



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  
 110 MG Road, Shillong, Meghalaya  
 फोन/Phone: 0364 – 2222597, 2225325, 2229005, 2210103  
 फेक्स/Fax: 0364 – 2223440, 2229007  
 Email: [cus.shg-meg@nic.in](mailto:cus.shg-meg@nic.in)

**स्पीड पोस्ट/ ईमेल SPEED POST/email**

**PUBLIC NOTICE No. 10/2022**  
**Dated Shillong the 10<sup>th</sup> October, 2022**

**Subject:- Manual filing and processing of bills of entry / shipping bills -Reg**

Attention of all Customs House Agents/ Custom Brokers, Importers, Exporters and Members of the Trade is invited to Instruction No. 06/ 2017 - Customs dated 02.06.2017 wherein it was reiterated that *manual bill of entry shall be allowed to be filed in EDI locations only in exceptional and genuine cases where permitted by the Principal Commissioner/ Commissioner of Customs strictly in accordance with the legal provisions.*

2. The permission for filling of manual Bill of Entry shall be given in exceptional and rare situations that may include import of perishable goods, life saving drugs / equipments and other cases where Bill of Entry could not be filed due to system failure or other unavoidable reasons. Accordingly, a procedure has been devised as detailed below for streamlining the processing of manual Bills of entries and necessary changes have been made in ICES 1.5 which will enable capturing of data as a move towards full digitization.

The following Procedure may be followed:

- a. When the permission for filing manual bill of entry has been accorded by the Competent Authority, the basic details of the bill of entry, currently entered manually in a register maintained by the Noting Section are henceforth to be entered by the Noting Section in ICES 1.5 and a Job No. assigned to such BE.

These basic details are as follows.

- a) IEC
- b) Customs Broker Number, if applicable
- c) Total Assessable value

- d) Total duty (Self Assessed)
- e) Port of Destination
- f) Customs Site
- g) IGM No
- h) IGM Date
- i) Master BL/AWB
- j) House BL/AWB
- k) GSTN No.
- l) Assessment Group

In certain cases, where IGM details are not applicable (such as Domestication of Containers), a separate entry option has been provided for the same.

Once a job number is assigned by the system, the IGM details (where applicable) are matched and linked with the cargo declared in BE.

- b. The declaration with the job number shall then move to the Assistant Commissioner/ Deputy Commissioner of the concerned group who may approve the job in the Role of ACL, in ICES after recording the reasons for manual BE and the Reference No. of file approval by Commissioner.
- c. A six Digit Bill of Entry number (Running serial No. across all ports) would be generated and assigned to the declaration, after the concurrence of the Assistant Commissioner or Deputy Commissioner of Customs.
- d. The manual bill of entry shall be filed by the importer or his representative quoting the assigned bill of entry number and will be assessed on paper as per usual process. After assessment of the paper bill of entry by Superintendent/ Appraiser and Assistant Commissioner or Deputy Commissioner concerned the ACL has an option to enter the total duty and licence associated, if any with this declaration, in the ICES 1.5. The manual debit of licence is to be invariably done in the licence ledger prior to this process.
- e. A challan of duty amount to be paid by the importer, post adjustment in license, etc., if any, would then be generated in the system and be available for payment in the e-payment portal ICEGATE and bank. Once paid, the receipt of payment would be automatically integrated in the system. No manual challans would henceforth be allowed for duty payment.
- f. The OOC acknowledgement shall be entered by Shed Superintendent/ Appraiser in the option provided in the SUP role.
- g. Once goods are cleared, the docket shall be forwarded to the Noting Section, which shall enter the remaining details including examination report of that Bill of Entry using MBE role. The Deputy Commissioner or Assistant Commissioner, Noting Section, may ensure that post clearance of goods, the complete details have been entered in the ICES 1.5 on the date the OOC is

given and not later than the next day in case of adequate reason. This procedure would facilitate forwarding the Manual BE details in a timely manner to various integration partners such as GSTN, DGCI&S. RBI, DGFT etc.

- h. No BE at any EDI location shall be filed with a BE number other than the running number generated by the system.
3. The procedure outlined above is in force for all EDI formations for time being.
4. All concerns are requested to monitor and supervise the implementation of the prescribed procedure by formations under their charge. Difficulties, if any, in implementation of the prescribed procedure may be brought to the notice of Customs Commissionerate (Preventive), NER, Shillong.

**Authority:** Instruction No.  
06/2017- Customs dated 02.06.2017

[जी. एम. कामेई / G. M. Kamei]  
आयुक्त / Commissioner

**स्पीड पोस्ट/ ईमेल SPEED POST/email**

पत्राचार संख्या:

दिनांक:

Copy for information to:-

1. The Chief Commissioner, CGST & Customs, Guwahati zone.
2. The Deputy/ Assistant Commissioner, Customs Division, Agartala/ Aizawl / Dhubri/ Dimapur/ Guwahati/ Imphal/ Karimganj/ Shillong with a request to bring to the notice of all concerned in their jurisdiction and ensure that the prescribed guidelines are followed.
3. North East Federation on International Trade (NFIT), Neerakunj, Saraswati Vihar, Near NRL Petrol Pump, Guwahati – 781005. ([nefitrc@gmail.com](mailto:nefitrc@gmail.com), [crescens@sify.com](mailto:crescens@sify.com))
4. Federation of Industry and Commerce of North Eastern Region (FINER), Swahid Dilip Chakravarty Path, H.No. 03, RGB Road, Guwahati – 781005. ([info@finer.in](mailto:info@finer.in))
5. Federation of Indian Chambers of Commerce & Industry (FICCI), North East Regional Advisory Council, H-19, Opp. Bhanu Apartments, Lamb Road, Guwahati – 781024. ([biswajit.chakrabarty@ficci.com](mailto:biswajit.chakrabarty@ficci.com))

I/792045/2022

6. Confederation of Indian Industry (CII), Ratnapeeth, 59 MG Road, Uzanbazar, Guwahati – 781001. (cii.assam@cii.in)
7. Border Trade & Chamber of Commerce, Moreh, Moreh Town, Chandel District, Manipur- 795131.
8. Meghalaya International Chamber of Commerce, Dawki, Meghalaya – 793109.
9. Meghalaya Mine Owner & Exporter's Association, Borsora, South West Khasi Hills, Meghalaya – 793106.
10. Mizoram Chamber of Industries, 2nd Floor, M.U.P. Building, M.G. Road, Khatla (Opp. Raj Bhawan South Gate), Aizawl – 796001.
11. The President, Karimganj District Exporters & Importers Association, New Market Complex, Madrassa Lane, Station Road, Karimganj – 788710.
12. Tripura Chamber of Commerce, Akhaura Road, Tripura (West), Agartala – 799001.
13. India-Bangladesh Chamber of Commerce & Industry, 14, Jaganath Bari Road, Agartala – 799001.
14. Representative of Customs Brokers, Capt. Tridib Phukan, M/s Technotive Eastern Private Ltd., House No. 12, Rajgarh Road, Chandmari, Guwahati – 781003.
15. The Superintendent, Computer Cell, Customs Hqrs Shillong to upload the contents of this Public Notice to the Commissionerate website.
16. The Hindi translator, Customs Hqrs, Shillong to get issued Hindi version of this Public Notice.
17. Guard file
18. Notice Board.