



भारत सरकार
Government of India
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue
सीमा शुल्क आयुक्त (निवारक) का कार्यालय
Office of the Commissioner of Customs (Preventive)
पूर्वोत्तर क्षेत्र

North Eastern Region
सीमा शुल्क भवन 110 एम . जी. रोड शिलांग . 793001
Custom House, 110 M. G. Road, Shillong - 793001
Phone: 0364-2222597/2225325/2229005. Fax: 0364-2223440/2229007. E-mail: cus.shg-meg@nic.in



FACILITY No. 17/2019
Dated Shillong the 5th November 2019

Subject: Standard Operating Procedure for movement of import/ export cargo laden trucks between India and Bangladesh through Land Customs Station, Integrated Check Post (ICP), Agartala – Regarding

Attention of all Exporters/ Importers, Customs Brokers (CBs) and members of the Trade is invited to Facility No.03/2013 dated 12.11.2013 read with Facility No. 08/2010 dated 01.12.2010 declaring therein the Customs Area with regard to the Land Customs Station (Integrated Check Post), Agartala with effect from 12.11.2013.

FACILITIES AVAILABLE AT AGARTALA LAND CUSTOMS STATION (ICP) AGARTALA :

- BSF [Providing security of cargo and Passenger Complex]
- Immigration Check Post.
- Land Port Authority of India [Custodian of Cargo]
- Forex Counter of State Bank of India
- Plant Quarantine Office
- Animal Quarantine Office (Not functioning)
- Tripura Tourism Office
- Forest Office
- Electronic weigh-Bridge (02 Nos)
- Loading / Unloading space for Import / Export goods as well as Warehouse for storage of goods.

1. The detailed Standard Operating Procedure is hereby prescribed for the movement of import/export cargo laden and empty trucks between India and Bangladesh through Integrated Check Post, Land Customs Station, Agartala for strict compliance by all the officers and staff posted there.

2. Cargo laden trucks carrying import goods and export goods would enter/exit Indian/Bangladesh territories up to the specified Customs Area of the other country for un-loading of the cargo and shall return to their respective countries on the same day after unloading. The operation of the Cargo movement shall take place between 06.30 Hrs. to 16:30 Hrs (IST) on normal days and during Ramadan from 09.00 Hrs. to 15.30 Hrs or any other liberalized timing agreed upon by the customs authorities of both the countries.

3. The movement of the trucks and the cargo clearance shall be as per the Standard Operating Procedures prescribed below:-

4. **Import Cargo**

(i) **Movement of Cargo Trucks from Akhaura LCS, Bangladesh to LCS, ICP, Agartala :**

Car pass system: Detailed procedure of 'Car pass' system and movement of Cargo from Bangladesh to India has been prescribed as per Facility No.02/2011 dated 12.05.2011 issued by the Commissioner, Customs Preventive, Shillong. The 'car pass' is valid for a single entry/exit, and would allow movement of the Cargo Vehicle up to the specified LCS, ICP, Agartala in India subject to satisfactory completion of all clearance formalities at the LCS, Integrated Check Post, Agartala.

(a) Bangladeshi trucks carrying Import Cargo will enter into ICP, LCS, Agartala through end point of LCS, Akhaura, Bangladesh. Driver wearing colour Jacket of the truck will submit Car pass issued by the Bangladesh Customs in triplicate to the Preventive unit officer stationed at zero point.

(b) The truck will be permitted to enter into the Indian Territory after endorsement in Car Pass by the Preventive Unit Officer. Duplicate and triplicate copy shall be handed over to the driver keeping the original by the Preventive Unit Officer as office copy.

(c) After entry into Indian Territory, the truck will be permitted to go up to Import Warehouse Nos.1, 2 & Open Yard of the Integrated Check Post, LCS, Agartala following security rummaging and weighment.

Similar procedure would apply for Export goods laden trucks to Bangladesh mutatis mutandis.

(ii) **Filling of Import General Manifest/Import Report [IGM] :**

As per facility No. 02/2017 dated 05.07.2017 issued by the Commissioner, Customs Preventive, Shillong, the Customs Broker (CB) or other persons as envisaged under Section 30 of the Customs Act,1962 shall submit the Import General manifest (IGM) electronically through Indian customs EDI system (ICES1.5) Cargo building, on all working days. Computerised filing and processing of Bills of Entry under Indian Customs EDI system would be made operational.

Until the roll out of the EDI System, it is not feasible to deliver the report/manifest electronically. As such, in terms of power conferred under proviso to Section 30 of the Customs Act, 1962,

(a) the Bangladeshi driver will carry with him 2 copies of Import Report containing the details such as name, permanent address, driving license particulars, details of vehicle, importer/exporter details and photo identity card which are required to show at the Check Post.

(b) The Customs Officer will check the Import Report and the import documents, record the particulars in Import Report Register and affix the time of inward entry of the truck on both copies of Import Report.

(c) Then the Customs Officer will retain one copy of Import Report and give one copy to the Bangladeshi driver who will move towards the Primary Rummaging PIT (PRP).

(iii) Primary Rummaging PIT (PRP):

(a) The rummaging/scanning through Full Body Truck Scanner (as and when installed) of the Bangladeshi trucks will be conducted by the Customs Preventive Officer performing duty at the PRP.

(b) After the rummaging of the Bangladeshi trucks the Customs Officer will stamp 'Rummaged' on the Invoice and put signature. Second copy of the Import Report will be retained at the PRP.

(c) Then the Bangladeshi trucks will move with Import documents to the Lorry Weight Bridge (LBW).

(iv) Lorry weigh Bridge No.1 (LBW-1) and Parking of the Truck:

(a) The Import Documents (other than Import Report and Cargo Manifest) will be collected by the Customs Staff performing duty at the Import Cargo parking area.

(b) The Import Report detached at the PRP will be procured by the Customs Staff performing duty at the import parking area. He will make 3 photocopies of the Import Report and give 2 copies to the Driver of the Bangladeshi truck for completing Immigration formalities.

(c) The Original Copy of Import Report and the third photocopy will be returned back to the PRP by the Customs staff.

(d) The Customs staff will also ensure that the Bangladeshi truck driver sit at the designated place and leave the place only for moving the truck from the parking area to the Godown bay for unloading of Import goods.

(v) Unloading/Transshipment of the goods :

(a) The goods will be unloaded in the Import Warehouse No. 1 & 2, as required, in presence of the Custodian, Transport Agency/CB and driver of the truck.

(b) Perishable items will be unloaded in Import Warehouse No.1 with Cold storage facility and other non-perishable goods will be unloaded in any of the Warehouse No. 1 & 2.

(c) After parking the truck at the nominated place in the import parking zone, based on the permission granted by the Customs on the IGM/ Import Report, the In-charge godown will arrange for unloading of Import cargo into the earmarked godown/Loose cargo area and issue landing certificate to the CB (F/G Card holder)/Importer or his authorised representative.

(b) The Customs staffs performing duty at the Import parking area will ensure that the driver move their trucks to the designated godowns/loose cargo area as per allocation.

(c) The customs staffs will give the original documents to the CB (F/G Card holder)/Importer or his authorised representative for filling of Bill of Entry for clearance of imported goods on payment of proper duty.

(d) The details of goods unloaded will be recorded by the Custodian and shall remain in the custody till these are permitted to be cleared by the proper officer of Customs under Section 47 of the Customs Act,1962.

(e) Transhipment of goods directly from Bangladeshi Truck to Indian Truck i.e. back to back unloading facility is available in presence of the Customs Officer of such goods which do not require keeping in warehouse for fulfilment of the condition of any non-tariff barriers notification. In case importers/Representative of importers/CB wanted to availed the storage facility after unloading of the goods into Warehouse, proper Storage facilities can be availed. Further LCS, Agartala has all the facilities of unloading and transhipment of goods.

(iv) Exit of empty trucks:

(a) After unloading/transhipment of the Import cargo, the truck, thereafter, will be allowed to leave the Indian Territory. The truck will take a U turn and will be heading towards the road meant for exit from India and entry into Bangladesh.

(b) From LBW-1, Bangladeshi truck will move to the PRP with the photocopy of the Import Report duly endorsed by the Immigration authorities. This copy of Import Report will be retained by the Customs officer at PRP and the truck driver will be given the original Import Report and one photocopy (received from Customs staff deployed at the Import parking area) duly stamped and signed.

(c) The empty Bangladeshi driver will then move to the Check Post. At Joint Check Post (JCP) the Bangladeshi driver will be allowed to exit the Indian Territory along with original signed copy of Import Report and a copy of Car Pass. The signed photocopy of Import Report will retained at CP.

(v) Clearance of Imported Goods from the Customs Area :

The cargo clearance shall be done as per the provision of Customs Act,1962 and any other law/procedure/circulars for the time being in force. The brief procedure to be followed is mentioned hereunder.

Risk management System (RMS)

Risk Management System in Imports would be operational at LCS, ICP, Agartala after roll out of EDI system. The purpose of RMS is to facilitate a large number of Bills of entry, which are perceived to be compliant with the customs law and Regulations. Rest of the procedure like appraisement and assessment of Bill of Entry, Examination and out of charge as per compulsory compliance requirement (CCRs) after payment of applicable customs duty and other customs laws and allied act as applicable. Where ever required, Food, Animal and Plant Quarantine departments meant for Import will process Fumigation and Phyto-sanitary certification.

Clearance of imported goods through EDI System

Customs clearance of imported goods starts with the filing of an import declaration form called Bill of Entry (BE). A BE can be filed by importer, or an authorised agent/Customs Broker, through ICEGATE website (www.icegate.gov.in) or at the service centre at the designated area. Bill of Entry is a self assessed declaration consisting of Importer's details, IEC code, description of goods, their quantity, value, classification and other details which are essential for assessment of duty and importability of goods. After a BE is filed, it is transmitted by ICEGATE through the Risk Management System (RMS) filters, which decides whether the BE is to be facilitated without assessment and/or examination. RMS facilitated BEs are directed to importer queue for payment of applicable duties. Status of BE can be viewed, and duties can be paid online on ICEGATE website. After payment of import duties, import documents are to be submitted at the import shed for registration of import goods. After registration, goods are examined/inspected as per RMS instructions w.r.t original import documents, and if found proper goods are Out of charged from customs. In case of BE marked for assessment, the BE can be subjected to First Check examination or Second Check Examination. In first check examination, the goods are subjected to examination first before assessment. In second check, goods are assessed first by the proper officer and after payment of applicable duties; goods are subjected to examination and if in order, Out Of Charged from customs. Customs may also call for import documents or other details for verification of assessment by raising a query online, which can be viewed, replied online on ICEGATE. Where any Customs duty exemption is claimed or when any clearance from regulatory agency is required, the same should be provided at the time of assessment/examination. For speedier clearance, Prior BE can be filed even before the arrival of goods and import documents, including clearances from regulatory agencies, if any, may be submitted in advance.

Manual Clearance of imported goods

Until the roll out of the EDI System, the following procedure will be adopted.

(a) The Inspector (Examination) will examine the goods in presence of the CB/Importer or his authorised representative and the Superintendent (Shed) and record the findings of the examination in the duplicate copy of the Bill of Entry.

(b) Wherever required the Inspector will draw samples of the Food items to be sent to the authorised laboratory stationed in Agartala/Tripura etc and record the same in the duplicate copy of the Bill of Entry.

(c) The Superintendent (Shed) will give 'Out of Charge (OOC)' on duplicate copy of Bill of entry after satisfying that the duty payment has done, the release orders have been given by the authorised laboratory or any other agency as per requirement.

(d) The photocopy of the duplicate copy of Bill of entry is required to be delivered to the Custodian for delivery of the goods by the Importer.

Entry of Indian trucks for clearance of imported goods

The Customs staff performing duty at the Gate No.1A will check the documents being carried by the driver of the truck, such as, valid driving license and original registration certificate of the truck. On the basis of above mentioned documents and Bill of Entry with a direction to load the home consumption goods by the proper officer, either by the Customs staff performing duty in the Gate No. 1A or in absence of Customs staff, by the Custodian will issue a Gate Pass bearing a running serial number and date duly signed by the Inspector of Customs, to the driver for entry of the truck into the ICP, Agartala.

5. Export

(A) Broad procedure for clearance of Export Goods

Export of goods produced in a country also plays an important role in the economy of a country as it not only generates new opportunities for the Trade but also helps in building Foreign Exchange Reserve of the country. Any stoppage of the export consignment means loss of export orders to the Exporter and loss of foreign exchange to the country. All officers shall keep this in mind while executing the various provisions of customs Act and other allied Acts and procedures.

All the officers will scrupulously follow Customs Act, 1962 and other allied Act, Circulars/Instructions issued there under from time to time under the provisions of the Foreign Trade Policy, ITC(HS) and various other Notification and PN/Circular issued on this issue. For guidance of the officers, the procedure to be followed for export goods is as below:

(B) Arrival of Export Goods in ICP, Agartala

(a) The Customs staff performing duty at the Gate No.1A will check the documents being carried by the driver of the truck, such as, valid driving license, original registration certificate of the truck, copy of the Builty/Consignment Note containing the details of the truck

number, name of the exporter and description & quantity of the goods to be exported and check list bearing the Bill of Export number.

(b) On the basis of above mentioned documents, either the Customs staff or in absence of Customs staff, the Custodian will issue a Gate Pass bearing a running serial number and date duly signed by the Inspector of Customs, to the driver for entry of the truck into the ICP, Agartala.

(c) The goods intended to be exported against Shipping Bill/Bill of Export; the Custodian will permit entry of the goods in to the export parking area of ICP, Agartala through Entry Gate No. 1A as per prevalent system of entry of goods laden trucks.

(C) Weighment of Truck at Lorry Weigh Bridge No.2 and Rummaging of Truck

(a) The driver of the truck will report at the Export Rummaging Pit (ERP) for rummaging of the truck.

(b) The Customs staff performing duty at the Export Rummaging Pit (ERP) will ensure that the driver does not carry with him items, such as, extra mobile/Sim Card, Extra Baggage/Bedding to Bangladesh.

(c) After rummaging of the truck the Customs staff will stamp the Pass (issued either by Customs or Custodian) "Rummaged" in token of the truck being rummaged.

(D) Clearance of Goods from the Customs Area :

The cargo clearance shall be done as per the provision of Customs Act, 1962 and any other law/procedure/circulars for the time being in force. The brief procedure to be followed are mentioned below:

Clearance of exported goods through EDI System

Exporting goods exporter or authorised agent/Customs Broker is required to file electronically a self assessed declaration of export goods called Shipping Bill (SB) on ICEGATE website (www.icegate.gov.in) or at service centre of Custom house. SB consists of exporter's details, IEC code, description of export goods, export incentive (if any) etc, which are essential for export assessment. SB is thereafter transmitted through Risk Management System (RMS) filters, which decides as to whether SB is to be assessed or facilitated without assessment. About 70% of SB's are facilitated by RMS, and the rest are marked for assessment. Based on the details and declarations submitted online, the SB is assessed. The SB is forwarded with examination instructions to the export shed for registration, examination and clearance. RMS facilitated SBs are directly marked to export shed for registration of export goods. Export

documents along with export goods are to be submitted at the time of export examination for registration of SB. The goods are then examined / inspected as per appraising and RMS instructions, and examination report is entered in the system. After scrutiny of export documents, and examination report, Let Export Order (LEO) is issued. After issuance of LEO, the Custodian takes charge of the goods and hands over to the concerned airliners for airlifting of goods to the destination. Subsequently Airliner files the Export General Manifest (EGM) on ICEGATE, giving details of the goods being carried by them. After tallying AWB details of SB with that in EGM, Export is considered to be completed, Export Promotion copy of SB is generated, and export incentives, if any claimed are processed.

Until the roll out of the EDI System, the following procedure will be adopted.

(a) The goods brought for the purpose of export are allowed entry to the port on the strength of the check list and other declarations filed by the exporter. The custodian has to endorse the quantity of goods actually received on the reverse of the check list.

(b) After entry of laden trucks and completion of necessary preliminary verification of the documents submitted by the Exporter, Shipping Bill/ Bill of Export number are allotted to the Exporter. After allotment of Shipping Bill/ Bill of Export number, the proper officer will endorse the export documents to the Inspector for examination.

(c) Examination of exportable goods will be compiled by Inspector of Customs as envisaged by higher authorities of Customs and in compliance with the Customs Law and regulations. After examination of exportable goods, comments will be recorded in Shipping Bill/ Bill of Export by the Inspector of Customs.

(d) The Superintendent of Customs will appraise the export documents and give Let Export order on the filled up Export Bills . The Superintendent of Customs will give Let Export order as envisaged by Customs laws and Regulations and as directed by the higher authorities of Customs only after examination has already been completed by the Inspectors of Customs.

(E) Risk management System (RMS)

Risk management System in exports would be made operational at Agartala Land Customs Station after roll out of EDI System. The purpose of RMS is to facilitate a large number of Bills of Entry, which are perceived to be compliant with the Customs Laws and Regulations.

Rest of the procedure like appraisal and assessment of Bills of Export/ Shipping Bills, Examination and Let Export Order as per compulsory compliance requirement (CCRs) after payment of applicable customs duty (if any) and other relevant Customs laws and allied acts applicable.

(F) Filling of Export General manifest/ Export Report [EGM]

As per facility No. 02/2017 dated 05.07.2017 issued by the Commissioner, Customs Preventive, Shillong, The CBs or other persons as envisaged under Section 41 of the Customs Act, 1962 shall submit the Export General manifest (EGM) electronically through Indian customs EDI system (ICES1.5) in Cargo building, on all working days from 06.30 Hrs. to 16:30 Hrs (IST) on normal days and during Ramadan from 09.00 Hrs. to 15.30 Hrs or any other liberalized timing agreed upon by the customs authorities of both the countries.. Computerised filing and processing of Bills of Entry under Indian Customs EDI system would be made operational.

Until the roll out of the EDI System, it is not feasible to deliver the report/manifest electronically. As such, in terms of power conferred under proviso to section 41 of the Customs Act, 1962, the undersigned permits manual submission of Export Manifest/Report. Three copies of Export report will be carried by the driver and one copy will be given to the Immigration authorities.

(G) Movement of cargo trucks from ICP, Agartala to Akhaura, Bangladesh

Car pass System : As per Facility No.02/2011 dated 12.05.2011 issued by the Commissioner, Customs Preventive, Shillong, the movement of cargo vehicles from India to Bangladesh, at the exit of ICP, Agartala in India, a 'Car Pass' shall be issued to the vehicle by the customs. The 'Car Pass' valid for a single entry/exit, would allow movement of the cargo vehicle up to the specified LCS in Bangladesh subject to satisfactory completion of all clearance formalities at the ICP, Agartala (India)

(a) The car pass shall be verified at the Indian (ICP), Agartala in the return journey of the vehicle including whether the details of the driver/crew present in the vehicle match with those in the Car pass and the time re-entry of the vehicle noted on the Car pass.

(b) The triplicate copy of the Car Pass shall surrender at the ICP Agartala (India). Indian Preventive Officer at the Indian ICP, Agartala shall reconcile the original copy of the Car pass available with them with the triplicate copy surrendered by the driver of the vehicle.

(H) Exit of Indian Empty truck after unloading of exported goods into Bangladesh:

(a) After unloading/ transhipment of the exported cargo and absolute following of rules as described in 'Car pass' system of Exports, the empty Indian truck, thereafter will be allowed to enter into the Indian Territory.


(b) The empty Indian trucks will enter towards the Road meant for Import of ICP, Agartala from Bangladesh end for entry into India and will be heads straight towards the Gate

No.5 and then will exit from Gate No.1B without any diversion into the area meant for management of Import.

General

- i. No clearance will be permitted on Fridays or on Gazetted holidays. In exceptional cases, on the request of the Importer/CB, the Deputy/Assistant Commissioner may permit clearance of the imported goods on a holiday on payment of usual supervision (M.O.T) fee. Such request should be made to the Deputy/Assistant Commissioner of Customs by the CB/Importer at least 24 hours in advance.
- ii. This Public Notice lays down only the procedure for clearance of goods. In case of any dispute/doubt, the relevant statutes should be referred to and the provisions therein shall prevail.
- iii. For any further clarification, Exporter/CB and all other concerned may contact the Deputy/Assistant Commission (Customs), LCS, ICP, Agartala.
- iv. Finally, this Standard Operating Procedure is subject to changes made by the Board/ Ministry from time to time.

If any of the procedural steps described in the SOP are not in consonance' with the Customs Act, 1962 and/or allied Rules & Regulations and/or any Notification/Circular/Instruction/Standing Order/Public Notice/Facility issued thereunder, the requirements of the Act/Rule/Regulation/Notification /Circular /Instruction/Standing Order/Public Notice/Facility will prevail.


[के. अशी खिफिया/ K. Ash/ Khifeya]
आयुक्त/Commissioner

स्पीड पोस्ट/ SPEED POST

पत्राचार संख्या: VIII(48)16/CUS/TECH/ 2018/ 11744-58 (A)

दिनांक: 6 NOV 2019

Copy for information and necessary action to:

1. The Chief Commissioner, CGST & Customs, Guwahati.
2. The Manager, Land Port Authority of India, Integrated Check Post, Agartala.
3. The Assistant Commandant, BSF, 69 BN, Security Officer, ICP, Agartala.
4. The Assistant Commandant (I/c), BSF, 120 BN, ACP Agartala.
5. The Officer in Charge, Plant Quarantine, ICP Agartala.
6. The Officer in Charge, Animal Quarantine, ICP Agartala.
7. The Officer in Charge, Immigration, ICP Agartala.
8. The In-Charge, Forests, ICP Agartala.
9. The In-Charge, SBI Forex Counter, ICP Agartala.
10. The In-Charge, Health booth, ICP Agartala.
11. The In-Charge, Tripura Tourism Desk, ICP Agartala.
12. The Deputy/Assistant Commissioner, Customs Division, Agartala. He is requested to bring this facility to the notice of all exporters/importers associations and Customs Brokers in their jurisdiction.
13. The Superintendent, Computer Cell, Customs Hqrs., Shillong to upload the contents of this Facility on the Commissionerate website.
14. The Hindi Translator, Customs Hqrs., Shillong to get issued Hindi version of this Facility.
15. Guard File.


[जे. के. सिमटे / J.K. Simte]

अपर आयुक्त (तकनीकी)/ Additional Commissioner (Tech.)