



GOVERNMENT OF INDIA  
OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (AIRPORT & ACC)  
AIR CARGO COMPLEX, NSCBI AIRPORT, KOLKATA- 700

052

Standing Order No. <sup>16</sup>...../2021

Sub: Procedure for Back to Town (BTT) of Export Cargo – reg.

1. In case of exports, requests are received from the trade representatives including Exporters and their authorized CHAs to streamline the Back to Town (BTT) procedures at Air Cargo Commissionerate, Kolkata (INCCU4). Back to Town is trade parlance is referred to the withdrawing of the cargo/consignment from the Customs Area, on cancellation of the exports due to various reasons. This may be because of off-loading of goods, cancellation of flights, cancellation of orders, etc. In such event, the trade representatives are expected to withdraw their goods from the Customs Area on priority so as to avoid additional levies/charges, further deterioration of the goods, etc. Presently, there is a practice of 100% examination of the cargo before giving permission for Back to Town. The representatives have expressed to streamline the mechanism by Customs for granting permission for BTT so as to facilitate trade and expediting the existing mechanism.

2. The matter is examined after consultation of all the stakeholders and it is observed that the BTT shall fall in broadly two categories after the registration of the Shipping Bill, i.e. wherein the request is either made before or after the grant of LEO. After examining the role of Custodian, following procedure is being prescribed for allowing Back to Town of the export cargo from INCCU4 as under:

**a. When the request is made by Exporter or Authorised Representative before grant of LEO, wherein goods are lying in the Examination Area of the Shed:**

(i) The Deputy / Assistant Commissioner in-charge of Export Shed may permit the request and direct the shipping bill for examination in e-office.

(ii) The goods shall be examined as per the examination order given by the RMS. For eg. if the Shipping Bill is RMS facilitated and allowed for export without

examination, the BTT shall be allowed without examination and if the instructions of the RMS are for examination, the BTT shall be allowed with examination following RMS instructions.

(iii)After submission of the Examination report, the concerned Deputy / Assistant Commissioner shall Cancel the Shipping Bill in ICES menu.

(iv)The Export Shed Appraiser shall permit the shipment for withdrawal by marking the same on the hard copy of the letter / checklist of the shipping bill to Custodian.

(v) Custodian shall issue gate pass for removal of shipment subject completion of formalities and verification of necessary documents viz. request letter from concerned exporter, no objection from concerned Airlines, Customs permission for withdrawal of shipment etc.

(vi) Post submission of requisite documents, the Custodian shall prepare the Export withdrawal Gate Pass and after attestation from Customs and Authorized Agents/ Exporters.

**b. When the request is made after granting of LEO, wherein goods are lying in Bonded Area after the Examination by the Shed Officers:**

(i) The Deputy / Assistant Commissioner in-charge of Export Shed may permit the request and direct the shipping bill for examination in e-office after cancellation of LEO in ICES.

(ii) The Appraiser in-charge of Export Shed shall inform the CUSTODIAN the permission obtained from the Deputy / Assistant Commissioner of the Shed on the request letter or checklist of the shipping bill for bringing the consignment in Customs Examination Area from the bonded area for the purpose of examination.

(iii) The goods shall be examined as per the examination order given by the RMS. For eg. if the Shipping Bill is RMS facilitated and allowed for export without examination, the BTT shall be allowed without examination and if the instructions of the RMS are for examination, the BTT shall be allowed with examination following RMS instructions.

(iii) After submission of the Examination report, the concerned Deputy / Assistant Commissioner shall Cancel the Shipping Bill in ICES menu.

(iv)The Export Shed Appraiser shall permit the shipment for withdrawal by marking the same on the hard copy of the letter / checklist of the shipping bill to Custodian.

(v) Custodian shall issue gate pass for removal of shipment subject completion of formalities and verification of necessary documents viz. request letter from concerned exporter, no objection from concerned Airlines, Customs permission for withdrawal of shipment etc.

(vi) Post submission of requisite documents, the Custodian shall prepare the Export withdrawal Gate Pass and after attestation from Customs and Authorized Agents/ Exporters.

3. The examination of RMS facilitated cargo shall be done as per the laid down guidelines with the prior approval of the competent authority.

4. For the consignment/cargo, wherein it is observed that the same is tampered with, shall be subject to 100% Examination.

5. In case of back to town of part of cargo/consignment, Shipping Bill shall be amended after cancellation of LEO, and RMS instructions for examination may be proportionately effected. For instance, if 100 items are registered in one Shipping Bill and 50 are requested for BTT, the RMS instructions will be squarely applicable to the 50 BTT requested Cargo.

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

Date: 22/11/2021

**Digitally Signed by Deep  
Shekhar  
Date: 22-11-2021 15:42:29  
Reason: Approved  
Deep Shekhar  
Commissioner**

- 1.The Chief Commissioner of Customs, Kolkata Customs Zone, Kolkata
- 2.The Pr. Commissioner of Customs (Port), Kolkata Customs Zone, Kolkata
- 3.The Pr. Commissioner of Customs (Airport), Kolkata Customs Zone, Kolkata
- 4.The Commissioner of Customs (Preventive), Kolkata Customs Zone, Kolkata.
- 5.The DC/EDI for uploading on website
- 6.All the Stake holders/Concerned Officers
- 7.Notice Board