



**MINUTES OF VIRTUAL CONFERENCE CONDUCTED BY THE PR. CHIEF COMMISSIONER OF CUSTOMS MUMBAI ZONE-III, CONVENOR OF NAC-5 WITH NODAL PR. COMMISSIONERS/COMMISSIONERS OF NAC-5, ON 10.10.2025 AT 1200 HRS.**

The Convenor of NAC-5 (Mechanical Machinery under Chapter 84), Pr. Chief Commissioner, Mumbai Customs, Zone-III chaired the NAC-5 meeting on 10.10.2025 via virtual mode with the Nodal Pr. Commissioners /Commissioners of FAG groups.

2. Following members and stakeholders were present during the meeting-

Sl. No.	Name of the participants	Designation
1.	Shri Atul Saxena	Pr. Commissioner of Customs, Kolkata Port
2.	Ms. Sucheta Sreejesh	Commissioner of Customs, Bengaluru
3.	Shri Pradyumn Kumar Tripathi	Commissioner of Customs, Mumbai-I
4.	Shri Anil Ramteke	Commissioner of Customs, Mumbai-II
5.	Shri Manjunath Tagadi	Addl. Commissioner of Customs, Mumbai-III
6.	Shri Dipak Zala	Addl. Commissioner of Customs, Mundra
7.	Shri Sukhbir Singh Ahuja	Addl. Commissioner of Customs, Kolkata Port
8.	Shri Tej Kumar M.S.	Addl. Commissioner of Customs, Chennai Port
9.	Mr. Mazid Khan	Joint Commissioner of Customs, Mumbai-II
10.	Ms Shubhdeep Kaur	Joint Commissioner of Customs, ACC Chennai
11.	Shri Rohitkumar Bhaisare	Joint Commissioner of Customs, CCO, Mumbai-III

Not Available- Shri Dheeraj Rastogi, Pr Commissioner of Customs, ACC, New Delhi was not present in the meeting.

3. Shri Rohitkumar Bhaisare, Joint Commissioner of Customs, Chief Commissioner's Office, Mumbai Customs Zone-III welcomed all the participants and presented the agenda points. Thereafter, he initiated the

discussion on odd-hour pickup time-wise report.

**4. Discussion on odd-hour pickup time-wise report:**

- i. The secretariat has already sent the odd hour pick up report for the month of August to all for the appropriate action at their end. Reasons for odd-hour pickup time (excluding 2-3 mins) were discussed. It was noticed that INDEL 4 has 2, INBOM1 has 1 and INMUN1 has 2 Odd-hour B's/E pickup.
- ii. INBOM1 has informed that one B/E was picked mistakenly by pressing wrong Sr. No. of the assessment menu.
- iii. INMUN1 has informed that new officers have joined and they were not aware of this odd hour pickup.
- iv. None present from INDEL4 for providing reasons.  
Decision: All Nodal Principal Commissioners/ Commissioners to monitor odd hour pickup.

(Action: All Nodal Pr./Commissioners of the FAGs in NAC 5)

**5. Revision of targets:**

As per NAC-5 meeting held on 10.09.2025, Working Group-A is to revise the target for assessment. However, it was noticed that target for assessment has not been decided yet.

Decision: Working Group-A to set assessment target quickly after getting inputs from all the FAG's.

(Action: Working Group-A and Nodal Pr./Commissioners)

**6. Performance review of the ports of import for September, 2025:**

The performance review for the month of September, 2025 (enclosed herewith) was presented by the Joint Commissioner of Customs, Chief Commissioner's Office, Mumbai Customs Zone-III.

**6.1.**

**i. Number of Bills of Entry assessed by FAGs vis-a-vis target:**

- INNSA1 and INMAA4 were noted for not meeting targets.
- INNSA1 informed that attempts were made in the month of September 2025 to meet the assessment target.
- INNSA1 has improved their performance from 16% in August to 45% in Sep 2025.

**ii. Average Assessment Time:**

INDEL4 has recorded the maximum assessment time at 89.50 hours in Group 5, 40.03 hours in Group 5E and 71.82 hours in Group 5N.

None present from INDEL4 for providing reasons.

Practice by INMUN1: - INMUN1 is closely monitoring assessment

target every day.

Decision: All FAGs were instructed to follow the practice adopted by INMUN1 for monitoring of assessment targets and time.

(Action: All the Nodal Pr. /Commissioners)

## **6.2. Number of queries raised:**

- i. Overall, there is a reduction in numbers of 1<sup>st</sup> query raised in Sept 2025 as compared to month of August.
- ii. INCCU1 showed very high percentage of 1<sup>st</sup> queries raised in Group5, and 5N. INCCU1 proposed to conduct an analysis starting from the month of August to determine whether the CBs/Importers who are not uploading certificates and catalogues are the same individuals who were previously informed to upload them, or if they are new entities failing to comply. This analysis aims to identify recurring non-compliance and defaulters.
- iii. There is reduction in raising 2<sup>nd</sup> query in Sept 2025, a reduction compared to the month of August. INCCU1 has raised the highest no of 2<sup>nd</sup> query for group 5 having percentage approx. 4.4%, INMAA4 has raised highest 2<sup>nd</sup> query for group 5E having percentage 3.92% and INDEL4 has raised highest 2<sup>nd</sup> query for group 5N having percentage 4.01%.
- iv. For the 3<sup>rd</sup> query, INDEL4 is topping the list in all the three groups 5, 5E and 5N. As none were present, no reasons were forthcoming.

Practice by INMAA4: INMAA4 is adopting the practice of sending back Bills of Entry to the Importer/CB for not presenting the goods for examination on time.

Decisions:

- a. All the FAGs are directed to identify CB/Importers who do not upload the required certificates and the catalogues. Types of queries being raised to be send to the secretariat by 14.11.2025.
- b. All FAGs to encourage learning from INMAA4 practice of raising query to the importer and CB for not presenting the goods for examination on time. All the FAGs to analyse such Importer/CHA and sensitize them.

(Action: All the Nodal Pr. /Commissioners)

## **6.3. Uploading of checklist on website NAC tab to improve document submission, reduce unnecessary queries and pushbacks to reduce dwell time:**

INBOM4 confirmed that they have fine-tuned the checklist and shared with the Working Group A and they are waiting for approval of working group. After approval, INBOM4 will upload the checklist on NAC tab.

Decision: Working group A to finalize the checklist and after approval INBOM4 to upload it on NAC tab.

(Action: Working Group A)

#### **6.4. First Check:**

- i. The highest numbers of first check in percentage term for group 5 and 5N was in INMAA1 and for group 5E INDEL4. INBOM1 has stated that out of 273, in 232 cases were old and new machinery, 28 were re-import cases and 13 were as per Importer's request.
- ii. In NAC meeting dated 10.09.2025, it was decided that all the FAGs to analyze the reasons for the first check assessment and the same needs to be communicated to the Working Group C for analysis and targeted capacity building. However, INCCU1 has confirmed that they have not received this analysis yet.

Decision: All FAGs to send their analysis to Working Group-C.

(Action: All the Nodal Pr. /Commissioners)

#### **6.5. Push back of bills of entry:**

- i. The pushback of B/E has seen reduction of 25% for group 5 and 50% reduction for group 5N in the month of Sept 2025.
- ii. INMAA1 has confirmed that the note has been send to INBOM4(copy enclosed) on to streamline the process of FAGs to reduce the pushback.

Decision: All FAGs to closely monitor push back bills of entry.

(Action: All the Nodal Pr. /Commissioners)

#### **7. Nature of queries raised in September 2025:**

- i. For group 5, queries were raised in approx. 43% of bills of entry similarly for group 5E and 5N queries were raised in approx. 37% bills of entry.
- ii. It has been noticed that there is an increase in the 'other category' queries from 338 (August) to 505(Sept).

Decision: All the Pr. /Commissioners to monitor queries given and try to reclassify other category queries.

(Action: All the Nodal Pr. /Commissioners)

#### **8. Training/Seminar for Trade and Officers:**

- i. INCCU1 has confirmed Joint Director, BIS have conducted training for BIS and E-waste. Working Group C will conduct training every month till March 2026 on selected topics.
- ii. INMUN1 has commented that they have prepared the PPT for insufficient documents and circulated that PPT to NAC members.

Suggestion: The Chair suggested to make trainings interactive and to record so that it can be used by other formations.

(Action: Working Group-C)

#### **9. Suggestions for Improvement from FAGs:**

- i. Pr. Commissioner, Mumbai Port INBOM1 was given task to interact with the trade and industry as far as NAC 5 is concerned. In this regard, they have written letter to 13 trade associations and 20 importers. However they stated that they have neither received any information nor got any feedback.
- ii. Most of the NAC Pr./Commissioners emphasized that there is a lack of active participation of Associations/Importers in PTFC/CCFC meeting regarding the issues. In this regard, it is suggested that jurisdictional officers may like to invite Importers/Trade Associations for PTFC & CCFC meeting.

The meeting ended with the Convenor thanking all the members of the NAC Mechanical Machineries for their participation and discussion.

This issues with the approval of the Convenor of National Assessment Centre (NAC-5) - Mechanical Machineries (Chapter-84).

Encl.-As above.

(Rohitkumar Bhaisare)  
Joint Commissioner of Customs (in-situ),  
Chief Commissioner's Office, Mumbai Customs Zone III

To

1. All the Pr. Chief Commissioners/ Chief Commissioners of member FAGs of NAC-5
2. All the Nodal Pr. Commissioners/ Commissioners/Working Groups of FAGs of NAC-5.

 <p>भारतसरकार / Government of India वित्तमंत्रालय / Ministry of Finance राजस्वविभाग / Department of Revenue</p>		<p>भारतीय मानक ब्यूरो IS 15700</p>   <p>License No.: SQ/L-6000140.2 दूरभाष / Telephone: 044 25230371 ईमेल / Email: commr2-cuschn@gov.in</p>
<p>चेन्नई-II(आयात) सीमाशुल्क आयुक्त का कार्यालय , <b>OFFICE OF THE COMMISSIONER OF CUSTOMS, CHENNAI II(IMPORT)</b> सीमा शुल्क भवन, नं ६०, राजाजी सालै, चेन्नै-600001 <b>CUSTOM HOUSE, NO. 60, RAJAJI SALAI, CHENNAI – 600 001.</b></p>		

F.No: CUS/APR/RPTS/OTH/3/2025-GR 5-O/O COMMR-CUS-IMP

DATE:11-09-2025

To  
The Additional Commissioner of Customs,  
Chief Commissioner's Office,ACC,  
Mumbai-III.

Madam/Sir,

**Sub: Streamlining the process of expediting assessment in FAG - Comments-reg.**

Please refer to the above-mentioned subject. In this regard, to streamline the process and to expedite the assessment in FAG, the following suggestions/comments are being made by this office.

Trade is advised to adhere to the following general instructions for faster assessment and clearance of the goods in Faceless Assessment. Adherence to these will reduce raising of query or requirement of assessment based on first check: -

1. Ensure that legible copies of all supporting documents are uploaded in e-Sanchit and after uploading the documents in e-Sanchit, they are properly linked with the concerned Bill of Entry, by tagging IRN with the corresponding Bill of Entry for all documents.
2. As far as possible always upload the Catalogue/Technical Writeup/End use/Product Data Sheet/User Manual, etc. along with picture of the goods which will help the FAGs in verification of self-assessment.
3. Documents in support of declared value such as previous BEs, Purchase Order/Contract, Remittance Copy etc. whichever is available may be uploaded to assist the proper officer in verification of assessment.
4. Whenever duty exemption is claimed under any exemption notification, the conditions of duty exemption should be carefully studied and compliance documents must be uploaded. Also, it must be ensured that the goods squarely fall under the category goods on which such exemption is allowed.
5. If the importation of goods requires Registration under certain Acts/Rules, the same must be completed before filing the Bill of Entry and a copy of required certificate should be uploaded in e-Sanchit.
6. Compliance of BIS Standards and uploading necessary registration certificate is very essential. Importers/CBs are requested to visit the website "bis.gov.in" and ensure that they have necessary certification, before filing of BEs.
7. The Government has introduced monitoring mechanism on import of Steel, Chips, Non-Ferrous

Metals, Paper and Coal. The Importers and CBs are requested to submit the mandatory information on the designated websites before filing of BEs and upload the documents in e-Sanchit.

8. While uploading the documents on e-Sanchit, Trade and Customs Broker are requested to select the correct code for the documents which is helpful in verification by the proper officer.
9. Whenever there is query seeking specific information/document, it should be replied with relevant and specific answer providing information/documents sought therein.
10. While filing a BE for 'provisional assessment' under Section 18 of the Customs Act, 1962 due to pending SVB investigation or for any other reasons, it is requested that proper reason for opting provisional assessment must be mentioned. Please ensure that declaration giving these reasons are also uploaded in e-Sanchit.

**Apart from mandatory documents like Invoice, Packing List and Bill of Lading following documents are required to be uploaded, wherever applicable,**

1. Country of Origin Certificate.
2. Duly filled Section-1, II and III of Form-1, if the Preferential Rate of Duty is claimed based on RVC content of the originating goods.
3. Order in Original/ IR issued by SVB where buyer and supplier are related.
4. Copy of Shipping Bill and reversal of export benefits claimed during export wherein the re- import notification benefit is claimed.
5. BIS registration certificate wherein goods fall under the mandatory requirement of BIS.
6. LMPC Certificate under the Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodity) Rules, 2011, for the goods falling under the purview of LMPC Rules, 2011.
7. Documents like, RCMC, AEPC, Concessional Duty Certificate from relevant organization, etc. wherever the condition of duty exemption notification requires submitting such documents.
8. Special Import Licence for prohibited/restricted goods.
9. High Sea Sale Agreement along with sale invoice wherever such sale has occurred.
10. Registration Certificate from CPCB/SPCB for fulfilling Extended Producer Responsibility (EPR), wherever it is mandatory.

**In the case of old and used capital Goods:**

- a. Inspection/Appraisal Report issued by Chartered Engineer, or their equivalent based on country of sale; or Inspection/Appraisal Report issued by locally empanelled Chartered Engineer, in the absence of above and certificate issued by the Institute of Chartered Engineers which qualifies the CE to perform such appraisal/inspection along with Custom House letter/PN empanelling him.
- b. Weighment Slip
- c. Pictorial Catalogue/Technical Writeup/End use

**Re-Import/Repair and return cases:**

- a. Export Invoice and Shipping Bills
- b. Product Sales Catalogue, Technical literature/write up on nature of goods.

This letter is issued with the approval of Commissioner of Customs, Chennai-II (Import Commissionerate).

Additional Commissioner of Customs  
Group-5, Chennai-II