



भारत सरकार  
Government of India  
वित्त मंत्रालय, राजस्व विभाग  
Ministry of Finance, Department of Revenue  
सीमा शुल्क आयुक्त(निवारक) कार्यालय  
Office of the Commissioner of Customs (Preventive)  
पूर्वोत्तर क्षेत्र, North Eastern Region,  
सीमा शुल्क भवन, Custom House, 110 एम. जी. रोड, 110 M. G. Road,  
शिलांग- 793001, Shillong - 793001

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### INSTRUCTION NO. 02/2016

Dated Shillong the 22<sup>nd</sup> December, 2016

**Subject: Inclusion of necessary information in all export documents from India and their attestation- reg.**

In the Agreed Minutes of the 5<sup>th</sup> Joint Group of Customs (Commissioner level) Meeting between India and Bangladesh held on 16-17 December, 2016, the Bangladesh delegation informed that export documents from India, in some cases, do not either include necessary documentation or do not mention the Bill of Export number. It was further informed that at times counter-signature of Indian Customs officials are found missing on invoice, packing list etc which accompany the Bill of Export.

The Proper Officers are to ensure that duly signed documents with Bill of Export number along with other information are forwarded and correct procedure followed for export and import. Complete documents with all necessary endorsements along with Bill of Export number should invariably be sent along with the exported goods. It is reiterated that strict adherence to proper rules and regulation of import and export has to be ensured by the field formations and any deviation from the norms will be viewed seriously.

  
(Bandhana Deori)  
Commissioner

C. No. VIII (48)6/CUS/TECH/2016

842-S2 (A)

Dated:-

22 DEC 2016

Copy to:

1. The Chief Commissioner, Customs, Central Excise & Service Tax, Shillong Zone, Shillong.
2. The Commissioner of Central Excise & Service Tax, Dibrugarh / Guwahati / Shillong.
3. The Additional Commissioner, Customs, Hqrs Office, Shillong.
4. The Deputy/ Assistant Commissioner, Customs (Preventive) Division, Agartala / Dhubri / Karimganj / Shillong with a request to circulate the Instruction among all the field formations under his jurisdiction.
5. The Superintendent, Computer Cell, Customs Hqrs., Shillong with a request to upload the contents of this Public Notice on the website of this Commissionerate.
6. The Junior Hindi Translator, GL Branch, Customs Hqrs., Shillong. He is requested to get issued the Hindi version of this Public Notice.
7. Guard File.

*Sukhadiy Choudhury*  
22/12/16

(S.Choudhury)

Superintendent (Technical)