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भारतसरकार/ GOVERNMENT OF INDIA

वित्तमंत्रालय/ MINISTRY OF FINANCE

राजस्वविभाग /DEPARTMENT OF REVENUE

सीमाशुल्कआयुक्तकाकार्यालय /OFFICE OF THE COMMISSIONER OF CUSTOMS

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F. No. S/99-46/2018

Dated 27.03.2018

Standing Order: 01 /2018

Sub:- Procedure for Drawal of Samples-reg.

Step—1 After the Bill of Entry/Shipping Bill is filed it appears in the system in the queue of the Appraising Officer for assessment. The group AO assesses the same and if required gives the order for drawal of samples for test to the AO (Shed). A test memo is prepared and is signed by the group appraiser for forwarding the same to the Customs Laboratory. The AC (group) approves the same and the B/E or S/B moves to the AO Shed's queue.

Step 2—The Bill of Entry/Shipping Bill is marked for examination of goods and drawal of samples to the concerned Examiner.

Step—3 The Examiner verifies if the duty is paid against the goods which are assessed and if the duty is paid by the importer, the B/E or S/B is seen in the queue for 'Goods for registration'. On registration of B/E or S/B, the examiner proceeds for examination and drawal of samples if ordered.

Step—4 The samples is drawn in triplicate-one for customs Laboratory, one for importer, and one to be retained in Appraising Section from the Docks in presence of accredited samplers, under supervision of Examiner (Customs), CHA and the representative of the importer as per standards prescribed for each type of imported goods at the time of examination of the goods.

Step—5 The samples drawn are brought to the Custom house by the examining officer and sealed by the hawaldars posted in Appraising Section.

Step—6 The sealed samples are then brought to the Sampling Unit, the clerk posted in the Sampling Unit after checking the seal and signature of the drawing examiner will enter details in the Sample Register and then will forward the sample to the Customs laboratory.

Step—7 The samples are to be escorted to the Custom Laboratory and acknowledgment obtained on the register regarding the handing over of sealed samples to Customs laboratory for test.

Step—8 After the test is completed and test report written on the test memo the same is brought to the group by the Customs laboratory staff and also the remnant sample.

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Step—9 On receipt of the test report the details of the test report are entered in register and the original test memo along with test report is sent to the group for necessary action. The remnant sample is retained in the sampling unit. These samples are sent to storage place in Customs Colony.

Step—10 Once the B/E or S/B is finalized by the assessment group, a communication should be sent to the Sampling Unit by the assessment group. Sampling Unit then shall dispose-off the remnant samples. Sampling Unit should reconcile with the appraising groups at the end of every month to dispose-off the remnant samples.

Step—11 A monthly report in this regard should be put up by the DC/AC Appraising to the Commissioner.

This is issued with the approval of Commissioner of Customs



Ajoy Banik
Deputy Commissioner

Copy to:

1. The Commissioner of Customs
2. The Additional Commissioner of Customs
3. All Group AC/DCs, Appraiser & Examiner in Group & Docks.
4. Technical Section
5. Notice Board