

**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
AHMEDABAD -III**

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F. No. IV/16-32/MP/2011/Pt-II

Date: 03.10.2011

STANDING ORDER No. 02/2011

Sub: Instructions / Procedure for supervision of stuffing and sealing of containerized cargo.

In pursuance of the Board's circular no. 952/13/2011-CX dated 08.09.2011 and 934/24/2010-CE dated 25.08.2010, the Standing Order No.1/2011 dated 10.06.2011 is being substituted with this Standing Order.

2. Allocation of the work of supervision of stuffing and sealing of the export containers.

2.1 The exporter to whom the NOC has been given and who has obtained the factory stuffing permission from the concerned Customs Station, as per the existing instructions, shall make an application to the jurisdictional Range Superintendent of Central Excise, in the format prescribed [as in **Annexure-I**], 24 hours in advance or such shorter period as may be mutually agreed upon, for allocation of officers for the work of supervision of examination, stuffing and sealing of the export container. Attention, in this regard, is drawn to the Board's Circular No. 934/24/2010-CE dated 25.08.2010. The Board has decided to provide online scheduling for factory stuffing examination by Central Excise officers. The trade can forward their request for such factory stuffing inspection on the e-mail id of their jurisdictional Range office. List of Range- wise e-mail IDs is enclosed as **Annexure- II**.

2.2 All the applications received from the exporters must be acknowledged by endorsing the time and date of receipt. The applications shall be disposed off by following the standards of First-in First-out [FIFO]. Range officer shall enlist the requisitions based on FIFO in a register (either in computer or in a register manually) in **Annexure-III**. Keeping in view the number of containers requested to be supervised and the number of places he would be required to visit for the said purpose and his other assignments on a particular day the Range Superintendent shall draw his schedule for supervision of stuffing of export cargo and the concerned exporter should be informed accordingly. A soft copy of the schedule shall be sent to the divisional Deputy/Assistant Commissioner and Deputy/Assistant Commissioner, Central Excise (Technical), HQ, Ahmedabad -III. If on a particular day due to over work load of supervision of stuffing export cargo the range office is not in a position to accede to all the request for such work, then the exporters would be immediately informed about the inability to provide the requisite officers and the exporters, whose request cannot be entertained for a particular day, may be requested to re-schedule the date/time of stuffing. If the exporter is not in a position to reschedule his

schedule of stuffing, jurisdictional Range Superintendent will intimate the jurisdictional Assistant/Deputy Commissioners of Central Excise for deputing some other officer for the stuffing work. The Deputy/Assistant Commissioner shall depute the required number of officers for the stuffing work from among a pool of willing officers from within his charge. In case on any particular day there are not enough officers in the divisional pool, the Deputy/Assistant Commissioner may request the Deputy/Assistant Commissioner, Central Excise (Technical), HQ, Ahmedabad -III to depute additional officers from a pool of willing officers at the Hqrs. level. Deputy/Assistant Commissioner, Central Excise (Technical), HQ, Ahmedabad -III will act upon such request and deploy officers from the Hqrs. pool as far as available. In case any inspector/superintendent (other than those posted in Range offices) is nominated for the purpose of examination, stuffing, sealing of containers, he/she would act as a Sector/Range officer for that purpose.

2.3 The jurisdictional Range Superintendent will on the next day prepare a report on the details of stuffing work supervised by him or the inspector or any other officer deputed for the said purpose on the previous day and send a copy by e-mail to the Jurisdictional Deputy/Assistant Commissioner as well as to the Hqrs (Technical) in the format prescribed in **Annexure-IV**. The work of supervision attended by the Officers must be shown in their respective XT-1 diaries.

2.4 The jurisdictional Central Excise Range officers must ensure that the required MOT fees are paid regularly by the respective exporters. Exporters may deposit a lumpsum amount in advance against MOT charges and deduct the actual amount as per the amount to be paid against MOT charges after the stuffing is completed.

2.5 If the Factory stuffing permission issued by the Custom Station requires supervision of the jurisdictional Assistant/Deputy Commissioner of Central Excise, he shall do the needful.

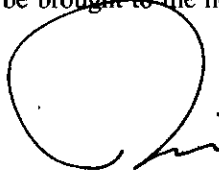
3. Submission of Report regarding examination, stuffing and sealing of containers.

3.1 The Range office, in terms of the existing instructions, would maintain registers for receipt and issue of the bottle seals. The ranges shall also maintain the record of allotment of bottle seals to the exporters, with the date of issue and serial number of the seal.

3.2 The officer (other than posted in the particular range) who has been allotted the work of supervision shall, after supervising / examining the export consignment, submit the signed export documents along with the samples drawn to the jurisdictional range office as per the relevant departmental instructions. If, during examination, any discrepancy is noticed, the same should be brought to the notice of the jurisdictional Divisional Assistant/Deputy Commissioner. Duly completed examination report must accompany the export goods as per instructions/circulars on the subject. The export register maintained in the range offices shall now incorporate the additional columns giving the details of the officers who supervised the work of examination, sealing and

stuffing of the export container. The details shall include, amongst others, the name of the officer, designation, place of posting (Division/range/Section in HQ), whether examination report submitted, whether Triplicate Copy of ARE-1/ARE-2 signed and submitted, sample submitted etc.

4. The above instructions are to be read with the existing Board instructions and circulars. The officers shall strictly adhere to the laid down procedures and difficulties, if any, faced in implementation of the Standing Order may be brought to the notice of the undersigned.



(RAJU)
COMMISSIONER

Copy to:- Enclosures:

- i. Annexure-I
- ii. Annexure-II
- iii. Annexure-III
- iv. Annexure-IV

Authority: Board's circular no. 952/13/2011-CX dated 08.09.2011
and 934/24/2010-CE dated 25.08.2010

ANNEXURE - I

To,
The Superintendent of Central Excise,
Range-
Division-

Subject: Requisition for allotment of Inspector/ Superintendent for Supervision of stuffing/ sealing of export container

We have planned export of our cargo under Central Excise supervision. This would require allocation of Inspector/ Superintendent for the purpose of examination, stuffing and sealing of export container(s).
The details are as given below:

Sr. No.	Name of the Exporter	Category of Exporter. (Merchant or Manufacturer)	Place of Stuffing	No. of Containers	Name of Commodity	Nature of goods	Quantity	Assessable Value	Amount of MOT Paid	Export under Rebate/ Bond	Export promotion Scheme	Date & Time of containers to be stuffed
1	2	3	4	5	6	7	8	9	10	11	12	13

Copy of Factory Stuffing Permission is enclosed.

Yours faithfully,
(Exporter/ Authorised signatory)

Name & Cell No. of Contact Person:
Fax No:
E - Mail Id:

ANNEXURE - II

List Of E-mail ID & Telephone No. of Central Excise Ranges, Ahmedabad - III

Sr. No.	Name of Central Excise Division	Name of Central Excise Range	E-mail id of Ranges	Telephone No.
1.	Division - Gandhinagar	AR-I	cexar_1@rediffmail.com	079-23238574
		AR-II	cexar2@rediffmail.com	079-23238576
		AR-III	Cexar3@rediffmail.com	079-23235076
		AR-IV	cexgnrar4@gmail.com	079-23235082
2.	Division - Kalol	AR-Himatnagar	cexhmt@rediffmail.com	02772-240590
		AR-Vijapur	cexvijapur@rediffmail.com	02763-270431
		AR-I	kalolrange1@rediffmail.com	02764-223519
		AR-II	kalolrange2@rediffmail.com	02764-223619
3.	Division - Kadi	AR-III	kange_kalol@rediffmail.com	02764-223627
		AR-IV	kalolrange@rediffmail.com	02764-223611
		AR-I	rangekadit1@gmail.com	02764-262687
		AR-II	rangekadiz@gmail.com	02764-262906
4.	Division - Mehsana	AR-III	rangekadiz3@gmail.com	02764-263609
		AR-IV	arivkadi@yahoo.com	02764-228883
		AR-Nandasan	cexnandasan@yahoo.com	02764-283057
		AR-Mehsana	mehsanarange@yahoo.in	02762-254927
5.	Division - Nadiad	AR-Mandali	mandalixcise@yahoo.com	02762-250442
		AR-Palanpur	cexpalanpur@yahoo.com	02742-252419
		AR-Sidhpur	cexsidhpur@rediffmail.com	02767-220338
		AR-Visnagar	cexvisnagar@yahoo.com	02765-220501
		AR-I	centralexciserange1@gmail.com	0268-2531020
		AR-II	ar2nadiad@gmail.com	0268-2555477
		AR-III	excise3nadiad@yahoo.in	0268-2555476
		AR-IV	excise4nadiad@yahoo.in	0268-2531004

ANNEXURE-III
Register Showing Details of Intimation Received by Central Excise Range Office

Sr. No.	Name of the Exporter	Date of Receipt of Intimation	Time of Receipt of Intimation	No. of Containers likely to be stuffed	Place of Stuffing	Name(s) of Officers Allotted	If Request is not entertained, reasons thereof
1	2	3	4	5	6	7	8

ANNEXURE - IV
Reports to be submitted by Range Superintendent to Jurisdictional Deputy/Assistant Commissioner & Technical Section HQ.

Sr. No.	Date	Name(s) of the Officer(s)	Premises visited for supervision of stuffing	Name of the exporter	Number of containers	Time period for which stuffing was supervised (From Hrs to ... Hrs)
1	2	3	4	5	6	7