



कार्यालय: 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.**

F. No. VIII/48-193/AG-CHM/SO/2019-20

Date: 07.02.2020

Standing Order No. 01/2020

Sub: Procedure for Back to Town (BTT) of Export cargo - -reg.

After the Shipping bill is filed, the cargo is examined / inspected and then the Let Export Order (LEO) is granted. In some cases, the Exporter/CHA wants to take back the cargo after granting LEO either before or after stuffing and either from the CFS itself or from the port. These kind of cases are called Full Back to town or Back to town (BTT) in short.

2. The procedure prescribed for allowing BTT of the export cargo from CFS and Port is as under:

(A) From CFS to Town: The CHA/Exporter may request for back to town either before LEO is given or after LEO is given. For the cases where the request has come before LEO is given the AC/DC (Exports) may permit the request on paper and mark the shipping bill for examination. After examination report is given and if it is as per the declared cargo of S/Bill then the AC/DC (Exports) may use the option of cancellation of Shipping Bill on his menu in ICES. For the cases where the request has come after LEO is given, the AC/DC (Exports) may permit the request on paper and mark the S/Bill for examination. After examination report is given and if it is as per the declared cargo of S/Bill, then the AC/DC (Export) may cancel LEO. After cancelling LEO, then the AC/DC (Exports) may use the option of cancellation of S/Bill on his menu in ICES. In case of back to town of part of cargo, quantity shall be amended similar to the case of short shipment and the S/Bill shall not be cancelled.

(B) From Port to CFS to town: The entire cargo covered by a S/Bill could not be loaded on to the destined vessel and the CHA/Exporter request for back to town. The Supdt.(DP) shall do the manual endorsement on the S/Bill about the request for BTT. The Shipping agent shall handover the S/Bill and other documents to Exporter/CHA to process the request for back to town. The cargo shall move from port to CFS. The Exporter/CHA shall approach the Asstt./Dy. Commissioner (Exports) for cancellation of LEO. The AC/DC (Exports) may permit the request on paper and mark the shipping bill for examination. After examination report is given and if it is as per the declared cargo of S/Bill then the AC/DC (Exports) may cancel the LEO as per the procedure. After canceling LEO, the AC/DC (Exports) may use first the option of shut out cargo on his menu in ICES and then shall use the option of cancellation of shipping bill on his menu in ICES.

3. Thus, the BTT can be granted after examination of the cargo in order to ensure that the cargo sought to be taken back to town is as per the declaration in the relevant S/Bill. It is found that invariably the exporter seeks BTT for export of the same cargo by Air; or in respect of perishable cargo on

account of missing the previous vessel; or due to cancellation of order etc. In any case, once the exporter has decided not to export the cargo under the relevant S/Bill and sought BTT, it needs to be considered on priority, as the delay in granting BTT could lead to loss of export order and/or additional liability in the form of retention/shut out charges.

4. The above mentioned procedure does not envisage the need for prior approval of the ADC/JC for granting BTT, either in respect of full consignment or part of it due to short shipment. Moreover, once the cargo has been subjected to examination to ensure that the goods are as per the declaration in the Shipping bill and there is no malafide intention behind the request or any alert, BTT can be allowed by the concerned AC/DC.

5. It is necessary to subject the BTT for examination to ensure that the goods are as per the declaration in the S/Bill (in respect of description; RITC; Qty and value). The observations of the officers who conducted the examination and their name as well as designation shall be recorded in the EDI system, for future reference.

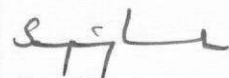
6. For granting BTT for self sealed containers from terminals the procedure prescribed under Para 2 (B) will be followed.

7. Permission for ICD cleared containers from terminals to back to ICD may be given after verifying Container number and Bottle seals by dock preventive officers along with the No objection certificate of the concerned Customs Authorities of ICD.

9. However, it is clarified that there is no need for prior approval of the ADC/JC for granting BTT in respect of the self sealed/ICD cleared export cargo too.

10. All the concerned officers are instructed to follow the above procedure scrupulously.

11. In case any difficulties faced in implementation of this standing order same should be brought to the notice of the undersigned.



(Sanjay Kumar Agarwal)
Chief Commissioner (In-Situ)

Copy to:-

1. The Pr. Chief Commissioner of Customs, Gujarat Zone, Ahmedabad
2. The Additional Commissioner of Customs Mundra
3. All the Deputy/Assistant Commissioner of Customs CH, Mundra
4. Notice Board/Website
5. EDI Section, for uploading on "Commissionerate" Website