

- (b) Based on the uploaded documents completion, deficiency or surplus memo will be generated automatically by system. Each claim while uploading will contain validation points to avoid double claims. There will be two types of deficiencies namely 1) **Documental Deficiency** which will be generated if claim is not provided with any mandatory documents for a certain type of claim 2) Similarly, a **Validation Deficiency** will be generated in case of Non-Validation. Deficiency will be removed by either uploading deficient document or providing the reasons for non-applicability.
- (c) Soft copy of the claim along with deficiency memo and unique ID will automatically move to concerned scrutiny officer. The scrutiny officers will scrutinize completeness of applications and send complete applications to the corresponding sanctioning officers. If any deficiency is noticed in applications, deficiency memos will be generated automatically and issued to the applicants. All aforesaid incomplete applications will also be sent to the sanctioning officers and will not come back to scrutiny officers unless the application is complete and deficiency removed.
- (d) Sanctioning officers will also scrutinize and verify the claim in system. Claims which will be sanctioned in the system will move to the payment queue automatically for direct payment and for further processing. The scrutiny and sanctioning officer will be given access to view uploaded documents.

5. Difficulties, if any, faced in implementation of these instructions may be brought to the notice of the undersigned.

**-Sd/-**  
**(SHRAWAN KUMAR)**  
**Commissioner of Customs, NS-III**

Copy to:

1. The Pr. Chief Commissioner of Customs, Mumbai Zone-II.
2. The Pr. Commissioner/All the Commissioner of Customs, Mumbai Zone-II.
3. All Addl. /Joint Commissioner of Customs, Mumbai Zone-II.
4. All Deputy/Asst. Commissioner of Customs Mumbai Zone-II.
5. The DC/EDI for uploading on the JNCH Website.
6. The Superintendent, Boarding office, JNCH.
7. Port Terminals (JNPCT/NSICT/GTI).
8. Office Copy.