PUBLIC NOTICE NO. 17/2019

Sub: Standard Operating Procedure (SOP) of CRCL, Lab Module in ICES 1.5- reg.

Attention of all the Importers, CHAs, all other stakeholders and officers concerned, is invited to the CRCL Test Module in ICES 1.5. The CRCL module has been developed for the automation of the procedure of forwarding samples for testing from the customs formation to the Central Revenue Laboratory and Textile Committee Located at New Delhi under a test memo and the receipt of the test report from these Laboratories online. This module is intended to bring efficiency and transparency and reduce cost of compliance for the trade.

2. The procedure for drawing of representative sample from consignments and referring those to the following testing facilities,

   a) Central Revenues Control laboratories (CRCL) NCH (Lab Code-CL01DEL4)

   b) CRCL, Hqrs., New Delhi (Lab Code-CL00DEL4)

   c) Textile Committee, Delhi (Lab Code-ALTCDEL1)

is explained in the Standard Operating Procedure (SOP) enclosed herewith (Annexure-1)

3. Role of Customs

3.1 The Group Appraising Officer, if he desires to draw a sample of the item for test purpose, will enter the details of BoE and the Test requirement of the items and select the lab where it is intended to be sent.

3.2 The Group Appraising Officer will generate the test Memo Number that will allow Shed Examiner (INS) to draw test sample and make the entry into the system (ICES).
3. The Shed Examiner (INS) can also suggest the Apprising Officer for testing the item. In such case, the examiner will generate the test Memo and forward the BoE to Group Appraising Officer for approval of test requirement. On approval from Group Appraising Officer, the Test Memo is marked back to inspector for drawal of samples.

3.4. The Shed Examiner (INS) will draw the sample and enter the sample quality drawn against the item and despatch the sample to the selected lab.

3.5. The laboratory shall access the Test Memo details online and upon testing of the representative sample(s) record their results/ findings in the ICES as per the SOP.

3.6. The Customs officer shall take action on the basis of the said test report accessible online in the ICES.

4. The Commissionerate will maintain a close liaison with these laboratories/ referral agencies to ensure that their response are received without delay and action is taken promptly with regard to the clearance of goods.

5. All the Agencies are requested to co-operate in the smooth implementation of the Lab Module.

6. Difficulty, if any, may also be brought to the notice of System Manager, O/o the Principal Commissioner of Customs, ICD-Import, TKD, New Delhi.

This issues with the approval of the competent authority.

(Hari Shankar)

Additional Commissioner of Customs,
ICD-Import, TKD, New Delhi.

Copy to:

1. The Chief Commissioner of Customs, CCCU (DZ), NCH, New Delhi for information.
2. The Commissioner of Customs, ACC (Import)/ ICD, PPG, New Delhi.
3. PA to Commissioner of Customs (Import), ICD, TKD, New Delhi.
4. Additional /Joint Commissioners of Customs, Import Commissionerate, ICD Tughlakabad, New Delhi.
5. All Deputy/Assistant Commissioner of Customs, Import Commissionerate, ICD Tughlakabad, New Delhi.
6. The Deputy/Assistant Commissioner of Customs (EDI), Import Commissionerate, ICD Tughlakabad, New Delhi for uploading the Public Notice on Customs official website.
7. Central Revenues Control laboratories (CRCL) NCH, New Delhi
8. CRCL, Hqrs., Hill Side Road, Pusa, I.A.R.I, New Delhi-110012
9 Textile Committee, A-18/B, Madan Lal House, Loha Mandi, Phase II, Naraina, New Delhi-110028

10 The Delhi Customs Clearing Agents Association, 260-60, Anarkali Bazar, Jhandawalan extension, DDA Shopping Complex, New Delhi 110055.

11 Notice Board, Import Commissionerate, ICD Tughlakabad, New Delhi.

12 Guard File.

Deputy Commissioner of Customs(Tech.)
ICD-Import, TKD, New Delhi
STANDARD OPERATING PROCEDURE - CRCL MODULE

INTRODUCTION

Public Notice No. 17/2019 dated 13.12.2019 regarding implementation of Lab Module at ICD, (Imports), Tughlakabad, New Delhi has been issued and accordingly the Standard Operating Procedure (SOP) for drawl of representative samples from consignments, generation of Test Memo in the ICES, recording of details of the samples drawn, printing Test Memos, referring those to the testing facilities of the Central Revenues Control Laboratories (CRCL) at Tughlakabad and other such process are explained herein.

The Customs officers responsible for examination of goods and drawl of representative samples, generating test memos and the officers of the CRCL responsible for testing the representative samples and uploading the test reports in ICES shall follow the SOP and any difficulties in the implementation of the procedure may be brought to the notice of System Manager, ICD (Imports), Tughlakabad, New Delhi.

PROCEDURE TO BE FOLLOWED BY THE CUSTOMS

A. Samples drawn as per Group’s Instructions –

Step 1. During the assessment, ‘APR’ can use option 19 “Sample Test Entry” module to enter Bill of Entry details to draw samples along with Lab where it is to be sent and what tests are required to be made. Once the details are fed in the System and submitted the System will generate TM No.
It is advised that TM is generated prior to the assessment so that the TM No. and date can be mentioned in the Examination Order for Shed Officer’s reference.
At the time of examination of the goods at the docks or CFS after drawn of the samples by the Shed Officers, Shed-Examiner [INS] has option to use module 12 [Sample Test Entry] to click on “Dispatch Entry” to dispatch the samples drawn against the TM No. generated above. The INSP is required to enter TM No. and fill up additional fields like location, qty drawn and UQC.

Note – Location can be name of the CFS or other locations from where the samples have been drawn.

After completion of above, the sample gets marked to CRCL.
Samples drawn by Shed Officers –

1. At the time of the examination if Shed Officers are of the view that the imported goods need testing by the CRCL, INS can enter the details of the samples to be drawn after using option 12 to [Sample Test Entry] and clicking on “Test Entry” in the similar manner done by the Group Appraiser.

<table>
<thead>
<tr>
<th>Query Entry</th>
<th>TYPE (E= EDI)</th>
<th>Enter SE No &amp; SE Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/011/2019</td>
<td>E120006097</td>
<td>18/06/2012</td>
</tr>
</tbody>
</table>

   | Invoice No: | Item No:  |
   |           |           |
   |           |           |

   | ITEM Description |
   | POLYESTER FABRIC WITH PVC BACKING 0.43MM THICKNESS WIDTH 5 |

   | Lab Type: (CBLO) |
   | C1 | Lab Code: | Lab Name: |
   | 56390900 | C100001 | CRCL KOLKATTA CH |

   | Test Required |
   | 1. WHETHER PRINTED/TEARED WITHOUT PRINTED |
   | 2. THICKNESS, GSM, WIDTH, ETC |
   | 3. PROPER CUTTING, TARIFF, HEADING MAY BE SUBSTANTIALLY |

   | Submit | Clear | Exit |

Step 2. The said TM has to be approved by ‘APR’ using option 19 “Sample Test Entry” and on clicking “draw sample approval”.

   | Sample Test Approval |
   | Dec No: 7193278 |
   | Dec Date: 18/06/2012 |

   | Approve (Y/N) |
   | Y |

Once the request has been approved, INS can follow Step 2 of A above for dispatch of the samples.
Viewing status of the TM – Options are given in both the APR and INS roles to view the status of the TM in the following manner –

It shall be the responsibility of the Group-Appraiser / Technical Appraiser to check the status of the TM on regular intervals to ascertain whether Test Report is entered and verified by the CRCL or not. Moreover, once the Test Report is entered and verified by the CRCL, the Bill of Entry against which the sample has been drawn will also get automatically updated. Officers can use “View BE” and click on “Sample Test Entry” to check the Test Report. There is no option to print the test report as such. If required, printout of the screenshot of the TM status (View Test Memo) can be taken.

**TM Print:** Option to generate Print TM is given in INS role for which INS is required to click on PRINT SLIP and enter TM no. & Date. Two copies of the TM shall be printed; one for the Lab and the other for the Customs (Group).
PROCEDURE TO BE FOLLOWED BY CRCL

✓ Mapping of SSO ids to the LAB (One time Exercise): CRCL Officers having ‘CLAB ADMN’ shall map the SSO ids of CRCL Officers in the following manner.
1. Open ICES and select CLAB ADM Role and open LAB Mapping
2. Enter Lab-Code as CL00CCU1
3. Enter SSO id of the Officer
5. Click “Save”

Note: For creation of new SSO Ids, a request along with Template, duly filled up should be sent to System Manager, ICD (Imports), Tughlakabad, New Delhi. Once SSO id is created the Officer should approach System Manager for allocation of ICES Role [CLAB]
For completion of the SSO-ID mapping, following steps need to be followed:

1. Sample marking for individual TM: Officer having CLAB Role with verification privilege can mark Samples to specific Analyst in the following manner:

1. Click on Mark Memo
2. PRESS - F7 → All pending TMs will be shown.
3. Select the TM → The screen will get populated
4. Mark to → SSO ID → SUMBIT

Step 2. Report Entry – After testing of the samples, officer having CLAB role with report entry privilege shall enter the test report in the System in the following manner:

1. Click on Report Entry
2. Enter TM No. → Screen Gets Populated
3. Enter Lab Report No & Date and the Report
4. Click Submit.
Report Verification – The test report entered by the CLAB user having report entry privilege has to be verified by the CLAB user having privilege of verification also. The can be done in the following manner

1. Enter TM No. - Screen gets populated
2. Y to verify – N to reject

✓ Reject Test Memo: There can be several reasons like Lab has no infrastructure to test the samples, wrong Lab was mistakenly chosen, wrong item no. was chosen, or it has been later found by the Assessing Group that there shall be no need for the testing of samples (forwarded by the Shed Officers) by CRCL, etc due to which there may arise the need to cancel the TM. In such cases CRCL officers as well as Customs Officers have given the option to cancel TM / Reject TM after giving the reasons for the same.
**TROUBLESHOOTING**

✓ **Error Message** - "This lab does not test this CTH item" All the CTHs (8 digits) are required to be mapped against the lab where the sample is required to be sent. If the relevant CTH is not mapped then the System will give the error message "This lab does not test this CTH item" at the time of generation of the TM No. & Date.

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<table>
<thead>
<tr>
<th>query Entry</th>
<th>Type I - Exp No</th>
<th>Other</th>
<th>TM No &amp; Exp Date</th>
<th>Supply Name</th>
<th>Country</th>
</tr>
</thead>
</table>

![Image of form]

✓ **Solution**: The may be brought into the notice of the System Manager who in turn shall request DG (System) to map the CTH (8 digit). Once mapping is done TM can be generated.