

**OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)**  
**AIR CARGO COMPLEX, SAHAR, ANDHERI (EAST), MUMBAI.**

F No S/3-Misc-156/2018-19 DBK (EDI) ACC

Date: 15.06.2018

**PUBLIC NOTICE NO : 74 /2018**

**Sub: Procedure for surrender of Drawback amount-reg.**


It has been brought to the notice that process of *suo-moto* surrender of ineligible Drawback amount by the *Exporters* involves lengthy and time consuming avoidable steps, causing hardships to the trade. Simplification of process has been requested in monthly PTFC meeting also.

The matter has been examined and it has been decided to replace the existing process with the following:

1. The *Exporter* willing to *suo-moto* surrender the *Drawback* amount, for any valid reason, will *calculate on his own* the amount to be paid back along with applicable interest.
2. *Exporter/ Authorized Representative of the Exporter* will approach the *Cash Section* with duly filled *Challan* in triplicate copies and deposit the amount/Demand Draft mentioning *IEC/GSTIN* and *Shipping Bill* numbers.
3. Thereafter, *Exporter/ Authorized Representative of the Exporter* will approach *Assistant Commissioner/ Deputy Commissioner (Drawback)* with a letter mentioning the reasons for return of *Drawback* (with supporting documents), *Shipping Bill* numbers, *Importer Exporter Code*, *Date of credit of Drawback amount*, *Self-certified calculation sheet of amount and interest* and *Amount paid Challan* as per calculation sheet.
4. *Assistant Commissioner/ Deputy Commissioner (Drawback)* will immediately mark the letter to *Tax Assistant (Drawback)* for allotment of file number and for issuing acknowledgement mentioning the file number, in standard format.
5. *Tax Assistant* would send the file to *Computist* for verification of interest amount as per the calculation sheet submitted.
6. *Computist* will certify the calculation and send it back to *Tax Assistant (Drawback)* on the same day.
7. *Tax Assistant* will put up the file to *Superintendent* who will scrutinize it and submit to the *Assistant Commissioner/ Deputy Commissioner (Drawback)* with the findings.
8. *Assistant Commissioner/ Deputy Commissioner (Drawback)* will issue further necessary instructions in the case on merits.
9. If any short payment is noticed, the same will be communicated to the *Exporter*.

10. If there is no short payment, the final closure of the case will be informed to the *Exporter* by Drawback section in standard format within 10 working days of receipt of letter.

11. This issues with the approval of *Commissioner of Customs (Exports)*.

  
15/6/18

(TAPAN KUMAR)  
JOINT COMMISSIONER OF CUSTOMS  
EXPORTS

Copy to :

- 1) The Chief Commissioner of Customs. Mumbai Zone II.
- 2) All Commisioners of Customs. ACC
- 3) Addl./Joint Commissioner of Customs,ACC.
- 4) ACs/DCs.ACC
- 5) CAO. Drawback .ACC.
- 6) Notice
- 7) Office Copy