



कार्यालय आयुक्त सीमा शुल्क (दिल्ली हवाईअड्डा)  
OFFICE OF THE COMMISSIONER OF CUSTOMS (DELHI AIRPORT)  
टर्मिनल 3 -, इंदिरा गांधी अंतरराष्ट्रीय हवाईअड्डा, नई दिल्ली ११००३७.  
IGI AIRPORT, TERMINAL - 3, NEW DELHI 110037.

मिसिल स.VIII(Air Cus)/48/Tech./SOP-Records/28/2016 | 10760  
27-5-1 (दिनांक: .05.2016)

**STANDARD OPERATING PROCEDURE (SOP)**

**FOR MAINTENANCE OF STATUTORY RECORDS - REG.**

It has come to notice that SDO(Arrival) Register, which was in use during Dec./2012, is not available now. The register is urgently required to be produced before the Hon'ble NDPS Court in connection with a NDPS case. The Hon'ble Judge has noted the loss of SDO(A) register and is scrutinizing the matter. A Committee was constituted for the purpose of locating the SDO(A) Register. But the Committee also failed to locate the concerned register. It could not be ascertained as to the date of opening and closing of the said register, who opened the register and serial no. of the register in the 335 (N) Register (Register of Records: File Opening Register). The loss of SDO(A) Register is indicative of the fact that the concerned officers are very casual in up-keep and maintenance of statutory records. Further, it has come to notice that some of the office branches/shifts either do not maintain 335(N) Register or maintain it in a perfunctory manner. It is presumed that all concerned understand the importance of 335(N) Register vis-à-vis maintenance of records. The number of a file or register i.e. file no. or register no. straight away indicates the branch or subject or concerned official dealing with the file. For example, File No. VIII(15)1/ .../.../.../2015 indicates that this file relates to Parliamentary Question (sub-classification 15) under Customs (classification VIII) and was opened in the year 2015 under serial no. 1 of heading VIII(15) of 335(N) Register. Entry in 335(N) Register will indicate the date of closure of the file, who closed it and the present location of the file. So, it is clear that if 335(N) Register is maintained properly then the person responsible for loss of the file can be identified immediately and thus constitution of a committee for fixing responsibility for loss of a particular file will be rendered redundant. File classification module is available in OPM. However, extract of classification is attached for ready reference.

2. The Commissioner of Customs, IGI Airport has taken a serious view regarding the loss of SDO(A) Register referred to above and also expressed his dissatisfaction on

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the lackadaisical manner in which the officers are maintaining statutory records. Hence, the following guidelines regarding up-keepment/maintenance of records are issued for strict compliance –

- i) 335 (N) register is to be maintained by each branch/shift;
- ii) All files, registers to be opened and closed through 335 (N) register;
- iii) Classification of file/register is to be maintained as per OPM (concerned extract of OPM attached);
- iv) Statutory serially numbered forms (eg. DR, BR etc.) to be maintained through 335(E) Register (Register of Serially numbered forms);
- v) Serially numbered forms (e.g. DR book, BR book etc.) to be received under dated acknowledgement and when exhausted, consigned to record section under proper receipt. The receipt should be kept secure under the charge of ACS In-charge of the branch/shift, who will maintain a Register for this purpose containing the following columns:-

Sl. No.	File No. of record despatched into Record Section	By whom despatched to Record Section	Date of Deposit	Name & signature of the officer who received it in Record Section	Receipt No.	File No. where the record kept	Signature of ACS
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- vi) SDO(A) Register and other statutory registers when exhausted, should be consigned to Record Room under proper receipt, which shall be maintained as per procedure laid down under Sl. No. (v) above;
- vii) All files and registers to be invariably page marked;
- viii) Registers to be duly authenticated i.e. date of opening, reference to page marking, heading, sub heading serial no. of 335(N) Register and authentication of the officer who opened the register.


3. It has been further decided to issue the following guidelines for the Record section;

On receipt of any record (files, register etc.) from any branch, the Record Section ACO is to give dated acknowledgement of receipt mentioning file no., subject, date of opening & closing of the file (as mentioned on file cover) and no. of pages (note sheet & document). Receipt mentioning the above details is to be prepared by the file/register depositing officer and handed over to the Record ACO along with the file/register who will put his dated signature (in full) in acknowledgement of receipt after verifying the contents. The ACO Record will then enter the details in a Master Register and store the record systematically (branch, subject and date wise) in a

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sequential manner so as to make it convenient to locate the record immediately in future. The ACO Record will also maintain a database of records stored in Record Branch incorporating present location of the same so that any record kept in the Record Section may be retrieved without much hassle when the need arises. ACS (Record) will closely monitor and determine the same so as to ensure proper record keeping in Record Section.

4. All AC/DC in-charge of different sections/shifts are directed to ensure compliance with these guidelines and monitor the same on regular basis. They should also ensure smooth handing over and taking over of the records whenever charges are changed and put up a report in this regard for the perusal of ADC in-charge by 7<sup>th</sup> June, 2016 and thereafter, every three months. It is directed that all concerned to follow the above guidelines scrupulously. Any loss of records will entail disciplinary proceeding against the erring official.

The above is issued with the approval of the Commissioner of Customs, Delhi Airport.

  
(Dr. Amandeep Singh)  
Additional Commissioner

Encl: Extract of OPM

Copy forwarded to:-

1. The Additional Commissioner of Customs, CCCU(DZ), New Custom House, New Delhi for information please.
2. The Commissioner of Customs, Delhi Airport, New Delhi.
3. All DC/AC Baggage - Shift A, B, C & D.
4. All DC/AC Preventive - Shift A, B, C & D.
5. All ACS - Records / Warehouse / Valuable / Office Preventive / Legal / Adjudication / Vigilance / Prosecution for information and necessary action.
6. Guard File.

  
Additional Commissioner