

Date: 31st March 2022

Advisory No: XX/2021 Category: Customs Issued by: ICEGATE

Subject: Advisory For Examination application Admin Module

Introduction

Examination Application is trade facilitation measure which seeks to bring greater transparency, visibility in actions taken, along with a degree of certainty, thus saving time and cost.

The application enables trade to conveniently schedule / reschedule examination of registered imported goods and view their scheduled examinations. The examination scheduling requests would be notified to the stakeholders in the examination ecosystem.

- Custom officers with the role of AC/DC can view the scheduled requests; modify the requests by assigning them to a different examiner based on availability; rescheduling the examination, or removing the BE from the examination schedule, if there is an Alert on the goods or if detailed examination is required to be carried out by DRI, Preventive, SIIB, etc.
- The assigned examiner can mark the examination as complete or not complete; can modify the time taken for conducting an examination.

The objective of examination application is to both complement and supplement the existing sequence of activities pertaining to actual physical examination of goods without interjecting with the current processes in the import module on ICES platform.

Please note-

- 1. The AC/DC Shed role in examination application is available to those Customs Officers in the field who are mapped as ASC in ICES. AC/DC Shed Officer will be able to view, modify or remove the examination requests for their respective ports.
- 2. The examiner role in the application is available to those Custom Officers in the field who are mapped as Superintendent / Inspector role in ICES. The examiner will be able to view and mark the examination assigned to him as complete.

Examination application has been rolled out for all ICD locations across India

Following steps needs to be followed by the field officers for examination process.



Step 1:

Visit ICEGATE website and click on <u>Departmental Login</u> to login. Please use SSO Login ID and Password for admin login.

Latest: press release for implementation of RoDTEP Scheme. In view of the same, users are requested to make correct declaration in their Shipping Bill messages as per the Public Notice Last Updated : Aug 13,												
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Step 2:

Select "Examination Scheduling" from left Panel:

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Step 3:

Officer's roles panel will be shown for the port officers

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For AC/ DC role

Step 1:

Click on "View" for AC/ DC Role:

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Step 2:

Enter either BE No or Examination Date for search.





A tabular summary of examination status will be displayed. Click on 'View' to check the detailed examination schedule.

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Step 3:

Click on modify button against a particular BE if you wish to modify the examination schedule (reschedule/remove/put on hold). You can also download the examination schedule as pdf from the 'Download as PDF' option.

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Step 4:

You can reschedule the examination, remove the examination or put the examination on hold. Please enter a bonafine reason for modifying the examination schedule.

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Provision to Reschedule for Bonafide Reasons

Step 1:

Click on Reschedule. Enter new examiner ID and click on 'Get time slot'.





Step 2:

Select available time Select available time slot of examiner and new examination date then click on submit to reschedule the examination. Please note that date of examination cannot be on a public holiday.

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Notification will be sent to IEC holder/CHA and custodian for examination allocation.



Provision for Removing a BE for Bonafide Reasons

Step 1:

Enter reason for removing BE and click on remove.

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BE will be removed, and notification will be sent to IEC holder/CB and custodian

Provision for Putting Examination on Hold for Bonafide Reasons

Step 1:

Enter reason for putting examination on hold and press 'on-hold' button

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Examination will be put on hold and notification will be sent to IEC holder/CB and custodian.

Step 2:

Examinations put on hold can be viewed anytime by clicking on the 'View on hold examination' on the first page of examination scheduling

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Step 3:

Examinations put on hold can be re-scheduled anytime by clicking on the modify button against the BE.

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Provision for modifying the examination timings at the port:

Step 1:

Click on Examination timings on the left panel.

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Step 2:

Add the examination start time and end time and lunch start time and end time to change the default timings at the port.

Note:

- Default Examination Time: 09:00 AM 08:00 PM
- Default Lunch Time: 01:00 PM 02:00 PM

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Step 3:

Click on 'Remove' button to remove the modified port timings for conducting examinations and for lunch breaks. The timings will be changes to default timings till further modifications.

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Provision for blocking dates at a port for examination scheduling

Step 1:

Click on "Examination Calendar" to view or add a new blocking date for examination at port.

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				2	19-DEC-202	1 SUNDAY			Remove
				3	25-DEC-202	1 Christma	s Day (G)		Remove
				4	26-DEC-202	1 SUNDAY			Remove



Step 2:

Click on 'Add' a new blocked date for examination.

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Step 3:

Click on 'Remove' to remove the blocked date for examination.

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				3	19-DEC-202	I SUNDAY				Remove
				4	25-DEC-202	1 Christma	s Day (G)			Remove
				5	26-DEC-202	1 SUNDAY				Remove



Directorate General of Systems and Data Management

CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

For Superintendent role:

Step 1:

Click on 'View' for Superintendent role

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Step 2:

Enter either BE No or Examination Date for search.

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Step 3:

Superintendent can view all the examination on port. Click on View against a particular BE to check the status of examination.

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				8	ALL			2	View					





Directorate General of Systems and Data Management

CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

For Inspector role:

Step 1:

Click on 'View' for Inspector role

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Step 2:

Enter either BE No or Examination Date for search.

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Step 3:

A tabular summary of all examinations assigned to the inspector will be displayed. Click on 'view' to check the detailed examination schedule.

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				3	SCHEDU	LED				1	View			
				4	GOODS	PLACED BY CU	JSTODIAN			0	TCW.			
				5	ALL					1	View			

Step 4:

Click on Complete button against a particular BE to complete the examination process.

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Examination is marked as completed and notification is sent to IEC holder/CB and custodian.



Step 5:

Click on Not Complete Button against a particular BE to mark the examination as not completed. Enter the justification for non-completion of examination and submit the form. User needs to schedule its examination again after not completion mark by inspector.

Home	About Us	Services	Downloads	Guidelines	Useful Links	Single Window	Contact Us	A- A A+			
		Services		Hom	e > Services >						
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Step 5:

Click on Modify button against a particular BE to extend the examination timings.

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Step 5:

Click on Modify button against a particular BE to extend the examination timings. Other examinations assigned to the officer will get adjusted according to the examination modification made.

Note: Examining officer can make up to 2 modifications for each examination schedule.

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