Good	Very Good

MASTER

* In case of any grievance, you are requested to contact:

1. Mr. _____, Superintendent of Customs (R&I)
Contact No.-
2. Deputy/ Asst. Commissioner of Customs, (R & I) -(During working hours).

**Please desist from offering any compliments to the officer of Customs and please don't take offence if they decline as they are under strict order in this regard.



कार्यालय: प्रधान आयुक्त सीमाशुल्क, मुन्द्रा,
सीमाशुल्क भवन, मुन्द्रा बंदरगाह, कच्छ, गुजरात- 370 421
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS:
CUSTOM HOUSE, MUNDRA PORT, KUTCH, GUJARAT- 370 421.
PHONE : 02838-271029 FAX : 271162

Standing Order No.- 01 / 2016-17


Sub:- Improve the efficiency and streamline the Boarding procedure-reg.

To streamline the Boarding procedure and to improve the functioning of Docks operations, the following guidelines and directions are issued:

1. The Section Officers/Boarding Officers are directed to inform the Master of the vessel to give a factual feedback in the enclosed format.
2. The boarding Officer should fill up the contact number of Superintendent (R&I) and DC(R&I) while handing over the specimen feedback form to the Master of the vessel for their feedback. The filled in feedback form should be collected from the master of the vessel and submitted to the superintendent(R&I) on completion of duty/shifts.
3. The Superintendent (R&I) on duty should immediately inform DC(R&I) regarding the adverse feedback, if received, over phone and it should be placed before DC (R&I) on the same day or next working day (invariable before the sailing of the vessel). The same shall also be recorded in the diary maintained at the (R & I).
4. Citing International formalities/convention, in certain cases the Master of the vessel/shipping agent may offer gifts to the Boarding Officer. The Boarding Officer should refuse the gift politely and firmly, on surprise verification (by team tasked with that purpose) and or on the some adverse feedback received (if any), if it is found that instructions in this regard have been flouted, strict action shall be initiated as per CCS (Conduct) Rules, 1964 and CCS (Classification, Control and Appeal) Rules, 1965.
5. The Boarding Officer shall endorse approval for the commencement of operations in the hard copy of the Shipping Journal/Arrival Report. The Section Officer/Boarding Officer should also give entry inward to the vessel immediately after finishing the boarding of the vessel. If the system at (R & I) is not working, the Officer can give entry inward in the sevottam. There should not be undue delay in giving entry inward. It shall be borne in mind that the date of entry inward is crucial for determining the rate of duty in case of filling prior bill of entry as provided in Section 15 of Customs Act, 1962 ., further the RMS system does not recognize an IGM till the entry inward is given in the ICES. It shall be the responsibility of the Superintendent (R&I) to ensure that the entry inward is given without any undue delay hard copy of the Shipping Journal/arrival Report.
6. The Superintendent (R&I) is directed to scrutinize the berth list as soon as he takes over the shift and to depute officer posted at gates to attend to the work of boarding of the vessels in the event of more than one vessel berthing at the same time.

7. All Officers/Superintendents posted in Harbour shall wear proper uniform with name plates.
8. The (R & I) Officer shall ensure that a copy of berth list reaches the DC/ AC (R&I) by 10:00 Hrs. every day without fail.
9. The Boarding Officer posted at (R & I) should give daily report to Superintendent (R. & I) section regarding the Number of vessels berthed and boarded on previous date with details i.e. berthing time, boarding time and entry inward time.
10. A Proforma rummaging report is given in Annexure-I. the rummaging report shall be signed by the Superintendent in charge of rummaging after each rummaging exercise and counter signed by the Deputy/ Assistant Commissioner in charge of rummaging. Rummaging sections shall also maintain the rummaging register as given in Annexure-II.
11. Difficulties faced in implementation of these instructions, if any, should be brought to the notice of the under signed.

All the Officers concerned should strictly adhere to the above guidelines/directions.


(पी व्ही आर रेड्डी)
(P. V. R. REDDY)

प्रधान आयुक्त' /Principal Commissioner,

F. No. VIII/48-09/PN/AG/CHM/2016-17

Date: 07th September, 2016

Copy to:

1. The Chief Commissioner of Customs, Gujarat Zone, Ahmedabad.
2. The Commissioner of Customs Kandla, Custom House Kandla.
3. The Additional Commissioners, Custom House, Mundra.
4. All Deputy/ Assistant Commissioners, Custom House Mundra.
5. Guard File.
6. EDI Section for uploading on the website.

RUMMAGING REPORT

S.No.	Particulars	Remarks
1.	Report no.....(specify sl. no.) of (specify year)	
2.	Date	
3.	Name of officer in-charge of rummaging party, other team members & their designations	
4.	Details of the Vessel/ Aircraft/ Vehicle (i) Name/ Regn. No. (ii) Voyage/ Flag No. / Trip (iii) Last port of Call with date (iv) Next port of call (v) Berth at (vi) Nature of cargo (vii) Shipping agent	
5.	Date of berthing of vessel/landing of aircraft/arrival of vehicle	
6.	Date and time of rummage i. Date ii. Start time iii. End time	
7.	Name and rank of the master of the vessel/ ship's officer/ engineer on duty / captain of the aircraft who was informed before commencement of rummage.	
8.	Whether the officer/engineer concerned was informed before any oil tanks or water tanks, cofferdams etc. were opened.	Yes/No
9.	Whether the ship's/aircraft's officer/engineer was informed before any vital portions of machinery were opened.	Yes/No
10.	Whether it was ensured that all tank covers etc. were properly refitted and closed after inspection.	Yes/No
11.	The areas / parts of the ship/ aircraft / vehicle rummaged:- i. ii. iii. iv. v. vi.	Findings
12.	Summary of findings	
13.	Follow up action to be taken (if any) File reference no.	

Name:

Signature of the Superintendent in-charge

Countersigned by:-

Signature with date:

Name:

Assistant / Deputy Commissioner

Annexure -II to Instruction No. 25/2016 dated 23.08.2016 [F. No. 394/66/2016-Cus (AS)]

RUMMAGING REGISTER

Date	Details of vessel / aircraft etc.			Rummaging report no.	Officer in-charge of rummaging party	Action taken	File reference no.
	Name	Vessel no.	Date of rummaging				

MONTHLY ABSTRACT - A

No. of Rummages done	No. of cases where action was initiated

MONTHLY ABSTRACT - B

Opening Balance	Receipt	Disposal	Closing Balance	Period-wise breakup of Closing Balance			
				< 1 month	> 1 month but < 6 months	> 6 months but < 1 year	> 1 year

Note:

1. 'Opening Balance' refers to number of cases detected which are pending upto the month and 'Closing Balance' refers to number of cases pending at the end of the month;
2. 'Receipt' refers to number of cases detected during the month i.e. number of cases where action was initiated during the month (as in second column of Monthly Abstract - A above) and 'Disposal' refers to number of cases finalized / closed during the month.