




MINISTRY OF FINANCE: DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF CUSTOMS
No.1, WILLIAMS ROAD, TIRUCHIRAPALLI- 620 001.
PHONE/FAX 0431-2418819, EMAIL: cuspoltry@gmail.com

STANDING ORDER No. 01/2012

Sub: Instructions on the issue of monitoring of Bank Guarantees — req.

- 1 Bank guarantees are furnished by various importers, custodians of CFS&ICD's and other user agencies in connection with the fulfillment of various financial obligations to the Department. As long as such obligations are fulfilled by the above persons, the bank guarantee executed should be kept valid. This is essential to protect the government interest. If the bank guarantees are not renewed before the expiry it will be very difficult to protect the interest of the Govt pertaining to various liabilities. Officers in charge of maintaining and protecting bank guarantee should ensure validity of the bank guarantee till such time the related obligations to the Govt are fulfilled by the importers, custodians of CFS&ICD's and other user agencies. In this connection following instructions are being issued for guidance and strict compliance.
- 2.1 All the Bank Guarantees furnished to the Custom house by importers for different purposes should contain in built self-renewal clause in the Bank Guarantee itself.
- 2.2 It should be ensured that the bank guarantees given by the banks should be received directly from the bank. If it is received by any other means, the genuineness of the bank guarantee should be confirmed officially with the concerned bank.
- 2.3 It shall be the responsibility of the concerned group Deputy/Asst. Commissioners to accept only such Bank Guarantees which contain in built Self-renewal clause. The scrutiny Appraiser/Superintendent in charge will be primarily responsible for scrutiny of Bank Guarantees. If importers, custodians of CFS&ICD's and other user agencies submit the Bank Guarantee without in built self-renewal clause, it should be returned immediately with a deficiency memo.
- 2.4 After the acceptance of the Bank Guarantee, the original Bank Guarantee should be removed from the file and be kept in personal custody of the Divisional Deputy/ Asst. Commissioners. Attested copy of Bank Guarantee bearing all signatures should be kept in case file to maintain the continuity and correctness of the case file.
- 2.5 After the acceptance of the bank guarantee, the concerned bank should be officially communicated about the acceptance of such guarantee.
- 2.6 The Divisional Deputy/ Asst. Commissioners will be personally responsible for the safe custody and periodic renewal of all type of Bank Guarantees. On relinquishing charge on transfer or retirement the DC/AC should handover the bank guarantees in force to the incoming officer with an acknowledgement.
- 2.7 All the Divisional Deputy/ Asst. Commissioners should verify validity of all the Bank Guarantees in their group/ custody and submit the report before the 5th of every month to the Commissioner of Customs certifying that all the Bank Guarantees of the Division has been verified and duly renewed. This report should be submitted every month.


(D. K. SRINIVAS) 16/11/12
COMMISSIONER

(Issued from File C.No.VIII/09/01/2012-Cus.Pol dated 16.11.2012)

To

All Asst. Commissioners. / Section Heads.

Copy submitted to the Chief Commissioner of Customs (Prey), Trichy, for kind information.

प्रति DESPATCHED

दिनांक DATED

