

FACILITY NOTICE 36/2015

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA
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F. No. S/12-Gen.-23/2015-16 AM(X)

Dated: 29.04.2015

FACILITY NOTICE: 36/2015

Sub.-:Implementation of ZapIn

1. As a trade facilitation measure and step towards “Green Customs”, agreed and decided unanimously in PTFC (Permanent Trade Facilitation Committee) meeting held on 29/01/2015, where representatives of CFS, FIEO, BCHAA & trade were present as members, for implementation of Document Management System (DMS) a Facility Notice No. /2015 dated .04.2015 was issued by this office. Document Management System (DMS) has been made operational at Nhava Sheva-(I,II,III,IV & V) Commissionerates, Mumbai Customs Zone-II w.e.f. 07.05.2015 by M/s Newgen Software Technologies Ltd. The primary objective of DMS is to preserve the digital copy (scanned copy) of the Import and Export dockets for all EXIM clearances made at Nhava Sheva-(I, II, III, IV& V) Commissionerates, Mumbai Customs Zone-II, for the purposes of record and easy retrieval of data. As a natural progression of DMS, it has been decided to include photographs of cargo with the scanned copy of dockets. The photographs will be taken at the time of examination of cargo by the shed officers in select cases. The photograph taken by ZapIn programme will be automatically deleted from mobile set, once it is transferred to DMS server, where it will be stored with scanned copy of dockets for future use.

2. CBEC as well as this Commissionerate have issued several instructions pertaining to examination of cargo for import and export from time to time. The instructions contained herein below shall complement the existing instructions and shall in no way supersede or substitute the existing instructions for examination of cargo issued by CBEC. The objective of introducing photography at the time of examination is to capture photographs wherever it is necessary to supplement the examination report. **Photography is not required to be done in all cases of examination but only in respect of cases which fall and conform to the types as mentioned below :-**

- Consignments where there is any alert, or on specific intelligence.
- Consignments under examination by SIIB, Preventive Commissionerate or DRI.
- Where any concealment is detected or seizure is made.
- Where any first check is ordered or asked for by importer.
- Where Importer / CHA himself makes request in writing.
- Where any RMS facilitated cargo is interdicted.
- Where the examining officer himself is of the view that photograph may be necessary to assist/ supplement his written report.
- Any other case specified by AC/DC/ JC/ADC Docks for photography.

All cargo of ACP/ AEO clients will be exempted from photography except where the consignment is hit by any criteria as stated above.

3. Further, unless absolutely necessary, the number of photographs per consignment shall not exceed five. Generally 2 to 3 photographs per consignment should suffice the requirement. The objective should be to photograph items of import/export and not packing or container alone. The photographs should however be meaningful and wherever necessary, suitable comments on photographs may be given in the text box provided in the photo application 'zapIn'. Finally, the selection of items for photographs will be as per the guideline irrespective of the number of items of import. While photographing the First Check consignments, 100% photography is not desirable. In fact, care should be taken to ensure that the photographs help in proper assessment.

The guidelines for photography are given below:-

- a) For a uniform cargo, one photograph of labels / marking etc. and one photograph of goods should be taken.
- b) In case of multiple items in a cargo the photograph should be taken of the items, where classification is disputed.
- c) Due care should be taken that all important aspects are covered in photograph.
- d) A clear and meaningful photograph should be taken.
- e) The photograph should be taken in proper daylight or with the use of flash light.
- f) Wherever considered necessary the examining officer may give comments on the classification, composition and the general appearance of the goods.
- g) Photograph should be taken by a registered mobile only. It is again reiterated that to maintain confidentiality photograph should only be taken in the ZapIn application provided by M/s Newgen Software Technologies Ltd. Once the officer is transferred it will be responsibility of concerned AC/DC Docks that his/her mobile is deregistered.

4. All concerned are expected to cooperate and ensure success of this project.

5. Difficulties, if any, in the implementation of the above instructions may be brought to the notice of the undersigned.

6. This issues with the approval of Chief Commissioner of Customs, Nhava Sheva, Mumbai Customs, Zone-II.

Sd/-29.04.15

(SIDDALINGESH)

Deputy Commissioner of Customs

Appraising Main (Export)

To,

All Members of the Trade.

Copy to:

1. Office of the Chief Commissioner of Customs, Mumbai Customs, Zone-II.
2. All Sections
3. EDI Section for uploading on Website of Mumbai Customs, Zone-II.
4. The Mumbai Customs House Agent's Association.

5. FIEO.
6. M/s Newgen Software Technology Ltd., Mumbai
7. Guard file.
8. Notice Board.