

कार्यालय आयुक्त ( सीमा शुल्क ) : OFFICE OF THE COMMISSIONER OF CUSTOMS  
सीमा शुल्क आयुक्तालय नागपुर : CUSTOMS COMMISSIONERATE NAGPUR  
पोस्ट बाक्स . ८१ , जी. एस. टी. भवन : Post Box. 81, GST Bhavan,  
तेलंगखेडी रोड , सिविल लाइंस : Telangkhedi Road, Civil Lines,  
नागपुर - ४४०००१ : Nagpur - 440 001



F.NO.VIII(Cus)25-147/Cus.Hq/PN/01/2019/

Nagpur, April 3, 2020.

**PUBLIC NOTICE No.06/2020-Cus(T)**

Dated 03/04/2020

Sub : Appointment of Nodal Officers for Customs Commissionerate, Nagpur  
Zone for facilitating Customs Clearances amidst the Covid-19 crisis - reg.

All the Importers/Exporters/Custom Brokers/ Trade Associations and all other Stakeholders are hereby informed that following officer has been appointed in Nagpur Customs Commissionerate for facilitating Customs Clearances of import cargo, amidst the Covid-19 crisis.

Name	Designation	Office Address	e-mail address	Contact Details	
				Landline	Mobile
Shri U.B. Rakhe	Additional Commissioner	O/o The Commissioner of Customs, GST Bhawan, Telangkhedi Road, Civil Lines, Nagpur-440001	ub.rakhe@gov.in	0712-2652625	7984401530
Shri Mahipal Singh	Joint Commissioner	O/o The Joint Commissioner of Customs, Plot No.155, Sector P-34, NH Jaistha & Vaishak, CIDCO, Nashik-422008.	customsnashik@gmail.com	0253-2397761	9167304824
Shri Amol Ket	Joint Commissioner	O/o The Joint Commissioner of Customs, N-5, Town Centre, CIDCO, Aurangabad-431003.	Accustoms13@gmail.com	0240-2484975	9869334451

02. Any person seeking the details/status of their import cargo/parcel may kindly note that she/he should have the Bill of Entry (BE) number and date with her/him while making the call so that it will help in tracking and facilitating the consignment. Further, it may be noted that the following are the general documents required for filing of a Bill of Entry (a statutory document to claim the goods/cargo imported) :-

- Commercial invoice;
- Packing List;
- Air Way Bill / Bill of Lading;
- IEC Code issued by DGFT (PAN is sufficient for personal import);
- Bank AD Code;
- GST Registration number (not relevant for personal imports);
- KYC form duly completed- only for first time importers.

03. A step wise flow chart narrating the normal procedure for import clearance is also attached herewith for ready reference.

04. All the Trade Associations/stakeholders are requested to bring the above facilitation measures to the notice of their members.

This issues with the approval of hon'ble Commissioner of Customs, Nagpur.

Encl : As above.

( U.B. RAKHE )  
ADDITIONAL COMMISSIONER(TECH.)

Copy to :-

1. The Chief Commissioner, CGST Customs & Central Excise, Nagpur Zone, Nagpur.
2. The Commissioner, CGST Customs & Central Excise, Nagpur-I/II Commissionerate.
3. The Commissioner (Appeals), CGST, Customs & Central Excise, Nagpur.
4. The Additional/Joint Commissioner of Customs, Hqrs Nagpur/Chapter Nagpur/ Chapter Nashik/ Chapter Aurangabad, Customs Commissionerate, Nagpur.
5. The Deputy/Assistant Commissioner of Customs, Hqrs Nagpur/Div-I/II/Chapter Nagpur, Customs Commissionerate, Nagpur.
6. The Deputy/Assistant Commissioner of Customs, all ICD's, Customs Commissionerate, Nagpur
7. All Branches of Customs Commissionerate, Nagpur.
8. CHA Association, Plot No.7, Padmavati Govind, 7th Residency, Somalwada, Shyam Nagar, Manish Nagar, Nagpur-440015
9. RAC Member/ Trade Association.
10. Information and Press Bureau, Old Secretariat Building, In front of VCA ground, First Floor, Civil Lines, Nagpur.
11. System Incharge, Customs Commissionerate, Nagpur with request to upload it on the official website.
12. Notice Board.



( U.B. RAKHE )  
ADDITIONAL COMMISSIONER (TECH.)



## FLOWCHART FOR CUSTOMS CLEARANCE OF IMPORTED GOODS

<b>Prior BILL OF ENTRY (BOE)</b>
Bill of Entry (BOE) can be filed in the Customs System even before arrival of goods at the port of import. Such BOE is called a Prior Bill of Entry. This offers a significant advantage because Customs processing and duty payment etc. can take place even before the actual arrival of goods. This helps in saving time and ensuring clearance of goods as soon as goods arrive. The importer / Customs Broker (CB) needs to plan filing of prior BOE.
Role & Responsibility – Importer / Customs Broker (CB)
<b>PROCEDURE FOR CLEARANCE OF IMPORTED GOODS</b>
<b>STEP 1</b>
Confirm the arrival of goods at the port of import and take delivery order from the airlines/shipping lines/courier agency. It is important for the importer / Customs Broker (CB) to know the mode of shipment. If it is in Cargo Mode by Air and courier mode, it will be dealt by the AP & ACC Bengaluru. If it is in Cargo Mode by Sea, it will be dealt by ICD Whitefield, Bengaluru or NMPT, Mangaluru or Karwar, as the case may be.
Role & Responsibility – Airlines / Shipping Lines, Freight Forwarder and Importer / Customs Broker
<b>STEP 2</b>
Filing of BOE has to be ensured by the importers either on their own or through a Custom Broker of their choice. It is generally done online through ICEGATE Portal namely <a href="http://www.icegate.gov.in">www.icegate.gov.in</a>
Role & Responsibility – Importer / Customs Broker (CB)
<b>STEP 3</b>
Processing of BOE by Customs System. Customs' role starts from this point only i.e. after the BOE is filed. Therefore, Customs may be contacted with "BOE number and date" in case it is intended to track the consignment and expedite the clearance. The entire process of customs clearance is done electronically.
Role & Responsibility – Customs
<b>STEP 4</b>
As soon as the BOE is filed, it may be referred online by the Customs to Partner Government Agency (PGA) like Drug Controller (ADC) / Animal Quarantine (AQ) / Plant Quarantine (PQ) / Food Safety & Standards Authority of India (FSSAI), etc. in case NOC is required from them. Therefore, it is very important to plan and understand in advance the requirement of such NOC. Customs Brokers (CB), invariably are aware about such requirement. BOE is marked online to the respective PGA. NOC from applicable PGA will be required before goods can be released by Customs. Such NOC is given online by PGA directly and there is no role of Customs in it.
Role & Responsibility – Respective PGAs and Importer / Customs Broker (CB)
<b>STEP 5</b>
After Completion of the assessment the importer / Customs Broker (CB) are required to register the goods. This can be done online through ICEGATE Portal <a href="http://www.icegate.gov.in">www.icegate.gov.in</a>
Role and Responsibility – Importer / Customs Broker (CB)
<b>STEP 6</b>
Duty Payment can be done by the importer / Customs Broker (CB) even before the assessment is completed by Customs. It is important to understand that customs processing would continue, after Goods Registration, even if the duty has not been paid. But in order to ensure quick clearance the importer / Customs Broker (CB) should pay the duty even before the registration process is completed.
Role and Responsibility – Importer / Customs Broker (CB)
<b>STEP 7</b>
Customs will conduct examination if required and give Out of Charge (OOC) in case everything is in order. OOC signifies that the Customs process is complete and role of Customs ends at this stage. Importer / Customs Broker (CB) can check the status of OOC on ICEGATE Portal <a href="http://www.icegate.gov.in">www.icegate.gov.in</a>
Role and Responsibility – Customs
<b>STEP 8</b>
Generation of Gate Pass and Delivery of goods by the Custodian
Role and Responsibility – Custodian and Importer / Customs Broker (CB)
<b>STEP 9</b>
Transportation of Goods from the Port
Role and Responsibility – Importer / Customs Broker (CB)