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 सीमाशुल्क भवन, मुन्द्रा बंदरगाह, कच्छ, गुजरात- 370 421
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OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
 1/18
 03 MAY 2017
 Customs House, Mundra

Public Notice No.-09/ 2017-18

Sub: Procedure for Manual "Let Export Order" in case of prolonged system issues;

Attention of the Importers, Exporters, Port Terminal Operators, Shipping Lines /Shipping Agents, CFSs coming under the jurisdiction of Mundra Commissionerate and all other stakeholders are invited to the Public Notice No. 20/2016-17 dated 16.12.2016 and P. N. NO. 02/2017-18 dated 05.04.2017.

2. Recently, there were instances of delay in processing of "shipping bills" due to system issues like "shipping bills in RMS queue" etc. In such cases, in order to ensure that vessel is not missed, manual clearances were allowed on case to case basis after waiting for reasonable period of time. There has been request from Trade that there should be system in place to provide for manual "Let Export Order" in such exceptional circumstances so that there is no need for approval from Commissionerate each time.


3. In view of the above, following procedure is prescribed to deal with such circumstances of exceptional nature:

- i. Whenever there is delay in processing of shipping Bill for more than 4 hours due to system issues (like "shipping bills in RMS queue" etc.), concerned officer may resort to manual LEO (subject to scrutiny of information contained in check list and accompanied documents presented for registration);
- ii. A register named as "Manual LEO due to System Issues" to be maintained by each of the "Document Processing Area" of CFSs.
- iii. Officer attending to such clearances have to record the time of "beginning of system issues / problems supported by screen shot as evidence;
- iv. Details of all Manual LEOs should be entered in the Register in the following format;

Sr No	Start & date of system issues (beginning of system problem)	Time of issues of LEO	Date & Time of LEO	Shipping Bill No & Date	Name & IEC No of Exporter	Date & time of LEO in the system (after system has restored to normal)	Whether RMS Facilitated (Yes / No)
1	2	3	4	5	6	7	

v. As soon as system issues are resolved, such shipping bills are to be processed in the system and details as prescribed in Column (6) & (7) have to be entered in the system.

- vi. Monthly report of all such clearances is to be sent to ADC / JC (EDI) so that aforesaid facts can be cross verified by EDI. EDI may further inform the said details to ADG (RMD) / ADG (System) detailing the root cause of the problem.
 - vii. Manual LEO has to be given on the basis of principle of "First in First out".
 - viii. However, priority has to be given to "Refrigerated Containers" and other shipments, which may miss the vessel, if not given LEO.
 - ix. "Refrigerated Containers" are not subject to aforesaid time limit of 4 hours and manual LEO can be given to them even prior to 4 hours.
4. Any difficulty faced, may please be brought to the undersigned.


(पी व्ही आर रेड्डी)
(P. V. R. REDDY)

प्रधान आयुक्त / Principal Commissioner

F. No. VIII/48-09/PN/AG/CHM/2017-18

Date: 16.04.2017

Copy to:

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