



सीमा शुल्क आयुक्त कार्यालय (आयात)
OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT)
अंतर्देशीय कन्टेनर डिपो: तुगलकाबाद: नई दिल्ली-११००२०:
INLAND CONTAINER DEPOT: TUGHLAKABAD: NEW DELHI-110020
दूरभाष न. २६३६९३७०, २६३६८८४८, फैक्स न. २६३६२२६४

C.No. VIII/ICD/TKD/ Tech/111/2017

Dated: -19.12.2017

PUBLIC NOTICE NO.15/2017

Subject: Implementation of Paperless Processing under SWIFT-Uploading Supporting Documents-regarding.

It is brought to the notice of the trade, public and all stakeholders that with the objective of reducing physical interface between Customs, other regulatory agencies and the trade, and to further enhance the speed of clearance of import consignments, it has been decided to introduce a facility to upload digitally supporting documents at ICD Tughlakabad Commissionerate (Import) from **26.12.2017** in respect of **all Appraising Groups**. For the first 15 days after launch of this facility, it will be voluntary in nature. Thereafter, a review will be carried out, and it would then be introduced as a mandatory requirement.

2. Attention in this regard is invited to CBEC Circular No. 40/2017-Customs dated 13.10.2017, wherein, it had been communicated that the facility to upload supporting documents on ICEGATE would be opened from 20th October 2017 onwards on a pilot basis at Air Cargo Complex, New Delhi and Chennai Custom House and members of the trade may use this facility to upload the supporting documents concerning Bills of Entry that may be filed. This facility has now been extended to Inland Container Depot (ICD) Tughlakabad as well.

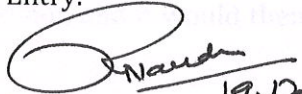
3. For uploading supporting documents on ICEGATE, any registered authorized person (importer/ Customs Broker) can upload documents using the following steps:

- (i) Login into ICEGATE website using login credentials.
- (ii) Access the e-SANCHIT application by clicking on e-SANCHIT link provided in menu options.
- (iii) Upload document by clicking on Upload Documents button.

- (iv) Validate the document for digital signature.
- (v) Submit the document by clicking proper document type from document type drop down and click on the submit button.


3.1 An IRN (Image Reference number) no. is generated for every successfully uploaded document on e-SANCHIT application. The uploaded document will not appear on the screen of assessing officers unless this IRN no. is mentioned in the Bill of Entry. Further, only PDF format is accepted in e-SANCHIT application having size lesser than 1MB. The step-by-step procedure for upload of supporting documents is also provided on the ICEGATE website. While preparing a job for submission on ICEGATE in their Remote EDI Systems (RES), the authorized person must ensure that they have uploaded all necessary supporting documents. A facility has also been provided on ICEGATE to the user to access and view the documents uploaded by them.

3.2 In case the authorized person seeks to provide a document after the generation of the Bill of Entry number, he/ she may first upload the document on ICEGATE, obtain a unique ID (IRN) for the document and link that document with the corresponding Bill of Entry by submitting an amendment at the Service Centre. This procedure will also apply when a user/ authorized person submits a document in response to a query raised by Customs for a Bill of Entry.


 19.12.17
(Rajesh Nandan Srivastava)
Commissioner of Customs (Import)

Copy to:-

- 1 The Chief Commissioner of Customs, CCCU (DZ), NCH, New Delhi for information.
- 2 The Commissioner of Customs (Export), ICD, TKD, New Delhi.
- 3 PA to Commissioner of Customs (Import), ICD, TKD, New Delhi.
- 4 All Additional /Joint Commissioners of Customs, Import Commissionerate, ICD TKD, New Delhi.
- 5 All Deputy/Assistant Commissioner of Customs, Import Commissionerate, ICD Tughlakabad, New Delhi
- 6 The Delhi Customs Clearing Agents Association, 260-60, Anarkali Bazar, Jhandawalan extension, DDA Shopping Complex, New Delhi 110055.
- 7 Notice Board, Import Commissionerate, ICD Tughlakabad, New Delhi.
- 8 Guard File.


 19.12.17
for Deputy Commissioner (Technical)