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**STANDING ORDER NO. 06/2016**

***Sub:*** Introduction of new CRCL Test Module in ICES 1.5 – reg  
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Attention of all officers and concerned staff is invited to the introduction of New CRCL Test Module in ICES 1.5. The CRCL module has been developed for the automation of the procedure of forwarding samples for testing from the Customs formation to the Central Revenue Laboratory located at Visakhapatnam Custom House under a test memo and the receipt of the test report from the CRCL online.

This module is intended to bring efficiency and transparency, and reduce cost of compliance for the trade by extending automation to processes ancillary to customs clearance.

**The Module consists of the following components:**

**a) CLAB Role:** CLAB Role is assigned to the Officers who can have privilege to enter reports, marking sample for testing and verification of report after entry of report by entry officer.

**b) Lab Administrator (CLABADM):** Officer having Role of CLABADM will give privileges to Officers for marking, report entry and verification.

**LAB OFFICER (CLAB):**

As explained above, the Officer having CLAB Role can be assigned privilege for;

- Marking and verification of Test Report OR
- Entry of Test Report

On login by the officer, system will display the main menu. The Officer has to select the Option from the <F7> menu. Menu options will be displayed according to the role assigned to the Officer by Lab Administrator.

## **Marking and verification of Test Report:**

This option will be used for marking the Test Memo to the user having CLAB role with Report Entry privilege. As explained above, CLABADM will mark lab users with mark or Report entry privilege. Mark privileged users will be allowed to mark test memo to Users having Report entry privilege

### **The screen display is as follows:**

- The Officer has to enter – Test Memo number or Press <F7> for Help.
- System will display the list of pending test memos pending for Test Report entry.
- Select the Test Memo. System will display the BE Particulars.
- Enter SSO ID of the Officer to whom the BE is assigned.
- Press <F7> for list Officer having Report Entry privilege.
- Press <Submit> to assign
- Press <Clear> to cancel to select the new Test Memo
- Press <Exit> to Exit from the option

### **Entry of Test Report:**

Report Entry can either be done by Customs Officer at the location having Role of INS or Officer of the lab having role of CLAB. In INS role, Customs officer will enter the test memo details and test report which has been received from respective lab physically. This test report can also be entered by CLAB user, if System Manager has already mapped to CLAB user to lab code.

### **The Officer has to enter –**

Test Memo Number OR Press <F7> for Help, System display the list of Test Memos for which test report is not entered by the Officer (CLAB Role). On selection, system will display the BE entry particulars, Lab Receipt No and date of receipt. Officer has to enter Test Report and

- Press <Submit> to save the report
- Press <Clear> to Cancel and to select the new Test Memo
- Press <Exit> to Exit from the option

On saving the report, the Test Memo is marked to queue of the verifying Officer.

### **Verify Test Report:**

CLAB user having the mark privilege will also have the option to verify the report. After verification, lab report will be available to the Customs House. If not verified the test memo will be pending to CLAB role. The Officer

has to enter – Test Memo Number or Press <F7> for Help, System display the list of Test Memos for which test report is entered and pending for verification by the Officer (CLAB Role) Press Y, if the report is satisfactory and can be forwarded to the Customs Station. Press N to mark back to the Testing Officer.

### **BE Processing:**

While appraising the BE, the Appraising Officer, if desires to draw a sample of the item for test purpose, will have to close the Appraising Option and Select Option – Sample Test Entry; from the main menu and enter the test requirements of the items and select the lab where it shall be forwarded. The Option – Sample Test Entry; is available to both Appraising Officer of the Groups and Inspector/Examining Officer. On selection of the option, the Officer has to enter the BE No and Date; User has to select the Invoice No and Item Serial No for which the sample has to be drawn. System will display the Item description.

Officer has to select/enter Lab Type and Lab Code. Press <7> for Help. System will display the list of Labs, where the item selected can be tested (based on CTH Number- Positive or Negative list). System will also display the test instruction of the item, if available in the directory. The Officer has to enter the Test required;

- Press <Submit> to save and forward the BE to the Inspector for physical draw of samples
- Press <Clear> to cancel and to select the new BE
- Press <Exit> to Exit from the option
- On pressing the <SAVE> button system will generate the Test Memo Number and display.

The test memo number generated by APR role will allow INS to draw test sample and make the entry into the system. As mentioned above, Inspector/EO can also suggest to Appraising Officer for testing the item. In such case, the Inspector will be generating the Test Memo and forward the BE to AO for approval of test requirement. On approval from AO, the Test Memo is marked back to Inspector for drawl of samples.

### **Draw Sample Approval:**

The option is for approving the test requirement suggested by Inspector/EO. The AO has to enter the Test Memo Number and Date to approve the test requirement. AO has the option to reject the suggestion by entering N for the prompt – ‘Approve (Y/N)’

### **Dispatch Entry:**

It is the responsibility of the Inspector to draw the sample and forward to the selected lab. The Officer has to enter the sample quantity drawn against the item and dispatch the sample to the lab. After dispatch, the

Examining Officer has to select the option and enter the particulars. Officer has to enter Sample drawn date, Warehouse code, Quantity drawn, Unit of measurement and

- Press <Submit> to save
- Press <Clear> to Cancel and to select the new BE
- Press <Exit> to Exit from the option

**View Test Memo:**

The option is available to all officer having Role of AO and INS (Inspector), CLAB and CLABADM. However, CLAB and CLABADM users can only view the samples which are concerned to their labs only.

**Test Memo Print:**

The option can be used by Inspector to generate three copies of Test Memo to be forwarded to the Test lab.

**List of Pendency:**

The Customs Officers (AO and Inspectors) can generate list of Test Memos pending at different labs and queues.

**View BE Option:**

The Customs Officers can also view the Test memo reports filed or pending against the BE. Any difficulty faced may be brought to the notice of undersigned.

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(C. RAJENDIRAN)  
Principal Commissioner of Customs

**Copy to:**

1. The Chief Commissioner, Visakhapatnam Zone.
2. The Additional Commissioner, Custom House, Visakhapatnam.
3. All the DC/ ACs, Custom House, Visakhapatnam.
4. Joint Director, CRCL, Custom House, Visakhapatnam.
5. The Superintendent (EDI) for uploading in the Website.