



सीमा शुल्क आयुक्त का कार्यालय  
नव सीमा शुल्क गृह, पणंबूर, मंगलूर - 10  
OFFICE OF THE COMMISSIONER OF CUSTOMS  
New Custom House, Panambur, Mangalore - 10

सार्वजनिक सूचना सं. १९/२००७

दिनांक : १३.०९.२००७

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**विषय / Sub : Issuance and Renewal of Identity cards -Reg.**

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Attention of Custom House Agents and all concerned is invited to the subject matter implementing the new guidelines to be followed in respect of Issuance / Renewal of Identity cards issued to the CHAs / their employees of this Custom House. In order to streamline the issuance / renewal of the ID Cards, the following instructions are issued:

1. All the employees of CHAs should possess the valid Identity Card while doing the Customs work during working hours and must make entries in Visitors Register available at Control room while doing work on holidays without fail.
2. All the CHAs should inform the name of employees who possess the valid identity card and are presently attending their Customs related work. The employees whenever asked by Custom Officer should produce the cards.
3. "F" form identity cards will be issued / renewed till the validity of the licence or leaving the employment of Custom House Agency, which ever is earlier.
4. "G" form identity cards will be issued / renewed for five years or the validity of the licence or leaving the employment of the Custom House Agency, which ever is earlier.
5. "H" form identity cards will be issued / renewed for six months only.
6. All the CHAs should inform the name of Authorized signatory without fail and signing the documents without valid identity card will be treated as failure of the Custom House Agent to comply with the obligations of Custom House Agent.
7. All the CHAs should take the approval of the Deputy Commissioner of customs or Assistant Commissioner of Customs prior to the appointment of a person for assistance while transacting business.
8. Applications for renewal of the Identity Cards should be submitted to the Custom House Section at least two weeks prior to the expiry of the validity period with two photographs. *Under any circumstances the expired Identity card will not be renewed in future and treated as cancelled.*

The above instructions are issued with the approval of the Commissioner of Customs, Mangalore and should be followed strictly without fail.

  
(A.W. VAIRAGKAR)  
JOINT COMMISSIONER