



GOVERNMENT OF INDIA
OFFICE OF THE Pr. COMMISSIONER OF CUSTOMS
AIR CARGO COMPLEX, NSCBI AIRPORT, KOLKATA-700052

F.NO.S60(Misc.) - 40/2016 CCI

DATE: 22.02.2016

STANDING ORDER - 02/2016

Sub: New Module in ICES 1.5 for finalization of Provisionally Assessed Bills of Entries (BEs) and closure of PD bond-reg.

Attention of all the officers in Groups is invited with regard to the module in ICES 1.5 for Finalization of Provisionally Assessed Bills of Entries - a procedure which has till date been carried out manually. All the officers in Assessment Groups are directed to use the new module for finalization of the provisionally assessed BEs.

2. The detailed procedures are laid down in this Standing Order for the familiarization of the Officers in respect of finalization of provisionally assessed Bills of Entries (BEs):-

INTRODUCTION:

3. For the finalization of provisionally assessed BEs two new roles viz. FAO for Assessing Officers and FDC for group Asst/Dy. Commissioner are created. The roles will be assigned by the System Manager of the respective formation.

FAO ROLE- For Assessing Officers:

A. Choosing of BE for final Assessment

4. Once the role is assigned, the Assessing Officer (AO) has to choose the FAO role for processing of finalization. When the FAO role is chosen, the system lists out the entire menu available in that role. Then, the AO have to choose Option I for activating the BEs for Final Assessment. The AO can either choose the B/E from the list by pressing the F7 key in 'BE No' column, or enter the BE umber and date directly. The system immediately provides the CHA Number, IEC code, Importer name, duty, OOC date and the previous departmental comments for the selected entered BEs. The correctness of the data can be verified from the details provided. Then, the system asks for the confirmation "Do you want to allocate BE for Provisional to Final Assessment?" If the AO presses Y, the system requires entry of the officer's remarks for finalization and awaits confirmation of the remarks. Then, if AO press "Y", the selected BE will be put in queue for final assessment.

B. Final Assessment - FAO role

5. Now, the AO have to choose the option 2 for Final assessment of BE. The System lists out all the BEs pending for final assessment. The AO can choose the BE from the list to finalize the BE. Like normal assessment, the assessment will be carried out in the system. The AO can change various parameters such as CTH_CETH, Notification, Unit Price, RSP, Cess etc., at the time of finalization. After completion of the changes for all the items, the AO has to select the Button "Provisional/ final" from the Menu Bar and click on Make final-item (for finalizing a single item) or Make final all Items (for finalizing all items) for completion of the finalization. After all the items are made final, the AO can choose the NEXT BE option to move the finalized BEs to the next (FDC) queue for final assessment by AC/DC.

FDC ROLE- For AC/DC of Group

6. Once finalized by the AO, the Group AC/DC has to finalize the BEs. Like normal assessment, AC/DC can also alter the CTH_CETH, Notification, Unit Price, RSP, Cess etc. at the time of finalization. After completion, the AC/DC can move the BE to FVR queue through the NEXT BE option. Now, the system generates a unique final assessment number with date for noting down in the finalization file.

PRINTING OF CHALLAN

7. If there is any change in the duty due to finalization by way of changing CTH, CETH, unit price etc., an option is provided in ICLK role. By using that option, Challan copy print can be taken and handed over to Importers/Customs Brokers for payment of differential duty amount through e-payment/Customs Branch of the State Bank of India.
8. The system calculates the duty amount and interest and shows the same in the challan copy. The differential duty message is forwarded to Banks through ICEGATE for payment of duty through e-payment/ Branch as in the case of Normal BEs Duty payment. The Importers/Customs Brokers are required to pay the differential duty amount through e-payment/ Branch. On payment, the duty paid message gets integrated in ICES like duty payment integration of normal BE.

CREDITING/CLOSING OF BOND

9. At the time of provisional assessment the provisional duty (PD) bond is registered and debited for a specific amount. During finalization, it is mandatory to credit/ close the Bond in the system. Hence, after the duty gets integrated, the AC/DC have to credit/close the Bond which was provided at the time of provisional assessment.

(I) CREDITING OF BOND

10. In ACL role, the Group AC/DC is required to choose the Bond Management option, the system opens a form in which the AC/DC can choose the 'Credit Bond' button from the menu bar. Now the Bond number and the port of registration are required to be entered. The system provides BE Number, BE date and the debited amount in a new sub form. In the Cr Reason column, press F7 for the list of codes with detailed reason for credit of bond. AC/DC can choose the appropriate code with reason and press Enter. Then Y is pressed for confirmation and the Bond re-credited.

If it is a specific bond, the same can be closed. If it is a continuous bond or one covering more than one B/E, then for all the BEs the credit has to be provided for closing of the Bond. Till such time, the system does not allow to close the Bond.

(II) CLOSURE OF BOND

11. Again, AC/DC can go to Bond Management option and choose 'Close' Button from the menu Bar. Then AC/DC can enter the Bond Number and port of registration. After entering the Bond Number, the system asks for confirmation to close the Bond. If AC/DC presses Y then the bond would be closed and the closure date will be filled with system date (i.e date on which the bond closure has been done. If all the lines (debit entries) for a given bond are closed, the system allows for closure of the bond. Otherwise, the system alerts 'Some of the lines are open'.

PRINTING OF FINALLY ASSESSED BE:

12. After the duty integration and bond credit/closure for the finalized BE is over, the system allows printing of finally assessed BE (2 Sets). The option to take the print of finally assessed BE is provided in ICLK role. Selecting the option 7 in ICLK role, the officer has to enter the BE Number and date. The system provides importer name, final assessment date etc. If the Print BE button is clicked, the system generates two sets of finally assessed BE copy and print. AO (Group) has to collect the provisionally assessed BEs copies before issuing the finally assessed copy to the Importer/ Customs Broker.

MANUALLY PROCESSED FINAL ASSESSMENT

13. Till date a large number of BEs have been provisionally assessed on ICES and finalization has been carried out manually. Hence, these BEs will show as pending for final assessment. To remove the manually processed final assessment from the pending list, an option is provided in FAO role to enter the BE's for which final assessment has been completed manually. Through this option the details of the finalization can be entered to remove the particular BEs from the pending list. For this, the AO has to choose the option 3 for entering

the particulars. The AO has to enter the BE number, date, reason for closure and enter "Y" in "Want to closure" column. The details are stored in the system and the said Bes will be removed from the pending list.

14. The above instruction should be strictly followed by all officers. Difficulties faced, if any, may be brought to the notice of undersigned.



(Brojen Thamar)

Pr. Commissioner of Customs (Airport & Admin)
Custom House, Kolkata.