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भारतसरकार

GOVERNMENT OF INDIA

वित्तमंत्रालय, राजस्वविभाग,

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

आयुक्तसीमाशुल्ककार्यालय, चेन्नै- IV

OFFICE OF THE COMMISSIONER OF CUSTOMS, CHENNAI - IV

60 राजाजीसालैनवभल्कशुमासी, चेन्नै 600001-

60 RAJAJI SALAI, CUSTOM HOUSE, CHENNAI 600001-

Date: 23.08.2019

## PUBLIC NOTICE NO. 62/2019

Sub: New Procedure for drawal, storage and testing of Samples – reg.

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Attention of all Importers, Exporters, Customs Brokers, Members of Trade and all person concerned is invited to the above mentioned subject.

The sampling and testing procedure for import and export cargo requires revamping to ensure speedy testing.

### 2. Need for New Sampling Procedure:

2.1. The process of Sampling at docks –both Import and Export involves the following stages - drawl, transport, receipt, storage, testing of samples by laboratory and sending the report to Customs. At present there is no monitoring mechanism to capture the time-stamped data on the various stages of entire sampling process chain through single portal. This timestamping at various stages of sampling is expected to analyse the time taken by various stakeholders in sampling process.

2.2. With increased focus on reducing the dwell time for import and exports, reduction in the time taken on account of the various stages of sampling will help in reduction of overall dwell time.

2.3. The present practice of sample covers is outdated and is neither tamper-proof nor tamper evident. Hence the need for tamper proof sampling cover.

2.4. At present, there is no smart way of tracking the movement of Samples through online/mobile app by trade.

2.5. A major problem to Revenue labs while testing of samples is that there is no additional cross verification mechanism to Labs in the form of online images of samples at the time of sample drawal so as to ensure that the samples received at lab is the original sample drawn.

2.6. At present, the entire process chain of sampling is not captured on digital platform which makes the process opaque. The new sampling process and digital process will add transparency and accountability in sample testing process by labs.

### 3. Intended EODB benefits to the trade:

- I. Reduced dwell time on account of sampling: sampling app helps to identify the areas of sampling where delay happens and help to take steps to minimize the delay thereby improving the dwell time.
- II. Increased transparency and accountability of laboratories/PGAs: More transparent and monitoring environment may help to sensitize Lab/PGAs/Other agencies to speed up the process of testing and sharing of the report with the shed officers for faster clearance.
- III. Safe and secure transport of the trade samples for testing at labs due to tamperproof and tamper-evidence features with QR codes and online verifiable images of samples.
- IV. Online track and trace of the movement of the sample by trade themselves.
- V. Communication of test reports online to trade: hassle free journey of samples in the structured mechanism which can save time, cost and manpower, to aid in ease of doing business.
- VI. Prioritization of sampling and testing of AEO samples through the sampling application
- VII. Establishing identity of imported goods for claiming re-export benefits, this portal helps in ease of doing business with customs since online images taken at time of import sampling can be verified at time of export by customs officer.

### 4. Introduction of tamperproof sampling Cover:

Chennai customs has taken a novel digital initiative to collect and seal the docks samples in the specifically designed tamperproof sample covers with unique QR tracking codes and capture all the details in respect of drawn sample in the samples tracking application to monitor, track and expedite the movement of the drawn samples. The said cover will ensure secure movement of samples from the CFS to the labs.

**Figure 1. QR code based tamperproof sampling cover**

The image shows a rectangular form titled "TAMPER PROOF DOCKS SAMPLING COVER". At the top center, it reads "OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS, CHENNAI ZONE" and "CUSTOM HOUSE, NO. 60, RAJAJI SALAI, CHENNAI 600 001." Below this is the title "TAMPER PROOF DOCKS SAMPLING COVER". The form contains several fields for data entry: "B.E NO /S.B. NO. & DATE:", "DESCRIPTION OF GOODS:", "SAMPLE FOR PGA/ GROUPS:", "DATE OF DRAWAL OF SAMPLE:", "DATE OF FORWARDING TO PGA/ GROUPS:", and "LAB TO BE FORWARDED:". There are two QR codes: one in the top right corner and another in the center. The form is bordered by a dotted line and has "AO(CFS)" printed at the bottom right and "EO(CFS)" at the bottom left.

The tamperproof sampling cover is a joint initiative of Customs and NACFS .Tamperproof sampling cover will be printed by vendor selected by NACFS and sampling covers will bear design and specifications as mentioned by Customs (docks administration). Each tamperproof sampling cover shall be printed in duplicates with Unique ID and QR code in standard format as above. The vendor shall provide an online purchasing facility to CFS and share in real-time the serial numbers of sample covers purchased by every CFS to docks administration for monitoring purpose.

**5. Introduction of EODB online sample tracking Facility:**

The tamper proof or tamper evident sampling cover will have a tear-able acknowledgement slip with Sample cover identity number that will be handed to the clearing agent for tracking the movement of samples online and ensuring transparency in the process. The sample can be tracked by trade in the line URL

[www.csc.chennaicustoms.in](http://www.csc.chennaicustoms.in).

**Figure 2: Snapshot of EODB sample tracking facility**

The screenshot displays the EODB Sample Tracking Facility interface. At the top left is the Central Sampling Cell logo. The main heading is 'EODB SAMPLE TRACKING FACILITY CHENNAI CUSTOMS DEPARTMENT'. Below this, there are input fields for 'Bill Of Entry Number: 2105514' and 'Bill Of Entry Date: 24/07/2019'. A 'Sample timeline' section is visible, listing several tasks with their respective dates and times. The tasks include: 'Sample Drawn on July 27, 2019', 'Forwarded to CSC on July 27, 2019, 5:23 am (1 day, 22 hours ago)', 'Sample yet to be received at CSC', 'Sample yet to be forwarded to HQ', 'Sample yet to be received at HQ', and 'Report yet to be uploaded'. There are also navigation links for 'Track' and 'Login' at the top right.

**2. Scope of mobile /web sampling application :**

Mobile/web sampling application will be used to capture details of drawal of the following types of sample drawn at docks

- (i) Test sample with test memo
- (ii) Group samples
- (iii) PGA samples

### **3. Procedure to be adopted for PGA samples:**

Any sample collection by the PGAs such as FSSAI, PQ, AQ, WCCB, Textile Committee and others is to be done as per the following procedure.

- (i) Any sample drawal by PGA from CFSs is to be informed to the Examining officer first by CFS and Customs broker.
- (ii) PGA representative should collect the sample in the Custom tamperproof cover; seal the cover in the presence of Shed EO and CB. The duplicate of PGA sample need not be sent to CSC and shall be handled as per the procedures of PGAs.
- (iii) Shed EO has to capture the data pertaining to the sample like Envelope code, B/E number, B/E date, Chapter Heading, Description, Category, Port, the photographs of the samples and other details to enter in the sampling app.

### **4. Changes in existing sampling process:**

4.1. Once the sample drawn at CFS is received in the Docks admin, at present the test samples are forwarded to AC/DC (Assessment group) who will forward to concerned laboratory. This process is time consuming and to reduce dwell time, it is decided as follows.

- (i) At the time of generation of test memo by the assessment group, test memo shall be generated compulsorily bearing the name of the Lab to which sample has to be forwarded.
- (ii) Samples, when received at central sampling cell (Docks admin) shall be forwarded to the concerned lab by officer in charge of central sampling cell without routing through the assessment groups.
- (iii) Assessment groups will be able to access the lab report through login provided in sampling application.

### **5. Procedure to be followed for the web based sampling application:**

#### **5.1. Draw stage (CFS):**

While drawing the sample, shed officer (Examining officer) shall scan the QR code on the tamperproof sampling cover and feed all details of docks sample (as shown below) and upload the photographs of (i) drawn sample, (ii) test memo (in case of test sample) and (iii) the sample cover filled and signed by docks officer in the sampling application through web/mobile application at the CFS.

The shed officer shall use the tamperproof sampling cover (which comes in duplicates with same QR code) for packing and sealing the sample and fill all details using non erasable marker on the tamperproof cover and forward it

If the sample is a PGA sample, in the sampling application, the officer has to select "Forward to PGA" and if the sample is drawn for testing at any lab other than PGAs, drawn for Groups Assessment (group sample) etc. has to be routed through central sampling cell (CSC). The shed officer shall ensure that the sepyoy has submitted and checked-in the samples at the central sampling cell on the same day. The tearable acknowledgement slip of tamperproof sampling cover has to be duly signed by the shed AO has to be handed over to the clearing agent/Importer.

**Figure 3. Screenshot of shed officers screen**

Envelope code:	Chapter heading:	Attachment1: Choose File No file chosen Photo of sample cover and QR code
Bill of entry number:	CFS:	Attachment2: Choose File No file chosen Photo of test memo
Bill of entry date:	Description:	Attachment3: Choose File No file chosen Photo of the sample cover
08/07/2022	Category:	Attachment4: Choose File No file chosen
Sample drawn date:	Sample drawn In:	Attachment5: Choose File No file chosen
08/07/2022	Port:	Status:
Group:	Is ATO Client:	<ul style="list-style-type: none"> <li>• Forward to central sampling cell</li> <li>• Forward to PGA</li> </ul>

**5.2 Receipt stage at central sampling cell:**

The central sampling cell (CSC) will be under the administrative control of the Commissioner (Docks administration) with Deputy/Assistant Commissioner of Customs (Docks Admin) as Officer In charge. On the receipt of docks samples at CSC, the TA posted at CSC shall check the integrity of the sample cover and check-in the samples in the sampling application through scanning the QR codes on the sample cover. Upon receipt of the sample, the sample shall be checked-in immediately after entering the rack number (the rack in which the duplicate will be stored) and the lab name as CRCL/Any other lab as mentioned in Test memo/Sample cover. If any sample is brought to the CSC on the next day, the same should be brought to the notice of the Superintendent (Docks Admin) immediately. The samples received in CSC have to be sent to the concerned lab on the same day of receipt. While forwarding the sample from CSC to Lab, The TA has to check-out the sample in the Samples tracking application.

If a group sample is received, it has to be forwarded to the respective group. No remnant of the samples shall be stored at CSC.

**Figure 4: Screenshot of CSC inventory login**

Scan envelope    Done 10/1/19

### Inventory Details

BE Number:	Status: Forwarded to CSC
BE Date:	Forwarded to CSC: June 21, 2019 11:59:07
Sample drawn date:	Checked-In at CSC: None
Envelope Code:	Checked-Out at CSC: None
Category:	Rack Number: None
Assigned to lab:	Received at Lab: None
Description:	Report Uploaded: None

[View Sample Photos](#)    No Reports attached

Lab:

Rack number:

[Update Details](#)

**5.3. Receipt of sample and uploading of test reports at the Labs:**

The samples will be forwarded to the respective lab mentioned on the test memo by the central sampling cell. In the case of Chennai Revenue Customs Lab (CRCL), a designated officer authorized and posted by the Joint Director will receive the sample. Once the sample is received at the lab, the designated officer shall check integrity of the sample cover and check-in the sample immediately in the Sampling application by scanning the QR code on the sampling cover. The designated testing officer can view the photos of the sample drawn at CFS and match it with the actual sample received at the lab.

**Figure 5: Lab officer screen for check-in of sample**

View report    Done 10/1/19

### Lab                      Upload Sample Report

Pending Reports	BE Number:	Status: Forwarded to Lab
Scan Envelope	BE Date:	Forwarded to CSC: June 19, 2019 15:28:07
Search Report	Sample drawn date: June 19, 2019	Checked-In at CSC: June 17, 2019 11:44:57
	Envelope Code: C000012007	Checked-Out at CSC: June 17, 2019 11:44:57
	Category: Non-Harmful	Rack Number: None
	Assigned to lab: CRCL Chennai Lab	Received at Lab: None
	Description: D.D. WATER	Report Uploaded: None

[View Sample Photos](#)    No Reports attached

[QR Code](#)

After the testing is complete, the designated officer shall upload the test

**Figure 8: AC/DC (Assessment Group) Pending report request screen:**

Pending Report Requests for Group 1

View Completed

BE Number	BE Date	Status	Options
3886757	Jan 7, 2019, midnight	Forwarded to Lab	
3907824	July 1, 2019, midnight	Forwarded to Lab	
017073019	July 1, 2019, midnight	Forwarded to CSC	
4048586	Jul 12, 2019, midnight	Forwarded to Lab	
3918479	July 2, 2019, midnight	Forwarded to Lab	
4086992	July 16, 2019, midnight	Forwarded to Lab	
4091662	July 17, 2019, midnight	Forwarded to Lab	

In case the lab report is pending for long time, there is an option for AC/DC (Assessment group) to send a pending report request to Lab to send the report. Other than viewing the test report, DC/AC (Assessment group) can also take various reports like dwell time report of sample and Samples lying report in CSC pending ripe for destruction.

**Figure 9: Sample report view screenshot**

View Sample Report

BE Number: 4091662	Status: Forwarded to Lab
BE Date: July 17, 2019	AEO Client: Yes
Sample drawn date: July 17, 2019	Port: Water (Drinking Water)
Envelope Code: 10001311	Group: 10001
Category: Lead and Lead Compd	Chapter heading: 1000
Assigned to lab: DC/AC (Assessment Group)	CPS: 10001311-10001-10001
Description: Lead in Drinking Water	Sample drawn in: 10001
	Rack Number: 10001

Sample Timeline

- BE Date: July 17, 2019
- Sample Drawn on July 17, 2019
- Forwarded to CSC on July 16, 2019, 12:53 PM
- Received at CSC on July 2, 2019, 12:23 PM
- Forwarded to Lab on July 16, 2019, 12:23 AM (2 weeks, 1 day ago)
- Lab not yet to be received at Lab
- Lab report to be received at Lab

[View Sample Photo](#) No Reports Attached

Further, it is clarified that the abovesaid in Public notice will act as standing order to the Officers and it is also clarified that the other roles and procedures with respect to Sampling in Docks, said in the Standing order no. 21/2012 issued in E No 21/2012 – Amng. Docks dated 16.05.2012 will continue

For any other clarifications regarding the role of the shed officers, Groups DC/AC, officer at CSC and Lab officials, DC/AC (Docks Admin) may be contacted for the same.

  
(SUDHA KOKA)

Commissioner of Customs (Exports)

F.No. S.Misc. 118/2018-Docks Admin

To

1. NACFS
2. The Custodians of the CFSs
3. CCBA
4. The Joint Director, CRCL Lab, Chennai Customs
5. The Shed DC/AC, AO, EO, PO
6. FIEO
7. The DC/AC (CHS), for displaying on the Notice Board
8. The DC/AC (EDI), for uploading on the Chennai Customs website

Copy to:

1. O/o the Principal Chief Commissioner of Customs, Chennai Customs Zone
2. The Principal Commissioner / Commissioner of Customs  
Commissionerate II / III / VIII
3. The Additional / Joint Commissioner of Customs  
Chennai II / III / IV / VIII
4. The Deputy / Assistant Commissioner of Customs, Assessing Groups,  
Chennai - Imports
5. The Deputy / Assistant Commissioner of Customs, Assessing Groups,  
Chennai - Exports