

**Annexure –I to Instruction No. 25/2016 dated 23.08.2016 [F. No. 394/66/2016-Cus (AS)]**

**RUMMAGING REPORT**

<b>S.No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Report no.....(specify sl. no.) of ..... (specify year)	
2.	Date	
3.	Name of officer in-charge of rummaging party, other team members & their designations	
4.	Details of the Vessel/ Aircraft/ Vehicle (i) Name/ Regn. No. (ii) Voyage/ Flag No. / Trip (iii) Last port of Call with date (iv) Next port of call (v) Berth at (vi) Nature of cargo (vii) Shipping agent	
5.	Date of berthing of vessel/landing of aircraft/arrival of vehicle	
6.	Date and time of rummage i. Date ii. Start time iii. End time	
7.	Name and rank of the master of the vessel/ ship's officer/ engineer on duty / captain of the aircraft who was informed before commencement of rummage.	
8.	Whether the officer/engineer concerned was informed before any oil tanks or water tanks, cofferdams etc. were opened.	Yes/No
9.	Whether the ship's/aircraft's officer/engineer was informed before any vital portions of machinery were opened.	Yes/No
10.	Whether it was ensured that all tank covers etc. were properly refitted and closed after inspection.	Yes/No
11.	The areas / parts of the ship/ aircraft / vehicle rummaged:- i. ii. iii. iv. v. vi. . . .	Findings
12.	Summary of findings	
13.	Follow up action to be taken (if any) File reference no.	

Name:

Signature of the Superintendent in-charge

**Countersigned by:-**

Signature with date:

Name:

Assistant / Deputy Commissioner

**Annexure –II to Instruction No. 25/2016 dated 23.08.2016 [F. No. 394/66/2016-Cus (AS)]**

**RUMMAGING REGISTER**

Date	Details of vessel / aircraft etc.			Rummaging report no.	Officer in-charge of rummaging party	Action taken	File reference no.
	Name	Vessel no.	Date of rummaging				

**MONTHLY ABSTRACT - A**

No. of Rummages done	No. of cases where action was initiated

**MONTHLY ABSTRACT - B**

Opening Balance	Receipt	Disposal	Closing Balance	Period-wise breakup of Closing Balance			
				< 1 month	> 1 month but < 6 months	> 6 months but < 1 year	> 1 year

**Note:**

1. **‘Opening Balance’** refers to number of cases detected which are pending upto the month and **‘Closing Balance’** refers to number of cases pending at the end of the month;
2. **‘Receipt’** refers to number of cases detected during the month i.e. number of cases where action was initiated during the month (as in second column of Monthly Abstract – A above) and **‘Disposal’** refers to number of cases finalized / closed during the month.

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE



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OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS  
CHENNAI III COMMISSIONERATE  
CUSTOM HOUSE, NO. 60, RAJAJI SALAI, CHENNAI – 600 001.

F.No.S.Misc/161/2016-Prev.

Date: 04.06.2016

**Public Notice No. 03/2016**

Sub: To streamline the Boarding procedure-reg.

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All the Steamer Agents/Shipping Agents are hereby informed that for speedy clearance of vessel operation and to streamline the boarding procedures, the following shall henceforth be adopted:-

2. The Steamer Agents shall inform the Section Officer/Main Gate Officer in advance regarding berthing time and details of the vessel. The requisite documents shall be kept in readiness for scrutiny by the Boarding Officer.

3. A revised feedback form is appended to this Public Notice and the Steamer Agent should advise the Master of the vessel to give genuine feedback in the feedback form provided by the Boarding Officer.

4. The Boarding Officers have been directed to endorse the approval for work commencement on the hard copy of the Shipping Journal/Arrival Report as soon as the boarding procedure is completed. All agents may take note and advise the Master(s) of vessel(s) accordingly.

(PRANAB KUMAR DAS)  
PRINCIPAL COMMISSIONER OF CUSTOMS,  
CHENNAI III COMMISSIONERATE



**CHENNAI CUSTOMS FEEDBACK FORM**

Dear Captain,

Chennai Customs welcomes you and your crew. You are requested to fill the part B of the feedback form carefully and give a genuine opinion about your experience with Customs. Your feedback will help us in improving our services.

**(PART-A)**

- 1. Boarding Officer :
- 2. Date :
- 3. Berth :
- 4. Vessel Name :
- 5. Nationality :
- 6. Master Name :
- 7. Agent :
- 8. Berthing Time :
- 9. Boarding Time :
- 10. Last Port of Call :
- 11. Next Port of Call :
- 12. Cargo :
- 13. Confirmation of SI.No. 8 & 9 :

**(PART B)**

1. Courteous Behavior	Average	Good	Very Good
2. Efficiency in Work	Average	Good	Very Good
3. Quality of Interaction	Average	Good	Very Good
4. Complaints if any			

AS AGENTS

MASTER

For.....

**\*In case of any grievance, you are requested to contact:**

1. Mr./Ms. \_\_\_\_\_, Superintendent of Customs (Docks) -  
044-25361156 / \_\_\_\_\_ (Mobile Number).

2. Deputy Commissioner of Customs, Preventive General - 044-25254204  
(During working hours).

**\*\*Please desist from offering any compliments to the officer of Customs and please don't take offence if they decline as they are under strict order in this regard.**



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F.No.S.Misc/161/2016-Prev.

Date: 04/06/2016

**STANDING ORDER NO. 01/2016**

Sub: To improve the efficiency and streamline the Boarding procedure-reg.

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To streamline the Boarding procedure and to improve the functioning of Docks operations, the following guidelines and directions are issued:

1. The Section Officers/Boarding Officers are directed to inform the Master of the vessel to give a factual feedback in the enclosed format.
2. The Boarding Officer should fill up the contact number of Superintendent (Docks) and DC (PG) while handing over the specimen feedback form to the Master of the vessel for their feedback. The filled in feed back form should be collected from the master of the vessel and submitted to the superintendent(Docks) on completion of duty/shifts.
3. The Superintendent (Docks) on duty should immediately inform DC (PG) regarding the adverse feedback ,if received, over phone and it should be placed before DC (PG) on the same day or next working day (invariably before the sailing of the vessel). The same shall also be recorded in the diary maintained at the Main Gate.
4. Citing International formalities/convention, in certain cases the Master of the vessel / Shipping Agent may offer gifts to the Boarding Officer. The Boarding Officer should refuse the gift politely and firmly. On surprise verification (by team tasked with that purpose ) and/or on the some adverse feed back received, if any, if it is found that instructions in this regard have been flouted, strict action shall be initiated as per per CCS (Conduct) Rules, 1964 and CCS (Classification, Control and Appeal) Rules 1965.
5. The Boarding Officer shall endorse approval for the commencement of operations in the hard copy of the Shipping Journal/Arrival Report. The Section Officer/boarding officer should also give entry inward to the vessel immediately after finishing the boarding of the vessel. If the system at Main Gate is not working, the Officer can give entry inward in the system at CMFC or at Sevottam. There should not be undue delay in giving entry inward. It shall be borne in mind that the date of entry inward is crucial for determining the rate of duty in case of filing prior bill of entry as provided in Section 15 of Customs Act 1962. Further the RMS system does not recognize an IGM till the entry inward is given in the ICES. It shall be the responsibility of the Superintendent (Docks) to ensure that the entry inward is given without any undue delay hard copy of the Shipping Journal/Arrival Report.
6. The Superintendent (Docks) is directed to scrutinize the berth list as soon as he takes over the shift and to depute officers posted at gates to attend to the work of boarding of the vessels in the event of more than one vessel berthing at the same time.

7. All Officers/Superintendents posted in Harbour shall wear proper uniform with name plates.

8. The Main Gate Officer shall ensure that a copy of berth list reaches the DC/AC (R & I) by 10:00 Hrs everyday without fail.

9. The Officer posted at Main Gate should give daily report to Preventive General Section regarding the Number of vessels berthed and boarded on previous date with details i.e. berthing time, boarding time and entry inward time.

All the Officers concerned should strictly adhere to the above guidelines/directions.



**(PRANAB KUMAR DAS)**  
**PRINCIPAL COMMISSIONER OF CUSTOMS,**  
**CHENNAI III COMMISSIONERATE**