



वित्त मंत्रालय / Ministry of Finance

राजस्व विभाग / Department of Revenue

सीमा शुल्क आयुक्त कार्यालय / Office of the Commissioner of Customs

कस्टम हाउस नयी हारबर एस्टेट / Custom House, New Harbour Estate

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PUBLIC NOTICE NO. 35/2017

SUB: implementation of Document Management System at Container Freight Stations/Inland Container Depot which are coming under the jurisdiction of Customs House, Tuticorin - Reg.

Members of the Trade Community, Customs Cargo Service Providers, Customs Brokers, Steamer Agents, Console Agents and all other stake holders are informed that it is proposed to implement Document Management System (DMS) at Container Freight Stations /Inland Container Depot which are coming under the jurisdiction of Customs House, Tuticorin.

2. The initiative to implement DMS has been taken to ensure proper storage and early retrieval of Bills of Entry and Shipping Bill dockets as and when required after the goods are cleared for future reference. The important documents containing in these dockets would be scanned using high speed scanners and stored electronically in the servers, which are set up independently at Custom House, Tuticorin and St. John ICD, Tuticorin. Similar Document Management System (DMS) is available in other Customs station too at Cochin, Chennai etc.

3. The Customs documents like Bills of Entry (BE), Shipping Bills(SB) along with other connected documents like invoice, packing list etc. will be stored both in digital as well as physical / hard form under DMS.

4. A contract in this regard has been signed with M/s. Newgen Software Technologies Limited, New Delhi,(hereinafter referred to as Vendor), who would implement the DMS. The said company was selected through a tendering process. The DMS will start functioning from 26.10.2017

5. A DMS centre will be established in Customs House at II Floor, Annexe Building, Custom House for all the 14 CFSs and St. John ICD will have its own system for expeditious scanning and storing of Bills of Entry and Shipping Bill dockets at its New Godown.

6. Accordingly, all Customs documents viz Bill of Entry(BE) , Shipping Bill(SB) and other connected documents, which will be filed on or after 26.10.2017 at Tuticorin Custom House and St. John ICD shall be scanned and stored at the respective DMS centres.

7. Scanning shall be done by high speed scanners and stored electronically BE/SB number wise and the hard copies of the BE/SB dockets shall also be stored at DMS centres.
8. The charges, which are payable by the importer/exporter/ Customs Broker to the vendor, for implementation of the DMS has been fixed at Rs.15.90/- (Fifteen rupees and 90 paise) for each docket and the same shall be collected by the vendor.
9. The coupons for DMS charges shall be issued at the Service Centre Counter at Custom House, Tuticorin and at the Service Centre, St. John ICD, Tuticorin . The Service Centre operator shall issue two sets of coupons viz. One for normal documentation charges as is being done and another towards DMS charges. The Custom Brokers/Importers/Trade/Exporters etc., shall therefore be required to pay for both these coupons while collecting their print outs etc., from the Service Centre.
10. The DMS coupon will be issued in duplicate Viz. one copy is for Importer/Exporter/ Customs Broker and the other copy is to be attached with the BE/SB docket. After filing of the Bill of Entry (BE) and Shipping Bill, the Importers/Exporters/Custom Broker/Trade shall assign page numbers to all the sheets of papers in the BE/SB docket and the submit the same for Customs Clearance as usual.
11. Importers/Exporters/ Custom Brokers /Trade are required to attach the other copy of the DMS coupon in the Bill of Entry/Shipping Bill dockets, while handing over the same to the Appraisers/Superintendents of Customs after OCC/LEO. This requirement is mandatory for all BE/SB dockets effective from 26.10.2017.
12. The Bill of Entry (BE) dockets after clearance shall be submitted by the Appraiser/Superintendent to the respective DMS centres at Custom House and at St. John ICD on the next working day under proper acknowledgement for scanning/storing the hard copies at the DMS. The Shipping bill (SB) dockets for all the CFS shall be submitted by the Superintendent in charge of Green gate to the DMS centre at the Custom House on the next working day under proper acknowledgement for scanning/storing the hard copies at the DMS. Similarly, the Shipping bill (SB) dockets for St. John ICD shall be submitted by the Superintendent in charge to the DMS Centre at St. John ICD on the next working day under proper acknowledgement for scanning/storing the hard copies at the DMS.
13. On receipt of the dockets after Out of Charge /Let Export Order at DMS centres, the vendor shall scan all documents in the BE/SB dockets . After scanning an endorsement on the BE/SB docket shall be made by the vendor mentioning "Scanning Completed Pages from---to --- or Sheets" and hard copies of BE/SB dockets shall be stored by them at the DMS centres.
14. The Importers /Exporters/ Custom Brokers/Trade etc. may purchase the DMS coupons from the Service Centre Operator either at Custom House, Tuticorin or at St. John ICD, Tuticorin either in bulk or as per their requirement on a daily basis.
15. For smooth implementation of the DMS, co-operation of all concerned is requested. The success of the DMS would definitely signify our continual commitment towards paperless office and will greatly ease the process of documents handling, storage and retrieval thereof.

16. Difficulties, if any, faced in this regard and suggestions to improve the DMS may please be brought to the notice of the undersigned for consideration.



(के.वी.वी.जी. दिवाकर/K.V.V.G. DIWAKAR)

आयुक्त /COMMISSIONER

C.No.VIII/48/06/2016-Cus.Pol. (PF)
Customs Policy Section,
Custom House, Tuticorin.
Date: 23.10.2017

To

As per Mailing List I, II and III.

Notice Board,

EDI Section, Custom House, Tuticorin for uploading in the website

Copy Submitted to:-

The Chief Commissioner of Customs (Prev), Trichy