

Directorate General of Systems and Data Management
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

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.

Directorate General of Systems and Data Management CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

Step 1:

Visit ICEGATE website and click on [Departmental Login](#) 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, 2021**

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Step 2:

Select “Examination Scheduling” from left Panel:

Latest: [diately at ICEGATE. Registrants, who have not received any acceptance/rejection e-mail for their applications, please contact ICEGATE Registration team at Toll free-180030101000](#) Last Updated: **Aug 1**

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NSWS Approval

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Step 3:

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

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Examination Scheduling

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Examination Scheduling




Show entries Search:

S.No	Examination View	Port Code	View
1	AC/DC	INTKD6	View
2	Inspector	INTKD6	View
3	AC/DC	INTVT6	View
4	Inspector	INTVT6	View
5	Superintendent	INTVT6	View

Showing 1 to 5 of 5 entries
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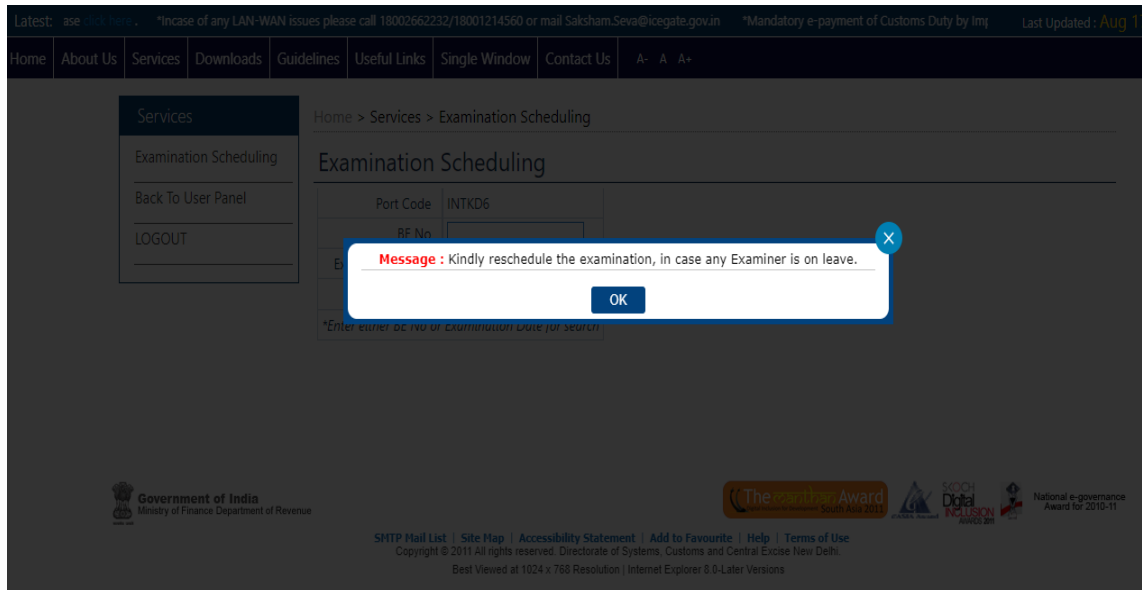
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CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

For AC/ DC role

Step 1:

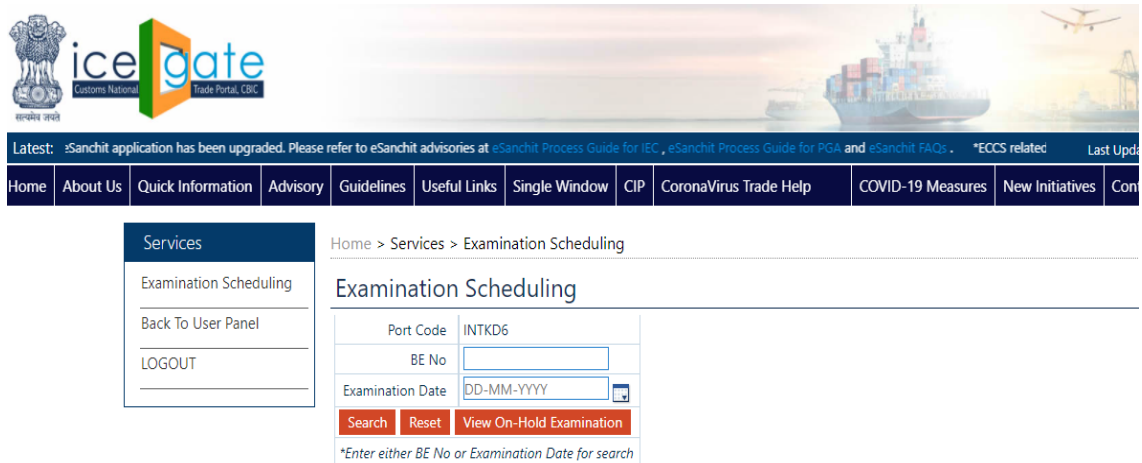
Click on “View” for AC/ DC Role:



The screenshot shows the 'Examination Scheduling' page. A message box is displayed in the center with the text: "Message: Kindly reschedule the examination, in case any Examiner is on leave." The message box has a close button (X) in the top right corner and an 'OK' button at the bottom center. The background page shows a navigation menu with 'Services', 'Examination Scheduling', 'Back To User Panel', and 'LOGOUT'. The main content area has a form with 'Port Code' set to 'INTKD6' and a 'BE No' field. Below the form are 'Search', 'Reset', and 'View On-Hold Examination' buttons. A footer note says: "*Enter either BE No or Examination Date for search".

Step 2:

Enter either BE No or Examination Date for search.



The screenshot shows the 'Examination Scheduling' page with the search form visible. The form has 'Port Code' set to 'INTKD6'. The 'BE No' field is empty. The 'Examination Date' field is set to 'DD-MM-YYYY' with a calendar icon. Below the form are 'Search', 'Reset', and 'View On-Hold Examination' buttons. A footer note says: "*Enter either BE No or Examination Date for search". The page header includes the 'icegate' logo and navigation menu with 'Services', 'Examination Scheduling', 'Back To User Panel', and 'LOGOUT'. The footer includes the Government of India logo and various award logos.

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

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Home > Services > Examination Scheduling

Examination Scheduling

Port Code
INTKD6

BE No

Examination Date
08-09-2021

Search
Reset
View On-Hold Examination

*Enter either BE No or Examination Date for search

S.No	Examination Status	Records Count	Examination View
1	RE-SCHEDULED	5	View
2	COMPLETED	0	View
3	REMOVED	1	View
4	ON-HOLD	0	View
5	SCHEDULED	1	View
6	GOODS PLACED BY CUSTODIAN	0	View
7	ALL	7	View

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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Examination Scheduling

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Back

Show entries
Search:

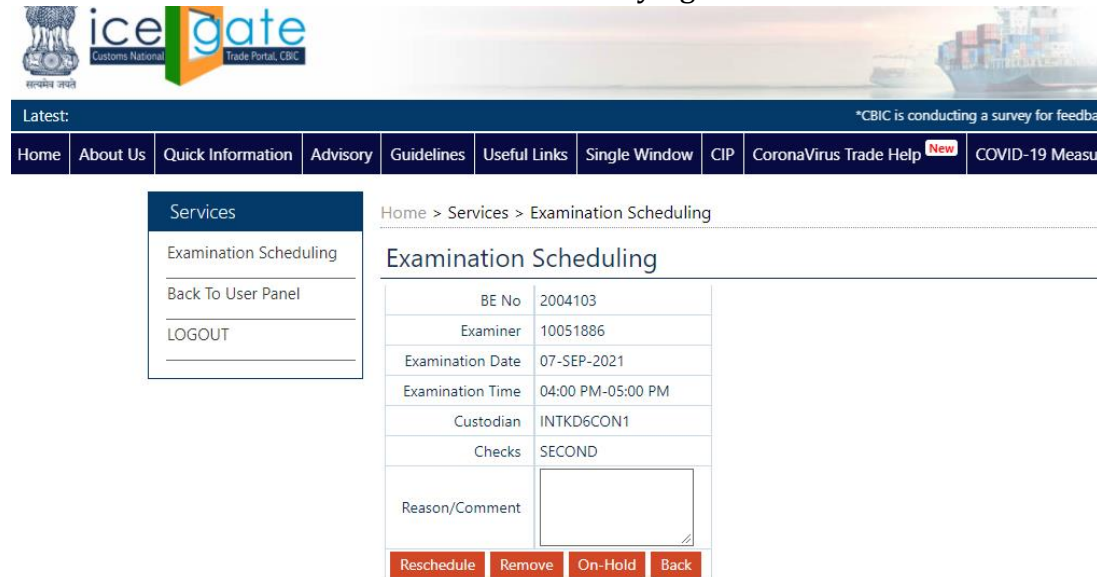
S.No	BE No	Examiner	Examination Date	Examination Time	Custodian	Checks	Status	Comments	Modify
1	2004103	10051973	08-SEP-2021	11:00 AM -12:00 PM	INTKD6CON1	SECOND	RE-SCHEDULED	test	Modify
2	2004103	80005282	08-SEP-2021	11:00 AM -12:00 PM	INTKD6CON1	SECOND	RE-SCHEDULED	test	Modify
3	2004102	80005282	08-SEP-2021	04:00 PM -05:00 PM	INTKD6CON1	SECOND	SCHEDULED		Modify
4	2004103	10051886	08-SEP-2021	11:00 AM -12:00 PM	INTKD6CON1	SECOND	REMOVED	test	Modify
5	2004103	80005282	08-SEP-2021	03:00 PM -04:00 PM	INTKD6CON1	SECOND	RE-SCHEDULED	test	Modify
6	2004103	80005282	08-SEP-2021	12:00 PM -01:00 PM	INTKD6CON1	SECOND	RE-SCHEDULED	test	Modify
7	2004102	80005282	08-SEP-2021	11:00 AM -12:00 PM	INTKD6CON1	SECOND	RE-SCHEDULED	test	Modify

Showing 1 to 7 of 7 entries
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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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Customs National Trade Portal, CBIC

Latest: *CBIC is conducting a survey for feedback

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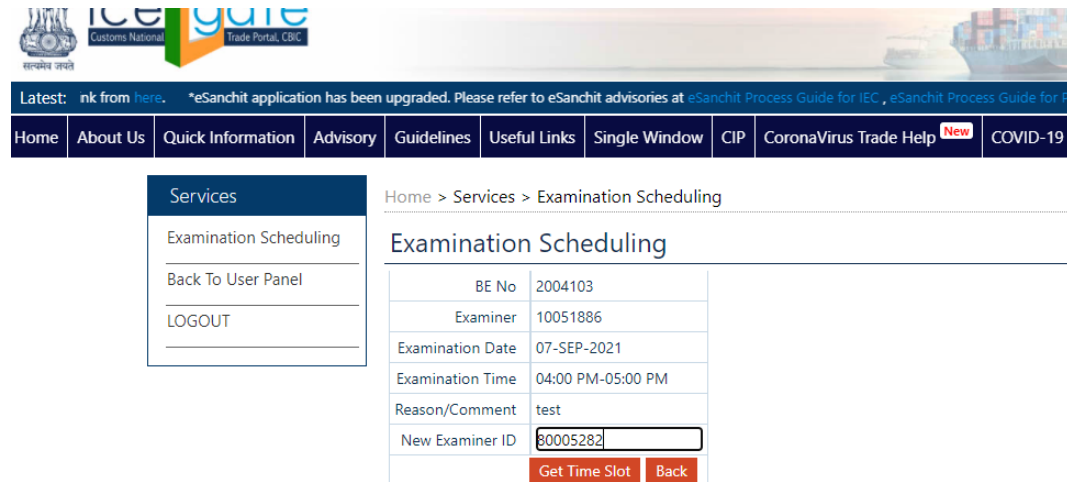
BE No	2004103
Examiner	10051886
Examination Date	07-SEP-2021
Examination Time	04:00 PM-05:00 PM
Custodian	INTKD6CON1
Checks	SECOND
Reason/Comment	<input type="text"/>

Reschedule Remove On-Hold Back

Provision to Reschedule for Bonafide Reasons

Step 1:

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



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Latest: nk from here. *eSanchit application has been upgraded. Please refer to eSanchit advisories at eSanchit Process Guide for IEC, eSanchit Process Guide for P

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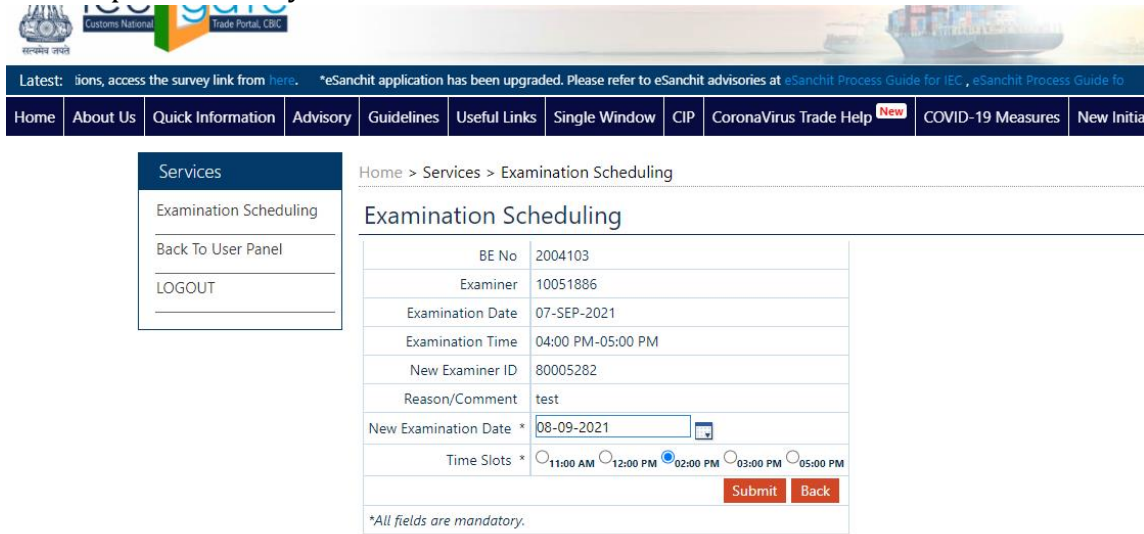
BE No	2004103
Examiner	10051886
Examination Date	07-SEP-2021
Examination Time	04:00 PM-05:00 PM
Reason/Comment	test
New Examiner ID	<input type="text" value="80005282"/>

Get Time Slot Back

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Step 2:

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.



The screenshot shows the 'Examination Scheduling' page on the ICEGATE portal. The page includes a navigation menu with options like Home, About Us, Quick Information, Advisory, Guidelines, Useful Links, Single Window, CIP, CoronaVirus Trade Help, COVID-19 Measures, and New Initiatives. A sidebar menu on the left lists 'Services' with sub-options: Examination Scheduling, Back To User Panel, and LOGOUT. The main content area displays the following form fields:

BE No	2004103
Examiner	10051886
Examination Date	07-SEP-2021
Examination Time	04:00 PM-05:00 PM
New Examiner ID	80005282
Reason/Comment	test
New Examination Date *	08-09-2021
Time Slots *	<input type="radio"/> 11:00 AM <input type="radio"/> 12:00 PM <input checked="" type="radio"/> 02:00 PM <input type="radio"/> 03:00 PM <input type="radio"/> 05:00 PM

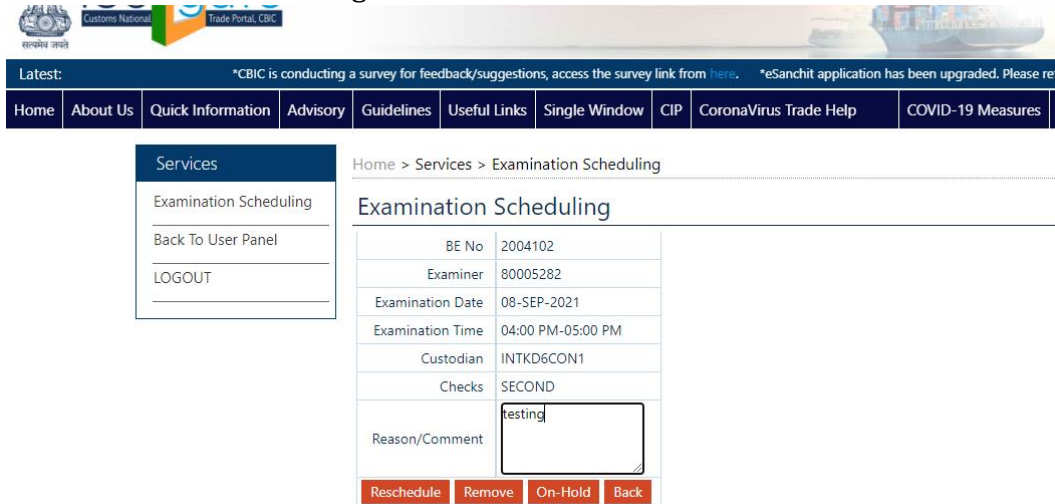
Buttons for 'Submit' and 'Back' are located at the bottom right of the form. A note at the bottom states: '*All fields are mandatory.'

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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Examination Scheduling

BE No	2004102
Examiner	80005282
Examination Date	08-SEP-2021
Examination Time	04:00 PM-05:00 PM
Custodian	INTKD6CON1
Checks	SECOND
Reason/Comment	testing

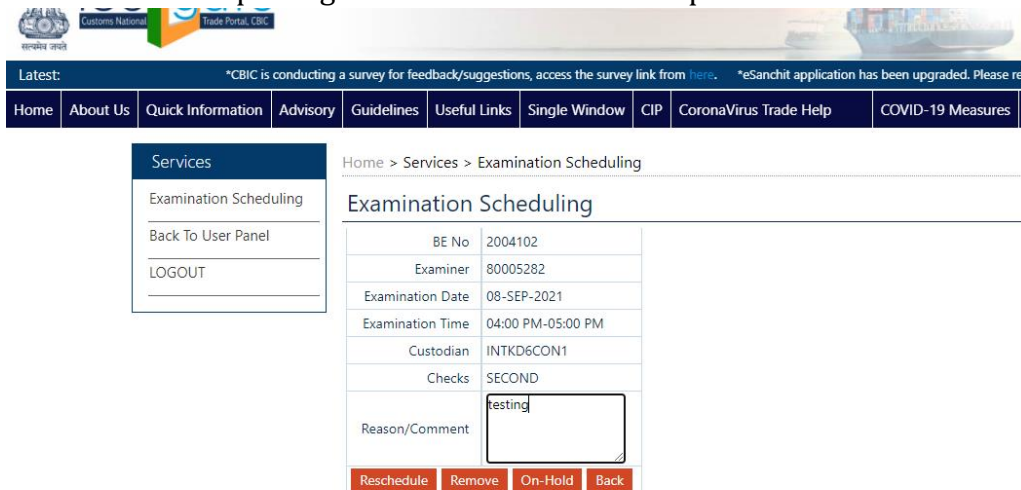
Reschedule Remove On-Hold Back

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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BE No	2004102
Examiner	80005282
Examination Date	08-SEP-2021
Examination Time	04:00 PM-05:00 PM
Custodian	INTKD6CON1
Checks	SECOND
Reason/Comment	testing

Reschedule Remove On-Hold Back

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CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

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

Latest: [k here.](#) *Advisory on MFTP user access for Custodian to exchange electronic messages with ICEGATE. [Click here.](#) *List of Nodal Officers from the CBIC Customs Zones/Format Last Updated :

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Port Code	INTKD6
BE No	<input type="text"/>
Examination Date	DD-MM-YYYY <input type="text"/>

[Search](#) [Reset](#) [View On-Hold Examination](#)

**Enter either BE No or Examination Date for search*

Step 3:

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

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Show entries Search:

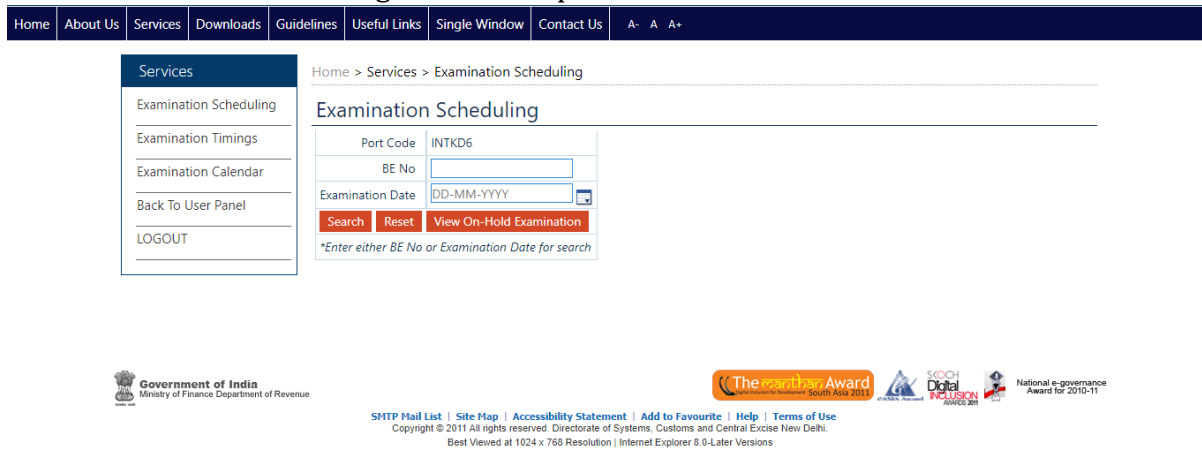
S.No	BE No	Examiner	Examination Date	Examination Time	Custodian	Checks	Status	Comments	Modify
1	2004102	80005282	08-SEP-2021	04:00 PM -05:00 PM	INTKD6CON1	SECOND	ON-HOLD	testing	Modify

Showing 1 to 1 of 1 entries Previous Next

Provision for modifying the examination timings at the port:

Step 1:

Click on Examination timings on the left panel.

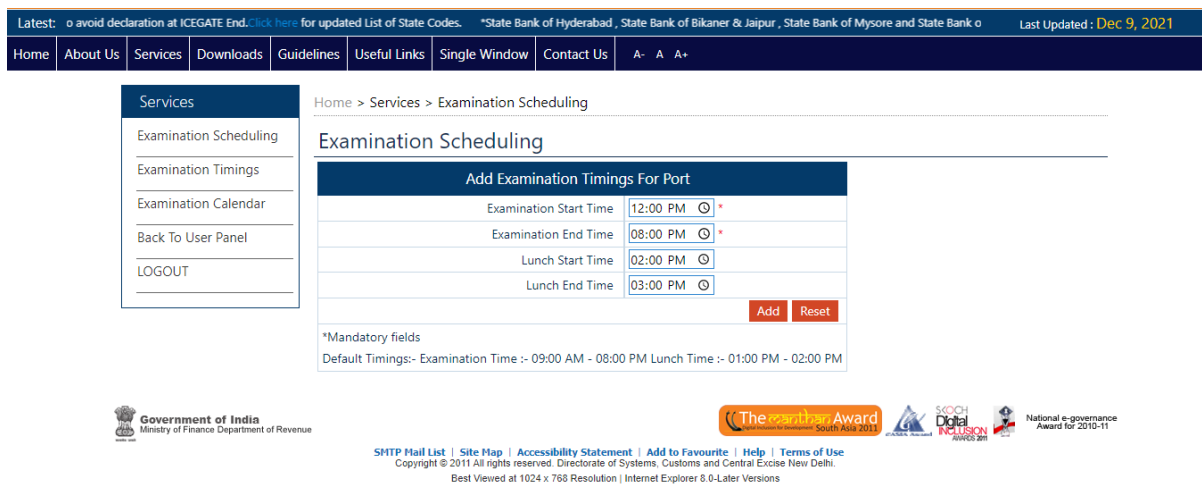


Step 2:

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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CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

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.

Latest: **IT** - For the Step-by-Step Procedure Guide for Electronic Document Upload, as per Circular 40/2017--Customs dated 13.10.2017, please [click here](#). *Incase of any LAN-WAN i Last Updated : **Dec 9, 2021**

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Add Examination Timings For Port

Examination Start Time	---	:	--	:	--	*
Examination End Time	---	:	--	:	--	*
Lunch Start Time	---	:	--	:	--	
Lunch End Time	---	:	--	:	--	

Add **Reset**

*Mandatory fields
 Default Timings:- Examination Time :- 09:00 AM - 08:00 PM Lunch Time :- 01:00 PM - 02:00 PM

S.No	Examination Time	Lunch Time	Remove
1	12:00 AM-08:00 PM	02:00 PM-03:00 PM	Remove

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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.

Latest: ***Attention:** ICEGATE common enquiry services are available at Home > Public Enquiries. For details [click h](#) Last Updated : **Dec 9, 2021**

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Add Examination Blocking Date for Port

Date	DD-MM-YYYY	*
Description	<input type="text"/>	*

Add **Reset**

*Mandatory fields

Show entries Search:

S.No	Date	Description	Remove
1	12-DEC-2021	SUNDAY	Remove
2	19-DEC-2021	SUNDAY	Remove
3	25-DEC-2021	Christmas Day (G)	Remove
4	26-DEC-2021	SUNDAY	Remove

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Step 2:

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

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Add Examination Blocking Date for Port

Date: *

Description: *

*Mandatory fields

Show entries Search:

S.No	Date	Description	Remove
1	12-DEC-2021	SUNDAY	<input type="button" value="Remove"/>
2	19-DEC-2021	SUNDAY	<input type="button" value="Remove"/>
3	25-DEC-2021	Christmas Day (G)	<input type="button" value="Remove"/>
4	26-DEC-2021	SUNDAY	<input type="button" value="Remove"/>

Step 3:

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

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Examination Scheduling

Add Examination Blocking Date for Port

Date: *

Description:

*Mandatory fields

Show entries Search:

S.No	Date	Description	Remove
1	11-DEC-2021	Port Holiday	<input type="button" value="Remove"/>
2	12-DEC-2021	SUNDAY	<input type="button" value="Remove"/>
3	19-DEC-2021	SUNDAY	<input type="button" value="Remove"/>
4	25-DEC-2021	Christmas Day (G)	<input type="button" value="Remove"/>
5	26-DEC-2021	SUNDAY	<input type="button" value="Remove"/>

For Superintendent role:

Step 1:

Click on 'View' for Superintendent role

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Show entries Search:

S.No	Examination View	Port Code	View
1	Inspector	INTKD6	View
2	Superintendent	INTKD6	View

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Step 2:

Enter either BE No or Examination Date for search.

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Port Code	INTKD6
BE No	<input type="text"/>
Examination Date	<input type="text" value="DD-MM-YYYY"/> <input type="button" value="Calendar"/>
Search Reset View On-Hold Examination	

**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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Port Code	INTKDG
BE No	<input type="text"/>
Examination Date	04-10-2021

*Enter either BE No or Examination Date for search

S.No	Examination Status	Records Count	Examination View
1	RE-SCHEDULED	0	<input type="button" value="View"/>
2	COMPLETED	0	<input type="button" value="View"/>
3	NOT COMPLETED	1	<input type="button" value="View"/>
4	REMOVED	0	<input type="button" value="View"/>
5	ON-HOLD	0	<input type="button" value="View"/>
6	SCHEDULED	0	<input type="button" value="View"/>
7	GOODS PLACED BY CUSTODIAN	1	<input type="button" value="View"/>
8	ALL	2	<input type="button" value="View"/>

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Show Search:

S.No	BE No	Examiner	Examination Date	Examination Time	Custodian	Checks	Status	Comments
1	2004103	80005292	04-OCT-2021	10:00 AM -11:00 AM	INTKD6CON1	SECOND	NOT COMPLETED	Importer Not present
2	2004123	80005292	04-OCT-2021	12:00 PM -01:00 PM	INTKD6CON1	SECOND	GOODS PLACED BY CUSTODIAN	

Showing 1 to 2 of 2 entries Previous Next

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For Inspector role:

Step 1:

Click on 'View' for Inspector role

Latest: **ION, WILL BE REVIVED SHORTLY.** *Attention: All Air Cargo Custodians: A new field 'Segregation Time' is being added to the Segregation Report from 25th July 2017. You are re... Last Updated: **Sep 25, 2021**

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Examination Scheduling

Show entries Search:

S.No	Examination View	Port Code	View
1	AC/DC	INTKD6	View
2	Inspector	INTKD6	View
3	AC/DC	INTVT6	View
4	Inspector	INTVT6	View
5	Superintendent	INTVT6	View

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Step 2:

Enter either BE No or Examination Date for search.

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Port Code: INTKD6

BE No:

Examination Date:

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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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Port Code: INTKD6
 BE No: 2004103
 Examination Date: DD-MM-YYYY

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S.No	Examination Status	Records Count	Examination View
1	COMPLETED	0	View
2	ON-HOLD	0	View
3	SCHEDULED	1	View
4	GOODS PLACED BY CUSTODIAN	0	
5	ALL	1	View

Step 4:

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

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Note:- Click on Modify button to extend examination time.

Show entries Search:

S.No	BE No	Examination Date	Examination Time	Status	Mark As Complete	Mark As Not Complete	Modify
1	2004122	10-DEC-2021	01:00 PM -01:30 PM	SCHEDULED	Complete	Not Complete	Modify
2	2004125	10-DEC-2021	01:30 PM -02:00 PM	SCHEDULED	Complete	Not Complete	Modify

Showing 1 to 2 of 2 entries Previous Next

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

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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.

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BE No	2004103
Examiner	80005292
Examination Date	04-OCT-2021
Examination Time	10:00 AM-11:00 AM
Reason/Comment	Importer Not present


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Step 5:

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

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Note:- Click on Modify button to extend examination time.

Show Search:

S.No	BE No	Examination Date	Examination Time	Status	Mark As Complete	Mark As Not Complete	Modify
1	2004122	10-DEC-2021	01:00 PM -01:30 PM	SCHEDULED	<input type="button" value="Complete"/>	<input type="button" value="Not Complete"/>	<input type="button" value="Modify"/>
2	2004125	10-DEC-2021	01:30 PM -02:00 PM	SCHEDULED	<input type="button" value="Complete"/>	<input type="button" value="Not Complete"/>	<input type="button" value="Modify"/>

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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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Examination Scheduling

BE No	2004122
Examiner	80005292
Examination Date	10-DEC-2021
Examination Time	01:00 PM-01:30 PM
New End Time	02:00 PM <input type="text"/> *
Reason/Comment	<input type="text" value="Testing"/> *

*Mandatory Fields



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