



GOVERNMENT OF INDIA  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PORT)  
CUSTOM HOUSE, 15-1, STRAND ROAD, KOLKATA - 700001  
PHONE: 91-33-22436493 FAX: 91-33-22435998

F No. S60 (Misc) - 206/2020 A (G)

Dated: 17.04.2020

**CIRCULAR**

To  
The CCTC Members, CBs Associations,  
Chambers of Commerce, Nepal & Bhutan Customs Associations,

Sir/Madam,

**Sub.: Issuance of E-pass for the persons related with Customs clearance of the goods for import and export during lockdown period-reg.**

Kind attention is invited to the para-12 & para -18 (i) of the consolidated guidelines of the Ministry of Home Affairs Govt. of India dated 15.04.2020 issued vide Order No. -403.2020DM-I(A) for working of Customs without any restrictions from 20.04.2020 to maintain National and International supply chain.

2. In this regard, the competent authority of the Customs Port Commissionerate, Kolkata is pleased to inform you that the department is going to issue E-passes for the persons who are related with Customs clearance of the goods for Export & Import and also for the Transit Goods to Nepal and Bhutan.

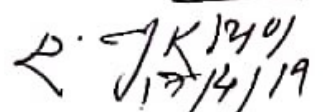
3. In view of above, you are requested to apply through online at the Email Addresses i.e. [sgptk69@gmail.com](mailto:sgptk69@gmail.com) & [samir99serel@gmail.com](mailto:samir99serel@gmail.com) and you may also contact to the Superintendents of Customs, Posting Unit, Customs House, Kolkata at their Mobile Nos. 9051337846 & 8240590916 for further query if any.

4. Applications should be submitted by the Customs broking firms as per the guidelines given in the Annexure-I and after completion of all the formalities of the Annexure-I, the E-Pass may be issued by the Customs Authority as per the format given in the Annexure-II.

5. It is also clarified that the E- pass shall be issued to only one employee of one broking firm who has his documents pending clearance on day to day basis.

6. The pass for the vehicles has to be obtained from Police by the broking firms separately

Yours sincerely,



(Amrendra Narayan)

Additional Commissioner and Nodal Officer,  
For Kolkata Customs Zone.

Enclosures: Annexure-I & II.

Copy to:

1. The Chief Secretary, Government of West Bengal, Kolkata.
2. The Transport Secretary, Government of West Bengal, Kolkata with request for directions to the Enforcement Officials to allow smooth passage.
3. The Commissioner of Police, Kolkata Police Commissionerate with request for directions to the Enforcement Officials to allow smooth passage.
4. The Commissioner of Police, Bidhan Nagar Police Commissionerate with request for directions to the Enforcement Officials to allow smooth passage.
5. The Commissioner of Police, Barrackpore Police Commissionerate with request for directions to the Enforcement Officials to allow smooth passage.
6. The Commissioner of Police, Howrah Police Commissionerate with request for directions to the Enforcement Officials to allow smooth passage.
7. The District Magistrate, North 24 Paraganas.
8. The District Magistrate, South 24 Paraganas.
9. The Chief Commissioner of Customs, Kolkata Customs Zone, Custom House, Kolkata.
10. The Principal Commissioner of Customs, Port / A&A, Custom House, Kolkata.
11. All Group -A Officers under Port / A&A, Commissionerate for information.
12. The Assistant Commissioner of Customs (EDI), Custom House, Kolkata for taking necessary action.
13. The Secretary of All Gr.B & C officers Associations.
14. Notice Board.

**Annexure-I.**

**Procedure for apply online for E-Pass :-**

A. Apply by the Customs broking firms through online with the following details:-

1. Name of the person:
2. Father's name:
3. Firm's Name :
4. Mobile No. & Email Id.:
5. Place of work (*in Customs formation*):
6. Id card no. (*F/G/H Card no.*)
7. Passport No./Adhar card no..
8. Vehicle No.
9. Route :
10. Purpose.

B. The following self-attested documents must be submitted through online by the Customs broking firms.

1. Id card (*F/G/H Card*).
2. Passport /Adhar card
3. Place of work (*in Customs formation*):
4. Purpose (with supporting documents.)

C. The pass for the vehicles has to be obtained from Police by the Customs broking firms separately. Customs will not issue any pass for vehicles.



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Essential Services Duty Pass

As per the para-12 & para -18 (i) of the consolidated guidelines of the Ministry of Home Affairs, Govt. of India dated 15.04.2020 issued vide Order No. 40/3/2020DM-1/(A) for working of Customs without any restrictions from 20.04.2020 to maintain National and International supply chain, the following person has been permitted by the competent authority of Customs Port Commissionerate, Kolkata to operate the essential service during lockdown period.

Details of the person (CHA/Importer Exporter Steamer Agent/Bonded Warehouse owner etc.) as follows:-

1. Name of the person:
2. Father's name:
3. Firm's Name :
4. Mobile No. :
5. Place of work (in Customs formation):
6. Id card no. (if G.H. Card no.)
7. Passport No. Adhar card no.:
8. Vehicle No
9. Route :
10. Purpose:

It is clarified that movement of the persons and vehicles, as above shall be subject to strict adherence to COVID-19 instructions of both Government of India and Government of West Bengal. Social Distancing and Wearing Mask in public place are mandatory.

E-Pass No. ....

Date & Time: .....

Validity for 48 hrs from its issuance.

Dy./Asstt. Commissioner of Customs & SPS (Port)  
(with stamp )

**Note:** In case of any difficulties please contact the Mobile Nos. 9051337846 & 8240590916 and Email Id: [sgptk69@gmail.com](mailto:sgptk69@gmail.com) & [samir99serel@gmail.com](mailto:samir99serel@gmail.com).