

आयुक्त का कार्यालय, सीमा शुल्क, अहमदाबाद

“सीमा शुल्क भवन”, पहली मंजिल, पुराने हाई कोर्ट के सामने, नवरांगपुरा, अहमदाबाद-380 009  
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DIN: 20250671MN000021742C

Date: 06.06.2025

F.No. GEN/TECH/44/2020-Tech

### PUBLIC NOTICE No<sup>03</sup>/2025

**Sub: Import / Export Procedure at ICD Dahej (INDAH6) – Reg.**

#### PART – I GENERAL INSTRUCTIONS

1.1 It is hereby brought to the notice of all exporters, importers, Customs House Agents (CHAs), Custodians, Banks, Trade stakeholders, and all concerned that this office, vide Notification No. 01/2023 dated 16.06.2023, has notified the area at Inland Container Depot (ICD), Dahej, for the purpose of unloading imported goods and loading exported goods under Section 8(a) of the Customs Act, 1962. Further, vide Notification No. 02/2023 dated 16.06.2023, issued under Section 45(1) of the Customs Act, 1962, Container Corporation of India Ltd. has been appointed as the custodian of the Inland Container Depot (ICD), GatiShakti Cargo Terminal, MMLP Dahej, PCPIR, Dahej Industrial Estate, Tehsil: Vagra, District: Bharuch, Gujarat – 392130 (INDAH6), hereinafter referred to as ICD Dahej.

1.2 The Pr. CCA, MoF, Department of Revenue, DGACR Building, New Delhi, vide Office Memorandum dated 29.08.2024, has authorized Bank of Baroda, Dahej Branch (BSR Code: 0202605) for the collection of Customs Duty and for the disbursement of Duty Drawback/Refunds in respect of M/s Container Corporation of India Ltd., ICD, GatiShakti Cargo Terminal, MMLP Dahej, PCPIR, Dahej Industrial Estate, Tehsil: Vagra, District: Bharuch, Gujarat – 392130 (INDAH6). The designated Bank of Baroda account for the collection of Customs Duty is Current Account No. 26050200002900, IFSC Code: BARBODAHEJX. The focal branch is Bank of Baroda, Service Branch, Shop No. 213–220, Zenon Complex, Khatrodra, Bamroli, Surat, Gujarat – 395002, BSR Code: 0200418.

1.3 The facilities for movement of containers /goods will be available between ICD Dahej and all major ports, SEZ and other designated Customs areas.

1.4 The transshipment of cargo to and from the ICD will be carried out via road and rail.

1.5 The normal working hours of the Customs Administration are from 10.00 hours to

17.00 hours, from Monday to Saturday (except 2<sup>nd</sup> Saturday, and Government declared public holidays). However, for the import/export cargo, the services of Customs are made available 24x7 working hours.

1.6 It is expected that the Trade and other agencies would strictly comply with these instructions to ensure the smooth and efficient functioning of ICD-Dahej. Difficulties, if any, faced may be brought to the notice of the Deputy/Assistant Commissioner of Customs, ICD-Dahej for appropriate redressal.

## **PART- II INSTRUCTIONS FOR IMPORT**

### **2.1. IMPORTS**

2.1.1 Containerized goods (FCL/LCL) shall be permitted for transshipment from the gateway ports to ICD Dahej, as well as to any other Customs Area or SEZ, under Section 54 of the Customs Act, 1962, in accordance with the provisions of the Goods Import (Conditions of Transshipment) Regulations, 1984, as amended. Only those containers specifically mentioned in the relevant Import General Manifest (IGM) for transshipment to the designated ICD/Customs Area/SEZ shall be allowed for transshipment.

2.1.2 In cases where containers are to be transshipped, the Steamer Agent shall electronically file a Sub-Manifest covering the containers intended for ICD Dahej. This Sub-Manifest, to be filed along with the main IGM, must indicate all relevant particulars, such as ISO identification marks, container numbers, description of goods, and should bear an endorsement stating "FCL/LCL cargo for clearance at ICD Dahej." The Steamer Agent shall electronically file a transshipment application, including the aforementioned particulars, to the proper Customs Officer at the gateway port.

2.1.3 Upon arrival of the containers (FCL/LCL) at ICD Dahej, a representative of CONCOR shall submit a request to the Customs Officer at ICD Dahej for de-stuffing of LCL containers. The Customs Officer shall grant permission for de-stuffing by making a suitable endorsement of the fact on the request letter submitted by the custodian.

2.1.4 De-stuffing of LCL containers shall be conducted in the presence of the Customs Officer at ICD Dahej. After the de-stuffing sheet is prepared, it shall be signed by both the Customs Officer and the representative of the ICD. The contents of the container -such as packages, chests, bales, boxes, etc.—shall be tallied, and their marks and numbers verified with reference to the Sub-Manifest. Any shortages observed shall be recorded and certified

by the Customs Officer on both copies of the Sub-Manifest.

2.1.5 De-stuffing of FCL containers shall be carried out only if required by the Customs Authorities at ICD Dahej. Doorstep de-stuffing of containers shall be permitted at the request of the importer, provided such a request is made in advance of the cargo's arrival.

2.1.6 Under the Electronic Data Interchange (EDI) system, the Bill of Entry shall be filed electronically and processed in an automated, computerized environment. The use of e-SANCHIT for filing Bills of Entry has been mandatory for all imports with effect from 1st April 2018, and no physical documents will be accepted. The system will not allow the submission of a Bill of Entry unless IRN numbers are provided, evidencing prior upload of supporting documents via e-SANCHIT. Reference may be made to Board's Circular No. 40/2017-Cus., dated 23.10.2017, and No. 55/2020-Cus., dated 17.12.2020, regarding implementation of the application for electronic upload of supporting documents. Assessment will be carried out by Appraising Officers and Deputy/Assistant Commissioners based on these uploaded documents. The Appraising Group or Appraising Superintendent may also call for requisite documents, if needed. There are certain prerequisites for filing the electronic declarations, which are required to be complied with before filing the Bill of Entry.

2.1.7 **Uploading of Supporting Documents:** To upload supporting documents on ICEGATE, the authorized person shall visit <http://www.icegate.gov.in>, click on the "Login/Signup" button to access ICEGATE using valid credentials, and then click the e-SANCHIT link on the left-side menu. Detailed instructions for uploading are available on the ICEGATE website. While preparing a submission through the Remote EDI System (RES), the authorized person must ensure that all necessary documents are uploaded. A facility is available on ICEGATE for users to access and view their uploaded documents.

2.1.8 If the authorized person needs to submit a document after the generation of the Bill of Entry number, the document must first be uploaded on ICEGATE. The user must obtain a unique Image Reference Number (IRN) and then link the document with the corresponding Bill of Entry by submitting an amendment at the Service Centre. This procedure also applies when submitting a document in response to a Customs query.

2.1.9 **Assessment & Document Verification:** Once a Bill of Entry is filed, Customs Officers will access the electronically uploaded documents for assessment within ICES. If additional information is required, ICES allows officers to raise queries. In response, the necessary supporting documents can be uploaded as per the prescribed procedure. All

documents required for the purposes of assessment would be viewed online.

2.1.10 Post Clearance Compliance Verification (PCV) will be carried out online based on the electronic versions of supporting documents instead of hard copy dockets of the Bills of Entry.

2.1.11 Goods Registration, Examination & Clearance: After the Bill of Entry is filed, the authorized person (e.g., Importer or Customs Broker) may proceed, with the self-assessed copy of the Bill of Entry, to the designated location for goods registration, document verification, and clearance. If goods require examination, the examining officer will record the results online in ICES.

2.1.12 Some types of supporting documents are required to be presented in original (as specified in the respective notifications) for verification of seal/signature etc., for defacement and for debit of quantities/value, trade should present hard copy at the time of the registration of goods. However, even these documents must also be uploaded digitally. In cases where documents require debit of quantity/value, the latest debit sheet must be uploaded with each subsequent Bill of Entry. The authorized person must ensure that the correct IRNs are accurately linked to the respective Bills of Entry.

2.1.13 Manifest Closure: With the submission of supporting documents online, the manifest closure department of the Custom House will not receive hard-copies of dockets. Officers shall rely on the electronic records maintained on ICES for all activities related to manifest closure.

## 2.2. Registration of Customs Broker in ICES.

2.2.1 Customs Brokers are required to register their details in the ICES at the respective Customs Commissionerate's from where they have been licensed. If they intend to operate at other stations, the intimation of the same should be registered in the ICES at the respective stations. In case the Custom House from where the Customs Broker has been licensed is not yet brought under ICES, such Customs Brokers should approach the Customs authorities indicated in the enclosed chart against respective Custom Houses. No re-registration is required in case the agency is already registered at any existing Customs location where ICES1.5 is operational.

## 2.3. Registration of Shipping Lines/Agents, Consol Agents

IGM/Consol Manifest shall be filed electronically by the shipping lines or their agents at the Ports of entry and Sub-IGM relating to respective IGM lines under SMTP at the Port. The

Shipping lines/Agents and Consol Agents, before filing IGM, should register themselves in the ICES at any of the ICES enabled Custom Stations.

#### **2.4. Registration of DGFT Licenses**

If the imports are against any of the DGFT Exim Licenses, such license should be first registered in the ICES and the Registration No. should be indicated against each item of goods in the Bill of Entry. No separate registration shall be required for those licenses which are received by Customs from DGFT online. Such licenses shall automatically be registered in ICES and can be utilized for debit against a Bill of Entry after approval by Proper officer in the system. (Format of License registration attached as Annexure A)

#### **2.5 Registration at ICEGATE for Remote filing of Bill of Entry or Manifest**

Those who intend to file Bill of Entry or manifest from their office, they should register themselves with the ICEGATE. For registration at the ICEGATE, the detailed information may be seen on the web-site <https://www.icegate.gov.in>. For filing of Bill of Entry from remote, NIC has provided software which is free of cost and can be downloaded from NIC web-site. (<https://ices.nic.in>)

### **PART- III INSTRUCTIONS FOR EXPORTS**

**3.1** Computerized processing of Shipping Bills for LCL / FCL Export under the Indian Customs EDI (Electronic Data Interchange) System (ICES 1.5).

**3.2** Under ICES 1.5, the computerized processing of Shipping Bills for LCL / FCL Export would be handled in respect of the following categories of Shipping Bills:

- a. Duty Free white Shipping Bills
- b. Dutiable Shipping Bills (Cess)
- c. Drawback Shipping Bills
- d. DEEC Shipping Bills
- e. EPCG Shipping Bills
- f. DFIA Shipping Bills
- g. 100 % EOU Shipping Bills
- h. Jobbing Shipping Bills
- i. Other EXIM Scheme Shipping Bills
- j. No Foreign Exchange Involved (NFEI) Shipping Bills
- k. Reward Schemes

### 3.3 PROCEDURE

The procedure to be followed in respect of filing of Shipping Bills for LCL / FCL Export under the Indian Customs EDI System 1.5 at ICD Dahej shall be as follows:

Under the EDI System, the Shipping Bills for LCL / FCL Export shall be filed electronically and processed online in an automated environment. Hard copies of certain declarations and certificates, etc., which are required to be provided should be attached with the export documents when the goods are presented for export.

### PART-IV GRIEVANCE HANDLING

- The Deputy/ Assistant Commissioner of Customs ICD Dahej may be approached by Importers/ Exporters or their Customs Brokers for redressal of any problems faced at any stage of the import /export clearance. For Helpdesk facilities, the following options may be noted:
  - End users can log a call at the helpdesk by making a phone call to Helpdesk analysts sitting at ICEGATE location and other custom locations. For ICEGATE location Toll Free No: 1800-3010-1000.
  - End users can log a call with ICEGATE by sending E-mail to 'icegateguide@icegate.gov.in' with full particulars.
  - End users can also send their problems using the HELPDESK interface provided in the website [www.icegate.gov.in](http://www.icegate.gov.in) in the option "use helpdesk".
  - Users may also directly contact the System Manager or the designated Customs Officers in case any difficulty. (*HINDI VERSION will follow soon*):
- a. Additional Commissioner & System Manager. Telephone No. 079-27542291.
- b. Assistant Commissioner & Alternate Systems Manager

Digitally signed by  
Shiv Kumar Sharma  
Date: 06-06-2025  
13:35:56  
Principal Commissioner,  
Customs Ahmedabad

#### Copy to:

1. The Chief Commissioner of Customs, Gujarat Zone, Ahmedabad
2. The Chief Commissioner of CGST, Central Excise & Service Tax, Ahmedabad Zone
3. The Chief Commissioner of CGST, Central Excise & Service Tax, Vadodara Zone
4. The Principal Commissioner/ Commissioner of Customs, Jamnagar, Kandla and Mundra
5. All Additional/ Joint Commissioner of Customs, Ahmedabad Commissionerate
6. All Deputy/ Assistant Commissioner of Customs, Ahmedabad Commissionerate

7. M/s Container Corporation of India Ltd, Custodian of ICD Dahej (INDAH6)
8. Notice Board/Website of the Commissionerate.
9. Guard File