

**\* CASH DEPARTMENT**

**5.01 INTRODUCTION:**

The Cash department deals with the collection of duty, interest, ITC fine, penalty, revenue deposits and other dues pertaining to the custom house. As far as the appraising work is concerned, the Cash department performs the function of collecting the duty etc., assessed both for imports and exports.

The assessed bills of entry (fully set), shipping bills and challans duly completed in all respects are received in the Cash department of this custom house for payment of custom duty, ITC fine/penalty, less charge etc., alongwith the demand drafts/pay orders or cheques (subject to realisation), drawn on Reserve Bank of India small difference between the amount shown in the documents and that in the demand draft / pay order can be paid in cash. After payment, oval stamp is affixed on the original, duplicate, triplicate, and quadruplicate copy of the bill of entry, shipping bills and challans indicating the cash number in red ink with stamped date, sign of Shroff therein. The cash number is running serially for a month. In the cash sheet, the details such as cash number and date, party's name, amount recovered (CHA No.) etc., are shown separately in the import cash sheets, export cash sheets and misc. cash sheets, i.e. CBR CUS 44, 44a & 45 respectively. After payment, full set of the bill of entry is sent to the Accounts department.

In the Accounts department, the duplicate copy of the bill of entry is pin-point punched with the security emblem of the customs house, thereafter; the original bill of entry is detached and retained by the Accounts department. The clerk incharge of out-of-charge then gives the out of customs charge on the duplicate copy of the bill of entry in case of first check. Except for the original copy of the bill of entry remaining copies are returned to the importer/CHA. The details of the original bill of entry such as cash number, date, rotation/line number are then entered in the 'key register' maintained in Accounts department. The bill of entry is then sent for microfilming, and

subsequently the same is sent to Manifest Clearance department (M.C.D) for matching with the duplicate copy of the bill of entry and for closing the line number of IGM.

In the case of second check (appraisement) out of charge is not given on the duplicate copy of the bill of entry.

***NOTE: The Appraiser is not responsible for any Arithmetical Calculations or Computing errors in Duty calculation.***

### **5.02 P.D. ACCOUNT PROCEDURE:**

Apart from payment of duty by pay order/demand draft or cheque, customs dues including customs duty, fine/penalty on the bill of entry, shipping bills, challans can also be paid by the process of adjustment from Personal Deposit account. In such cases, an importer/exporter or CHA can open P.D. account, maintained by the Accounts department. If any customs dues, fine/penalty are to be paid, the parties will take challan from the respective departments duly filled in and signed and get the same debited from their P.D. account by the Accounts department.

The same procedure, as being followed in cash department, is followed with separate records in respect of Personal Deposit account, with separate duty recovery stamp indicating cash number in red ink, ending with 'D' therein showing that the duty/fine/penalty etc. have been debited to the personal deposit account of the concerned personal deposit holders.

The total revenue is deposited daily in Reserve Bank of India, Bombay, under the head of Account "037-CUSTOMS"

### **5.03 IDF Procedure:**

IDF means Import Duty Free. Here the duty is not payable as per the Tariff itself. Such goods when imported are not chargeable to duty. In order to process such bill of entry, the same is sent to Import department after completion of the Appraising group formalities. The

receiving clerk in the Import department assigns the IDF no. and date. Thereafter the bill of entry is sent for pre-audit. After receiving the bill of entry back from pre-audit the Office Superintendent, Import department give out of customs charge in case of first appraisement bill of entry. However, in case of second Appraisement bill of entry the out of charge is given by the shed Appraiser. The original bill of entry is retained and sent to the Manifest Clearance department for further necessary action.

#### **5.04 ADF Procedure:**

ADF means Assessable Duty Free. Some items may be chargeable to a standard rate of duty, but by virtue of some notifications they are fully exempted from payment of duty in such cases, the ADF procedure is resorted to. After the bill of entry is completed, the bill of entry is sent to the respective ADF clerk to assign the ADF no., stamp and date the clerk after assigning the no. puts his signature below the stamp.

In the case of first check bill of entry, the Deputy Office Superintendent in-charge will give the "out of customs charge" after the ADF. No. and stamp is endorsed. However, in case of second check of bill of entry the "out of customs charge" is given by the shed Appraiser. In both these cases the original bills of entries are detached and sent for microfilming. There after these bills are sent to C.R.A. for audit. Finally these bills are sent to M.C.D. for matching and closing the IGM