



सीमाशुल्क आयुक्त (आयात) का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT),
पी.आर.ओ. अड्डा, हवाई माल संकुल सहर, अंधेरी (पूर्व), मुंबई- ४०० ०९९
PRO CELL, AIR CARGO COMPLEX, SAHAR, ANDHERI (EAST), MUMBAI -
400 099

F. No. S/3-MISC-PRO-13/2018-19/ACC(I)

Date: 16/07.2020

OFFICE ORDER No. 48/2020

Sub: Standard Operating Procedure for Turant Suvidha Kendra (TSK) set up by Import Commissionerate, Air Cargo Complex, Sahar, Mumbai- reg.

Attention of all officers of this Commissionerate is invited to CBIC Circular No. 32/2020-Cus, dated 06.07.2020 and Public Notice No.99/2020, dated 14.07.2020 issued by this Commissionerate on the subject of creation of TSK at Air Cargo Complex, Sahar, Mumbai (INBOM4) for carrying out functions mentioned in para 5 of CBIC Circular No. 28/2020-Customs, dated 05.06.2020. TSK would provide single point interface to Trade for their day to day transactions with the Customs. Among other things, TSK will accept all types of Bonds like Provisional Assessment Bond, Warehousing Bond, End User Bond, No use bond, Letter of Undertakings, SVB Bond, Re-export/Re-import Bond, Test Bond, Project Import Bond, Bond for availing Concessional Duty/ Notification Benefits, NB, Bonds pertaining to License Section, - DEEC/EPCG/MEIS/SHIS BOND, any other Bond.

2. The broad scheme of the TSK would be as follows:

- i. In performing these functions, officers posted at the TSK will match the documents produced by the Customs Broker/ Importer with the soft copies of those documents uploaded on e-Sanchit to verify their authenticity and record a remark to this effect on the ICES system.
- ii. The document verification by Customs officers for Assessment and Customs Compliance Verification (CCV) stages is based on the documents uploaded in the e-Sanchit. However, in some situations, physical submission of documents is required for defacement, debiting, validation, etc.
- iii. The importer has to upload all the documents in e-Sanchit for the purpose of Assessment and CCV before approaching the TSK officers with original documents.
- iv. Assessment Group/ RMS Facilitation Centre officer will do the Assessment / CCV based on documents uploaded in e-Sanchit.
- v. While all the supporting documents will be available in System for the TSK officer to check, it may be ensured that the physical copies are seen only for those documents where defacement/debiting / verification is required, like Country of Origin Certificates.

- vi. The TSK officer will select such document in the System to see what has been uploaded by the importer in e-Sanchit and mark it as defaced /debited / verified in System after verifying it with the original physical document and defacing/debiting the original physical document.
 - vii. Once in the database of the System, the defacement confirmation will be available to Assessment / OOC officer.
 - viii. Documents requiring verification during examination for validation with goods would continue to be done during examination, as at present.
 - ix. All documents received in TSK will be acknowledged.
 - x. As the physical interface with the Assessment Groups is to be avoided, the back office functions of Assessment Group would be dealt by TSK except verification of assessment, query raised by Groups in case of additional information is required, passing of Speaking Order u/s 17(5) in case of dis-agreement with self-assessment done by importer, dealing with the objections raised by the Shed Officer, finalizing the provisional assessment, amendment approval, processing request under Section 49 of the Customs Act, re-assessment after following due procedure as the same will continue to be dealt with by the Assessment Group.
3. The roles and responsibilities of various officers posted at TSK are as follows:
- I. Assistant/Deputy Commissioner:
 - a) Acceptance and cancellation of Bond and BG.
 - b) Act as supervisory head of the TSK cell.
 - c) Any other function assigned by Commissioner from time to time.
 - II. Appraisers:
 - a) Scrutiny and verification of Bond/BG for acceptance by AC/DC
 - b) Carry out physical verification of documents referred by Assessment Group
 - c) Any other function assigned by Commissioner from time to time.
 - III. Examiners:
 - a) Scrutiny of documents referred by Assessment Group.
 - b) Verification of seals and signature of Country of origin certificate uploaded in e-Sanchit.
 - c) Debiting/Defacing of original physical documents uploaded in e-Sanchit.
 - d) Carry out any other verification that may be referred by the faceless Assessment Group.
 - IV. Tax Assistant:
 - a) Maintaining the Bond and Bank Guarantee Registers.
 - b) Forwarding of original BG accepted by Appraisers and Asstt./Dy. Commissioner of TSK to the BG cell for safe custody after keeping a scanned copy of the same.
 - c) Numbering, handling and safe keeping of documents retained at TSK.

- d) Scanning of all documents accepted/verified defaced/ debited with cross reference of Bill of Entry No. and date.
- e) Any other function assigned by Commissioner from time to time.

4. The following procedure is prescribed for TSK officers:

I. Bond/BG:

- i. The TA will receive and enter the details of the Bond/BG in the register and will forward to the Appraiser TSK.
- ii. The Bond/BG will be verified and scrutinized by the Appraiser, TSK and will forward to Examiner/TA for generation of Job Number in ICES System.
- iii. After generation of Job Number, the Assistant/Deputy Commissioner, TSK will accept the Bond/BG on hard copy and also in the ICES system.
- iv. In accepting bonds, it shall be the responsibility of the AC/DC in charge of TSK to make sure that the legal text and format of the Bond is in order for instance- that an unequivocal auto renewal clause is incorporated therein.
- v. With regard to Warehousing Bond, the original bonds shall be forwarded by TA, TSK to the Bond Section on daily basis for further necessary action.
- vi. TA, TSK shall keep Bonds other than Warehousing Bonds in their safe custody.
- vii. TA, TSK shall forward the original BG accepted to the BG cell for safe custody after keeping a scanned copy of the same.
- viii. TA, TSK shall take receipt on the register after handing over the original Bond and BG from the Bond and BG cell respectively.

II. Other Documents:

- i. All documents received in TSK shall be acknowledged.
- ii. Physical copies shall be verified/ debited/ defaced/ accepted only in respect of the documents uploaded in e-Sanchit.
- iii. Physical copy of documents which are required to be retained by Customs shall be kept in TSK in safe custody.
- iv. Physical copies are seen by TSK officer only for those documents where verification/ submission/ defacement/debiting are required, like Country of Origin Certificate.
- v. Assessment Group/ RMS Facilitation officers shall verify the documents uploaded in e-Sanchit for the purpose of assessment or CCV or OOC.
- vi. TSK officer shall select such document in the System to see what has been uploaded by the importer in e-Sanchit and mark it as verified defaced/ debited in System under the new role **TSK_OFF** after verifying and defacing/debiting the original paper copy.
- vii. Once in the database of the System, the verification defacement/debiting confirmation will be available to Assessment/ RMS Facilitation Centre/ OOC officer.

viii. After completing the due process in respect of the documents received, a scanned copy of the documents shall be kept by the TSK officers with cross reference of the Bill of Entry No. and date.

5. The aforementioned order is to be strictly followed and any deviation from the same will be viewed seriously.



(Vijay Singh Chauhan)
Commissioner of Customs Import

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-III.
2. The Commissioner of Customs, Export / General / APSC / Appeal
3. All Additional / Joint Commissioner of Customs, ACC.
5. All Deputy / Assistant Commissioner of Customs, ACC.
6. All Sections / Groups of ACC.
7. The Asstt Drug Controller of India , ACC, Sahar, Andheri(E) Mumbai
8. BCHAA (BrihanMumbai Custom House Agents Association).
9. ACAAI (Air Cargo Agents Association of India).
10. DC, EDI for uploading on ACC website immediately.
11. Office Copy.