



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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C.No.VIII/48/365/2016-Cus.Pol.

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**PUBLIC NOTICE NO. 30/2018**

Sub: Document Management System - Scanning of import and Export documents-  
Clarification- Reg.

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Attention of all Custodians/Customs Cargo Service Providers/ Customs Brokers and all other stake holders is invited to the implementation of Document Management System at Custom House, Tuticorin and St.John ICD vide Public Notice No.35/2017 dated 23.10.2017.

2. Accordingly, all Customs documents viz Bill of Entry(BE) , Shipping Bill(SB) and other connected documents were required to be sent to the respective DMS centres situated at Custom House and St.John ICD for scanning and storage of the documents.


3. Since introduction of e-sanchit in import, all the import documents are since uploaded electronically by the importers/CBs, it has been decided to discontinue the practice of scanning and storage of import documents by DMS. Therefore, the contract entered into with the DMS vendor M/s NewGen Software Technologies Limited has been accordingly modified and renewed with respect to exports only.

4. Therefore, the practice of sending Bill of Entry (BE) dockets after clearance, to DMS centres is dispensed with, with immediate effect. The Custodians/Customs Cargo Service Providers are hereafter required to keep all import dockets safely in their premises in a systematic manner so as to retrieve easily at a later date.

5. Regarding export documents, the procedures prescribed in the Public Notice No.35/2017 shall be continued until further orders. i.e. 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.

6. Difficulties, if any, faced in this regard may please be brought to the notice of this office.

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

To

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

Copy Submitted to:-  
The Chief Commissioner of Customs (Prev), Trichy