

भारत सरकार  
GOVERNMENT OF INDIA  
कार्यालय आयुक्त, सीमा शुल्क (निवारण),  
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)  
5 वीं मंजिल, केन्द्रीय राजस्व भवन, वीरचंद पटेल पथ, पटना - 800 001  
5<sup>th</sup> Floor, Central Revenue Building, Bir Chand Patel Path, Patna -1.  
C. No. VIII(48)5-10/673/Cus/Tech/Misc Corresp/2015/Pt/ Date: 10.05.2016

**OFFICE MEMORANDUM**

Subject:- Constant monitoring of SOP/Instructions on functioning of Custom Preventive Formations for enhancing their Anti-Smuggling Performance - reg.

1. Though roles and responsibilities of various officers have been given in Customs Act and other allied act as well as different clauses issued time to time, it has been observed that many time officers are not fully aware of their roles and responsibilities. In order to have better appreciation of roles and responsibilities of different grades of officers, a need for SOP (Standard Operating Procedure) for officers in the grade of Superintendents/Inspectors and Head Havildars/Havildars has been felt for enhancing their Anti-Smuggling Performance and smooth working of a Customs Commissionerate.

2. With a view to make aware the roles and responsibilities for officers in the grade of Superintendents/Inspectors and Head Havildars/Havildars on the their working, the following SOP is being introduced:-

(a) **SUPERINTENDENTS**

1. Collection, collation, analysis and dissemination of intelligence/information regarding smuggling.
2. Transit-checks at vulnerable points and detection of contrabands.
3. Search & seizure ensuring seizure formalities including proper invocation of provisions of Law.
4. Immediate follow-up action in worthwhile cases.
5. Co-ordination with other enforcement agencies.
6. Immediate reporting of seizure to senior officers.
7. Completion of investigation within stipulated time.
8. To ensure preparation or/and issuance of SCN in time.
9. Submission of reports/returns in time.
10. Motivation and moral boosting of subordinate officers.
11. Sending proposals for detention under COFEPOSA and prosecution.
12. Overall supervision of CMPUs/Circles/LCS/Section.
13. Supervision of proper custody and storage of seized goods, taking timely action for certification of precious goods as well as NDPS and timely disposal of goods/vehicles.

14. Getting JPC. auction of goods including e-auction on time including market survey for valuation. drawl of sample etc.
15. Ensuring timely disposal of perishable goods/cattle. getting vehicle valuation for MVI etc.
16. Supervision of proper storage and handling of Arms and Ammunition available with department.
17. Preparing prompt reply to Parliamentary question.
18. Adjudication of SCN within Superintendent Competency.
19. Timely and prompt Realization of arrears of revenue, fine and penalty.
20. Updation & maintenance of all records and registers.
21. Monitoring of status of pending cases lying at different forum i.e. Commissioner (Appeals), Tribunal, High Court, Supreme Court, etc.
22. Processing of legal bills of SPP, Senior Standing Counsel for sanction.
23. Processing of drawback and refund. sanction of drawback less than 1 lakh amount.
24. Monitoring and maintenance of records of Bond, Bank Guarantee and other securities.
25. Processing of reward proposal of informers and officers.
26. All matters pertaining to prosecution cases pending with Lower Court, High Court, etc. and co-ordination with SPP, Senior Standing Counsel.
27. Preparing reply/ensuring compliance to the observations of inspection report or Audit- paras.
28. Processing of CTD export/Import cargo. and reconciliation thereof.
29. Baggage Rules/TR Rules/Carnette, vehicle Temporary pass.
30. Supervision of examination/inspection of import/export cargo.
31. Assessment of B/E, S/B, giving order for examination/inspection for non-EDI LCS, grant of LEO, out of charge.
32. Forwarding of sample drawn for testing and monitoring of test report.
33. Surveillance on suspected person/vehicles entering or leaving LCS.
34. Keeping watch on movement of passengers through Airport as well as LCS for detecting contraband to enforce provision of baggage rules and allied act.
35. Rummaging of vehicle/aircrafts at Airports/Customs Area.
36. Escort officer in the transit flight for surveillance on the passengers.
37. Enforcing the provision of various allied Act like Drugs & cosmetics Act, Arms Act, NDPS Act, wild life Protection Act, endanger species Act, Anti quity Act etc as 'Agency Function'.
38. Any other works as specified by superior time to time.

(b) **INSPECTORS**

1. Collection of intelligence/information regarding smuggling.
2. Transit-checks of vulnerable points and detection of contrabands.
3. Search & seizure ensuring seizure formalities including proper invocation of Provision of Law.
4. Immediate reporting of seizure to senior officers.
5. Completion of investigation and follow up action within stipulated time.
6. Preparation & submission of reports/returns in time.



7. Maintenance of vehicles, log-books & other infrastructural facilities.
8. Custody and proper storage of seized goods, taking timely action for certification of precious goods as well as NDPS and timely disposal of seized/confiscated goods/vehicles.
9. Maintenance & handling of arms and ammunitions available with the department.
10. Preparation of SCN in time.
11. Processing of reply to Parliamentary question.
12. Processing of review and appeal of different O-I-O, O-I-A, Tribunal order and Court's order.
13. Realization of arrears of revenue fine and penalty.
14. Updation and maintenance of all records and registers.
15. Monitoring of status of pending cases lying at different forum.
16. Processing of legal bills of SPP, Senior Standing Counsel for sanction.
17. Processing of drawback and refund.
18. Maintenance of records of Bond, Bank Guarantee and other security.
19. Processing of reward to informers and officers.
20. All matters pertaining to prosecution cases pending with Lower Court, High Court, etc.
21. Preparing reply/compliance to observation of inspection report or Audit-para.
22. Verification of seals/examination for CTD import/export cargo and crossing thereof.
23. Baggage Rules/TR Rules/Carnette and issuance of Temporary vehicle permit.
24. Examination/inspection of import and export cargo, crossing of goods for export and import.
25. Drawal of sample for tests of import/export cargo, seized goods.
26. Surveillance on suspected person as well as vehicle entering or leaving LCS.
27. Keeping watch on movement of passengers through Airport as well as LCS for detecting contraband to enforce provision of baggage rules and allied act.
28. Rummaging of vehicle/air crafts at Airports/Customs Area.
29. Escort officer in the transit flight for to surveillance on the passengers.
30. Getting JPC, auction of goods including e-auction on time including market survey for valuation, drawl of sample etc.
31. Ensuring timely disposal of perishable goods/cattle, getting vehicle valuation for MVI etc.
32. Enforcing the provision of various allied Act like Drugs & cosmetics Act, Arms Act, NDPS Act, wild life Protection Act, endanger species Act, Anti quity Act etc as 'Agency Function'.
33. Any other works as specified/assigned by superior time to time.

(c) **HAVILDARS/HEAD HAVILDARS**

1. To provide safety and security to the staff & goods while on duty.
2. To assist in completing post seizure formalities.
3. Guard duty of godowns and office premises.
4. Escort of vehicles and goods.
5. To assist superior officers while conducting search of passengers, vehicles and goods.

6. To assist seniors officers in Anti-smuggling activities.
7. Proper and safe handling use of Arms and ammunition available with department and safe storage thereof.
8. Gathering of intelligence about anti-smuggling activities and pass it to superior officers for appropriate action.
9. Office assistance including file movements.
10. Any other work as assigned by superior time to time.

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Commissioner  
Customs (P), Patna

Date:-10.05.2016

C. No. As above 4924-37

Copy forwarded for information and necessary action to:-

- (i) The Chief Commissioner, Customs (P) Zone, Patna with reference to his office letter C. No. VIII (17)12-CCO/CUS/CON/PAT/2016/1864 dated 11.03.2016.
- (ii) The Additional Commissioner, Customs (P), Patna.
- (iii) The Joint Commissioner, Customs (P), Patna.
- (iv) The Deputy/Assistant Commissioner, Cus (P) Hqrs. (All), Patna, Cus (P) Division, Patna/ Muzaffarpur/ Forbesganj/Motihari, LCS, Raxaul/Jogbani/GIA, Gaya for circulation among field formation.
- (v) The Superintendent (systems), Customs (P) Hqrs, Patna for uploading on the web-site.
- (vi) Guard File/Notice Board.

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10/5/16  
Commissioner  
Customs (P), Patna