



Customs Broker Licensing Management System (CBLMS)

User Manual Offence Management

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1. Offence Module

Offence module in Customs Brokers Licensing and Management System (CBLMS) allows Policy Sections to manage the complete lifecycle of an offence under CBLR, 2018. This module also enables Intelligence Agencies to report the offences i.r.o. Customs Brokers and associated persons to the concerned Policy Sections. This module includes management of Offence Reports, processing of offence reports, Offence Case Files, managing inquiries, orders, notices etc. This user manual provides a detailed guide for Officers to work with this module.

2. Important Terms

a. Offence Report (OR)

Offence report means a summary of investigation and prima facie framing of charges into the allegation of acts of commission or omission of the Customs Broker or a F card holder or a G card holder, as the case may be, under regulations of CBLR, 2018 which would render him unfit to transact business. This is the first step in starting an offence proceeding against CB or persons associated with CB under CBLR, 2018. In CBLMS, Intelligence Agencies and Policy Sections can create Offence Reports i.r.o CB or persons associated with CB. These created offence reports are automatically shared with concerned Policy Section(s) to process these further.

b. Offence Case File (OCF)

It is a file in CBLMS wherein offence reports and offences therein are processed. It can be seen as a digital simplified version of physical files which are used by Policy Sections in offline mode. OCF is created and maintained by Policy Sections. It captures all the events i.r.o. Of offences.

c. Inquiry Officer (IO)

Inquiry Officer is the Deputy Commissioner of Customs or Assistant Commissioner of Customs, appointed under Regulation 17(2) of CBLR, 2018, who conducts the inquiry i.r.o. charges against Customs Brokers. This module allows Inquiry Officers to process the inquiry proceedings in CBLMS. All IOs are given their login credentials in CBLMS using which they can log in to

CBLMS and conduct inquiries tasks assigned to them. Options are there for them to schedule PH, communicate with CB and Policy Section and to send Inquiry report.

d. Intelligence Agency (IA)

These are various intelligence / investigation agencies in Customs formations. All intelligence agencies who investigate i.r.o Customs Brokers should be mapped into CBLMS. Intelligences are given roles to create Offence Reports (OR) and such Offence reports are automatically sent to concerned Policy Section(s) to take necessary action against CB under CBLR, 2018.




3. Intelligence Agency

a. Homepage

In CBLMS, Intelligence Agencies have been given the option to create the Offence Report i.r.o Customs Brokers or persons associated with them. Such offence reports are automatically shared with the concerned Policy Sections where the involved Customs Brokers are working. Intelligence Agencies can create an Offence Report using the “Add Offence Report” button in “Created OR” section on their homepage in CBLMS as shown in screenshot below:



b. Add Offence Report Form


Customs Brokers License Management System
 

OFFENCE REPORT
Offence Processing > Add Offence Report

Add Offence Report ← Back

Type of Offence* New offence Report Linked offence Report

Customs Brokers Involved*

SLK LOGISTICS INDIA PVT LTD -2020BNGR11

CB Name	PAN	CBLM No	PPS	OPS
SLK LOGISTICS INDIA PVT LTD	AAYCS6753K	2020BNGR11	Bengaluru City Customs	

Select Person(s) involved - Proprietor/Partner/Director/Employee:-

Select	CBLMS No	CB Name	Name Of Person	Mobile No	Email Id	PAN No Of Person	Designation Of Person
<input checked="" type="checkbox"/>	2020BNGR11	SLK LOGISTICS INDIA PVT LTD	C V MALLIKARJUNA MURTHY	██████████	██████████	██████████	Employee
<input checked="" type="checkbox"/>	2020BNGR11	SLK LOGISTICS INDIA PVT LTD	DILAKSHA M G	██████████	██████████	██████████	Employee

Person(s) Involved:-

CBLMS No	CB Name	Name Of Person	Mobile No	Email Id	PAN No Of Person	Designation Of Person
2020BNGR11	SLK LOGISTICS INDIA PVT LTD	C V MALLIKARJUNA MURTHY	██████████	██████████	██████████	Employee
2020BNGR11	SLK LOGISTICS INDIA PVT LTD	DILAKSHA M G	██████████	██████████	██████████	Employee

The screenshot displays the CBLMS interface. On the left is a navigation menu with 'Application Processing', 'Offence Processing', and 'Created OR'. The main content area shows a table of persons involved in an offence report and a form for creating the report.

Person(s) Involved:-						
CBLMS No	CB Name	Name Of Person	Mobile No	Email Id	PAN No Of Person	Designation Of Person
2020BNGR11	SLK LOGISTICS INDIA PVT LTD	C V MALLIKARJUNA MURTHY	[REDACTED]	[REDACTED]	[REDACTED]	Employee
2020BNGR11	SLK LOGISTICS INDIA PVT LTD	DILAKSHA M G	[REDACTED]	[REDACTED]	[REDACTED]	Employee

Below the table is the 'Offence Report Creation Form' with the following fields:

- File No. / Ref. No.***: Text input field with placeholder 'Enter File No. / Ref. No.'
- Manual Offence Report No.**: Text input field with placeholder 'Enter Manual Offence Report No.'
- Manual Offence Report Date***: Date input field with placeholder 'mm/dd/yyyy' and a calendar icon.
- Subject***: Text input field with placeholder 'Enter Subject'.
- Description Of Offence***: Large text area for description.
- Upload Detailed Offence Report***: File upload button with 'Choose File' and 'No file chosen' text, and a note '(only pdf file, Max. size 10 MB)'. Below it is an 'Add More...' button.
- Are There Relied Upon Documents (RUDs) For This Offence Report? ***: Radio buttons for 'Yes' and 'No'.
- Ports Of Offence***: Dropdown menu with placeholder 'Please select port of offence'.
- Save**: Green button at the bottom left.

- Following form is shown for creation of Offence Report:
 - a. Details of fields in the Offence Report Creation Form are given below:
 - i. **Type of Offence Report:** Offence Report can be of two types:
 1. **New Offence Report** - This offence report type should be used when it is the fresh offence against the CB.
 2. **Linked Offence Report** - This offence report type should be used when Officers want to add more information / documents etc. to earlier created Offence Report. When this offence report type is selected, one more option "Master Offence Reference No" appears which indicates the main offence report.

- ii. **Customs Brokers Involved** - In this field Officer can select one or more Customs Brokers who are involved in the offence being reported.
- iii. **Person Involved** - In this field Officer can select one or more persons associated with involved Customs Brokers and who are involved in the offence being reported.
- iv. **File No. / Ref No.** - This is the local section physical file no. of the offence report.
- v. **Manual Offence Report No.**- Officer can enter SCN No., Order No. etc in this field pertaining to the offence.
- vi. **Subject** - This field captures the subject of the offence.
- vii. **Description of Offence** - This field captures the description of the offence.
- viii. **Upload Detailed Offence Report** - Officer should upload scanned copy of the offence report in this field.
- ix. **Relied Upon Document (RUD)** - If there are RUDs associated with the offence, those RUDs should be uploaded in this field.
- x. **Ports of Offence** - This field captures one or more ports where the offence has taken place.

4. Policy Section

a. Offence Processing Menu Options

Following options in Offence Processing Menu are made available to Policy Section officers according to their roles:

i. Received OR

This section shows the Offence Reports (OR) which have been received by the Officer who is currently logged in to CBLMS to process it.

ii. Created OR

This section shows the Offence Reports (OR) which have been created by the Officer who is currently logged in to CBLMS.

iii. Inbox OCF

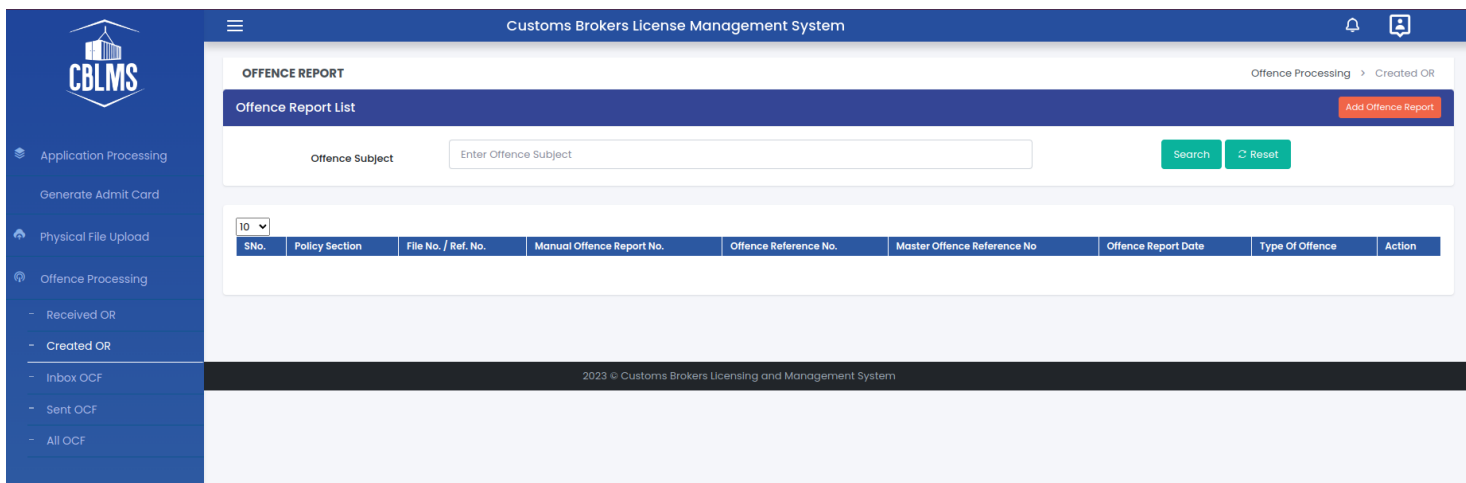
This section shows the Offence Case Files (OCF) which have been received for further processing by the Officer who is currently logged in to CBLMS.

iv. Sent OCF

This section shows all the OCFs which have been forwarded by the current logged in officer to other Officer in the Policy Section.

v. All OCF

This section shows the all Offence Case Files (OCF) of the Policy Section to which the Officer belongs.



b. Create Offence Report

- i. Policy Section officers can create an Offence Report using the “Add Offence Report” button in the “Created OR” section as shown in image below.

OFFENCE REPORT Offence Processing > Created OR

Offence Report List Add Offence Report

Offence Subject Search Reset

SNo.	Policy Section	File No. / Ref. No.	Manual Offence Report No.	Offence Reference No.	Master Offence Reference No.	Offence Report Date	Type Of Offence	Action
1	Mumbai Customs (General)	S/6-10/2023	REF/23/2023	OR/2023/00008		22-Jun-2023	New	View

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ii. Following form is shown for creation of Offence Report:



- Application Processing
- Generate Admit Card
- Physical File Upload
- Offence Processing
 - Received OR
 - Created OR
 - Inbox OCF
 - Sent OCF
 - All OCF

Add Offence Report

← Back

Type Of Offence*

New offence Report Linked offence Report

Customs Brokers Involved*

Please select CB Involved

File No. / Ref. No.*[Ⓞ]

Enter File No. / Ref. No.

Manual Offence Report No.*[Ⓞ]

Enter Manual Offence Report No.

Manual Offence Report Date*

mm/dd/yyyy

Subject*

Enter Subject

Description Of Offence*

Upload Detailed Offence Report*

Choose File No file chosen

(only pdf file, Max. size 10 MB)

Add More...

Are There Relied Upon Documents (RUDs) For This Offence Report ? *

Yes No

Ports Of Offence*

Please select port of offence

Save

Customs Brokers License Management System

OFFENCE REPORT Offence Processing > Add Offence Report

Add Offence Report ← Back

Type Of Offence* New offence Report Linked offence Report

Customs Brokers Involved*

x SLK LOGISTICS INDIA PVT LTD -2020BNGRII x

CB Name	PAN	CBLM No	PPS	OPS
SLK LOGISTICS INDIA PVT LTD	AAYS6753K	2020BNGRII	Bengaluru City Customs	

Select Person(s) involved - Proprietor/Partner/Director/Employee:-

Select	CBLMS No	CB Name	Name Of Person	Mobile No	Email Id	PAN No Of Person
<input checked="" type="checkbox"/>	2020BNGRII	SLK LOGISTICS INDIA PVT LTD	C V MALLIKARJUNA MURTHY	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	2020BNGRII	SLK LOGISTICS INDIA PVT LTD	DILAKSHA M G	[REDACTED]	[REDACTED]	[REDACTED]

Person(s) Involved:-

CBLMS No	CB Name	Name Of Person	Mobile No	Email Id	PAN No Of Person	Designa Of Perso
2020BNGRII	SLK LOGISTICS INDIA PVT LTD	C V MALLIKARJUNA MURTHY	[REDACTED]	[REDACTED]	[REDACTED]	Employ
2020BNGRII	SLK LOGISTICS INDIA PVT LTD	DILAKSHA M G	[REDACTED]	[REDACTED]	[REDACTED]	Employ

File No. / Ref. No.* Manual Offence Report No.

iii. Details of fields in the Offence Report Creation Form are given below:

- Type of Offence Report: Offence Report can be of two types:
 - a. **New Offence Report** - This offence report type should be used when it is the fresh offence against the CB.
 - b. **Linked Offence Report** - This offence report type should be used when Officers want to add more information / documents etc. to earlier created Offence Report. When this offence report type is selected, one more option “Master Offence Reference No” appears which indicates the main offence report.

- **Customs Brokers Involved** - In this field Officer can select one or more Customs Brokers who are involved in the offence being reported.
- **Person Involved** - In this field Officer can select one or more persons associated with involved Customs Brokers and who are involved in the offence being reported.
- **File No. / Ref No.** - This is the local section physical file no. of the offence report.
- **Manual Offence Report No.**- Officer can enter SCN No., Order No. etc in this field pertaining to the offence.
- **Subject** - This field captures the subject of the offence.
- **Description of Offence** - This field captures the description of the offence.
- **Upload Detailed Offence Report** - Officer should upload scanned copy of the offence report in this field.
- **Relied Upon Document (RUD)** - If there are RUDs associated with the offence, those RUDs should be uploaded in this field.
- **Ports of Offence** - This field captures one or more ports where the offence has taken place.

c. **Offence Reports Page**

Details of all created offence reports are shown as below:

OFFENCE REPORT Offence Processing > Created OR

Offence Report List Add Offence Report

Offence Report Added Successfully

Offence Subject Search Reset

SNo.	Policy Section	File No. / Ref. No.	Manual Offence Report No.	Offence Reference No.	Master Offence Reference No.	Offence Report Date	Type Of Offence	Action
1	Mumbai Customs (General)	s/6-10/2023	REF/23/2023	OR/2023/00008		22-Jun-2023	New	View

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d. Actions available in Offence Report

i. Assign Officer

This action is used by officers to assign one Offence Report to another officer in the same Policy Section. Following form is shown when this action is used.

VIEW OFFENCE REPORT(OR) Intelligence Agency > View Offence Report(OR)

← Back Attach to New OCF Attach to Existing OCF Assign Officer

Offence Report Detail

Select Officer to Assign*

--Select User--

Remarks

Assign

Offence Reference No.	OR/2023/00009	Type of offence	New offence Report
Master Offence Reference No		Offence No.	
File No. / Ref. No.	s/6-10/2023	Manual Offence Report No	Ref/23/2023
Manual Offence Report Date	05-May-2023	Offence Report Date	22-Jun-2023
Subject	Investigation report		
Description of Offence	Investigation report details		
Ports of Offence	<ul style="list-style-type: none"> NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI - 400038 		
Detailed Offence Report	<ul style="list-style-type: none"> Attachment-1 	RUDs	<ul style="list-style-type: none"> Attachment-1

Customs Brokers Involved in Offence

CB Name	PAN	CBLM No
BKS LOGISTICS INDIA PVT LTD	AACCB5557C	1994MUMBI0076

Proprietors/Partners/Directors/Employees Involved in Offence

S no.	CBLMS No	CB Name	Name of Person	Mobile No	Email Id	PAN No of Person	Designation of Person
1	1994MUMBI0076	BKS LOGISTICS INDIA PVT LTD	SHRIDHAR NANDIVADEKAR	8108443530	mithila@bkslogistics.com	AILPN5527E	Employee
2	1994MUMBI0076	BKS LOGISTICS INDIA PVT LTD	SANTOSH GAVHANE	7977122972	mithila@bkslogistics.com	AJMPG0728N	Employee

- Field Details of this form are given below
 - a. **Officer to Assign** - This field shows the list of all officers mappen to current Policy Section. Officers can select an officer to whom this Offence Report is to be assigned for further processing.
 - b. **Remarks** - This field captures the department remarks (analogous to noting in physical files) for this action.

ii. Attach to New OCF

- This action is used to create an Offence Case File using the Offence Report which is opened. Following form is shown when this action is used.

Customs Brokers License Management System

Offence Reference No: OR/2023/00009

Local Section File No.*: s/6-356

Customs Brokers Involved*: 1994MUMBI0076

Additional Customs Brokers Involved: AACFC2969G-1917MUMBI0425, S. RAMDAS PRAGJI FORWARDERS PVT. LTD.-1922MUMBI0313, AANFR0467P-1941MUMBI062, AAEFR6462P-1945MUMBI0360

Select Person(s) involved in Offence:-

Select	CBLMS No	CB Name	Name Of Person	Mobile No	Email Id	PAN No Of Person	Designation
<input checked="" type="checkbox"/>	1994MUMBI0076	BKS LOGISTICS INDIA PVT LTD	SHRIDHAR NANDIVADEKAR	[REDACTED]	[REDACTED]	[REDACTED]	Empl
<input checked="" type="checkbox"/>	1994MUMBI0076	BKS LOGISTICS INDIA PVT LTD	SANTOSH GAVHANE	[REDACTED]	[REDACTED]	[REDACTED]	Empl

Subject / Description of OCF*: Subject / Description of OCF

Generate

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- Field Details of this form are given below
 - a. **Offence Reference No.** - This field is read only and automatically populated from the Offence Report.
 - b. **Local Section File No.** - This field is read only and automatically populated from the Offence Report.
 - c. **Customs Brokers Involve** - It shows the list of Customs Brokers which are shown as involved in this offence in the offence Report from which this OCF is being created.
 - d. **Additional Customs Brokers Involved** - This field shows the list of all Customs Brokers working in the Policy Section. If any Customs Broker who is involved in offence but was not mentioned in the Offence Report then this field can be used to add such Customs Broker(s).

- e. **Person Involved** - This field shows the list of all persons associated with the involved Customs Brokers. Officers can select zero or more persons from the list if they are involved in the offence using which this OCF is being created.
- f. **Subject Description of OCF** - This field captures the subject or description of the OCF.

iii. Attach to existing OCF

- This action is used to attach / add the opened Offence Report in an already existing Offence Case File. Following form is shown when this action is used.

The screenshot shows the 'VIEW OFFENCE REPORT(OR)' form in the CBLMS system. The form is titled 'Offence Report Detail' and includes a navigation bar with 'Back', 'Attach to New OCF', 'Attach to Existing OCF', and 'Assign Officer'. The main section contains a 'Select Existing OCF*' dropdown menu with '2023MUMBI0004' selected. Below this is a table with columns for 'OCF File No', 'OCF Local File No', 'Offence Reference No', and 'Description'. The table contains one row with values: '2023MUMBI0004', 's/6-356', 'OR/2023/00009', and 'Demo OCF'. There is also a 'Remarks' text area and a 'Choose File' button with 'No file chosen' text. An 'Attach OCF' button is located at the bottom right of the form.

- Field Details of this form are given below

a. **Existing OCF**

This field shows the list of all Offence Case Files (OCF) in the current Policy Section. Officer can select an OCF from this list where he wants to attach the Offence Report (OR).

b. **Remarks**

This field captures the department remarks (analogous to noting in physical files) for this action.

e. Actions Available in Offence case File (OCF)

i. Forward / Mark

This action is used to forward the OCF to another officer in the Policy Section.

The screenshot displays the CBLMS interface for viewing an Offence Case File (OCF). The left sidebar contains navigation options: Application Processing, Generate Admit Card, Physical File Upload, and Offence Processing (with sub-options: Received OR, Created OR, Inbox OCF, Sent OCF, All OCF). The top header reads 'Customs Brokers License Management System'. The main content area is titled 'VIEW OFFENCE CASE FILE(OCF)' and includes a breadcrumb 'Offence Processing > View Offence Case file(OCF)'. A toolbar offers various actions: Back, Forward / Mark, Add Signed Order, Add Signed Notice, Add Signed Letter, PH Schedule, PH Reschedule/Cancel, Add Remarks, Add PH Record, Assign Inquiry Officer, Message To IO, Action on License, Remove Inquiry officer, Create Appeal, Add Appeal Record, Create Penalty Record, Forfeit Security Deposit, Debar Person, Remove Person Debarment, Remove Penalty Record, Action on Custom Pass, and Send to CB/Person. Below the toolbar, the 'Officer List*' section features a dropdown menu with '--Select User--' and a large text area for 'Remarks'. The 'Upload Document' section includes a 'Choose File' button, a 'No file chosen' status, and a 'Confirm' button. A note below the upload section states '(pdf only, File size 1 MB)'. A 'Confirm' button is also present at the bottom right of the form area.

- Field Details of this form are given below
 - a. **Officer List:** This is the list of officers in the policy section. Officer should select one officer from this list to whom he wants to forward this OCF.
 - b. **Remarks** - In this field, officers should enter remarks for the officer to whom he is forwarding this OCF.
 - c. **Upload Document** - This is an optional field. If officers want to send any document also along with remarks then this field can be used.

ii. Add Signed Order

This action is used to add any signed order like suspension order, revocation order etc. into the OCF.

The screenshot displays the 'VIEW OFFENCE CASE FILE(OCF)' form within the CBLMS. The interface includes a top navigation bar with the system name and user profile, and a left-hand menu with categories like 'Application Processing', 'Physical File Upload', and 'Offence Processing'. The main form area contains several sections: a toolbar with actions like 'Back', 'Forward / Mark', and 'Add Signed Order'; a 'Subject*' field; 'Order Number*' and 'Order Date*' fields; a large 'Enter Remarks*' text area; and 'Upload Order*' and 'Signed by*' fields. An 'Add Order' button is located at the bottom of the form.

- Field Details of this form are given below
 - a. **Order Type** - It captures the type of order. Order type can be any of the following:
 - i. Suspension - Order for suspension of CB License in one or more Policy Sections
 - ii. Revocation of Suspension - Order for revocation of suspension of CB License in one or more Policy Sections
 - iii. License Revocation - Order for revocation of CB License.
 - iv. Prohibition - Order for prohibition of CB in one or more sections
 - v. Other - If this order type is selected then officer would need to type the Order type in the field “Enter Other Order Type”.
 - b. **Subject** - Subject of the signed order which is being added.
 - c. **Order Number** - Order No. of the signed order which is being added.
 - d. **Order Date** - Order Date of the signed order which is being added.
 - e. **Remarks** - These are remarks analogous to noting. Officers should enter some remarks in this field.

- f. **Upload Order** - This field is to capture the scanned copy of the signed order.
- g. **Signed by** - This field shows the list of officers in Policy Section and that officer who signed the Order which is being added should be selected from this list.

iii. Add Signed Notice

This action is used to add any signed Notices like Show Cause Notice into the OCF.

The screenshot displays the CBLMS interface for adding a signed notice. The top navigation bar includes the CBLMS logo and the system name. The main content area is titled 'VIEW OFFENCE CASE FILE(OCF)' and contains a toolbar with various actions such as 'Add Signed Notice', 'Add Signed Letter', and 'PH Schedule'. Below the toolbar, the form fields are as follows:

- Notice Type***: A dropdown menu with the placeholder text '--Select Notice Type--'.
- Subject***: A text input field with the placeholder text 'Enter Notice Subject'.
- Notice Number***: A text input field with the placeholder text 'Enter Notice Number'.
- Notice Date***: A date picker field with the placeholder text 'mm/dd/yyyy'.
- Enter Remarks***: A large text area with the placeholder text 'Remarks'.
- Upload Notice***: A file upload field with a 'Choose File' button and the placeholder text 'No file chosen'. Below it, it specifies '(pdf only, File size 1 MB)'.
- Signed by***: A dropdown menu with the placeholder text '--Select User--'.

An 'Add Notice' button is located at the bottom center of the form.

- Field Details of this form are given below
 - a. **Notice Type** - It captures type of Notice. It can be of following types:
 - i. Show Cause Notice
 - ii. Other - When this type is selected, another field “Other Notice Type” is shown wherein the officer should enter some name for this Notice type.
 - b. **Subject** - This field captures the subject of the notice which is being added.
 - c. **Notice Number** - This field captures the Notice No. of the notice which is being added.
 - d. **Notice Date** - This field captures the Notice No. of the notice which is being added.

- e. **Remarks** - This field is to log remarks (analogous to noting).
- f. **Upload Notice** - Scanned copy of the Notice is to be uploaded in this field in PDF format.
- g. **Signed By** - Officer who signed the Notice should be selected from this field.

iv. Add Signed Letter

This action is used to add any signed letters into the OCF.

The screenshot shows the CBLMS interface for viewing an offence case file. The main content area is titled 'VIEW OFFENCE CASE FILE(OCF)' and contains a navigation bar with various actions like 'Back', 'Forward / Mark', 'Add Signed Order', 'Add Signed Notice', 'Add Signed Letter', 'PH Schedule', 'PH Reschedule/Cancel', 'Add Remarks', 'Add PH Record', 'Assign Inquiry Officer', 'Message To IO', 'Action on License', 'Remove Inquiry officer', 'Create Appeal', 'Add Appeal Record', 'Create Penalty Record', 'Forfeit Security Deposit', 'Debar Person', 'Remove Person Debarment', 'Remove Penalty Record', 'Action on Custom Pass', and 'Send to CB/Person'. Below the navigation bar, there are several form fields: 'Subject*' (text input), 'Letter Date*' (date picker), 'Enter Remarks*' (text area), 'Upload Letter*' (file upload), and 'Signed by*' (user selection dropdown). An 'Add Letter' button is located at the bottom of the form.

- Field Details of this form are given below
 - a. **Subject** - This field is to capture the subject of the signed letter which is being added.
 - b. **Letter Date** - This field is to capture the date of the signed letter which is being added.
 - c. **Remarks** - This field is to log remarks (analogous to noting).
 - d. **Upload Letter** - Scanned copy of the signed letter is to be uploaded in this field in PDF format.
 - e. **Signed by** - Officer who signed the letter should be selected from this field.

v. PH Schedule

This action is used to schedule personal hearings (PH) for CBs / persons associated with them.

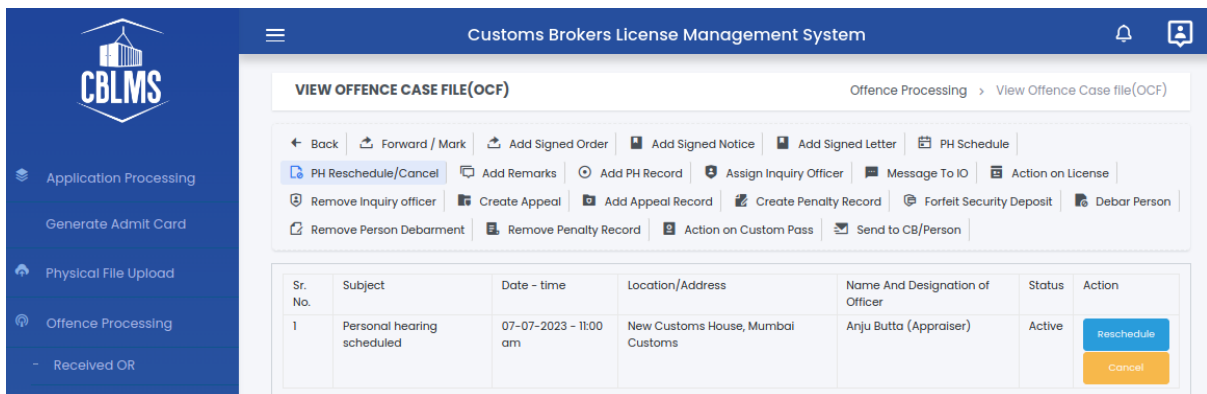
The screenshot displays the 'PH Schedule' form within the CBLMS application. The interface includes a top navigation bar with the system name and a left sidebar with menu items like 'Application Processing', 'Generate Admit Card', 'Physical File Upload', and 'Offence Processing'. The main form area contains several sections: a toolbar with various actions like 'Back', 'Forward / Mark', and 'PH Schedule'; a 'Subject*' field with a date input; 'PH Date*' and 'PH Time*' fields; a 'PH Location/Address*' field; a 'Name And Designation of Officer Who will Hold*' dropdown menu; an 'Attendees' section with a table for Name, Mobile Number, Email Id, and Address, and an 'Add More Attendees' button; 'Remarks for Attendees*' and 'Department Remarks' text areas; and a 'PH Schedule' button at the bottom right.

- Field Details of this form are given below:
 - a. **Subject** - This field is to capture the subject for the PH.
 - b. **PH Date** - This field captures the date of personal hearing.
 - c. **PH Time** - This field captures the time of personal hearing.
 - d. **PH Location/Address** - This is to capture the address where the personal hearing will be held.
 - e. **Name And Designation of Officer Who will Hold** - Officer who would conduct the PH should be selected from the list of officers in this field.
 - f. **Attendees** - One or more attendees can be added in this section.
 - g. **Remarks for Attendees** - In this field remark for attendees should be added. This remark will be visible to the attendees.

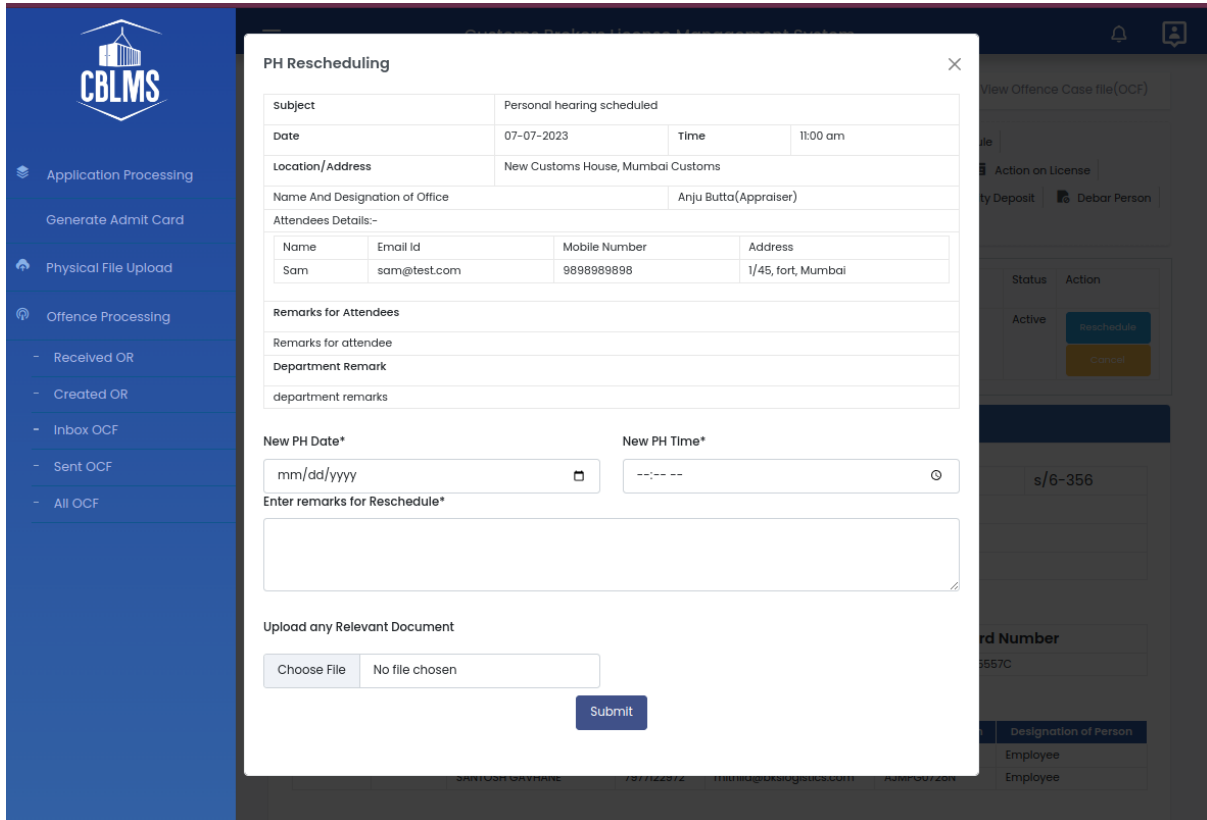
h. **Department Remarks** - In this field, officer should enter departmental remarks. This remark will not be visible to attendees.

vi. **PH Reschedule / Cancel**

This action is used to reschedule or cancel an already scheduled personal hearing. In this action form, all active scheduled personal hearings are shown. From the PHs, officers can choose which PH to be cancelled or rescheduled.



- **PH Reschedule**



- **Field Details of this form are given below**

- a. **New PH Date** - Enter new date for personal hearing in this field.
- b. **New PH Time** - Enter the time of personal hearing on the specified date in this field.
- c. **remarks for Reschedule** - This field captures the department remarks to be logged into OCF.
- d. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

- PH Cancel

The screenshot shows a web application interface with a blue sidebar on the left containing the CBLMS logo and navigation options: Application Processing, Generate Admit Card, Physical File Upload, and Offence Processing. The main content area displays a 'PH Cancellation' form with the following details:

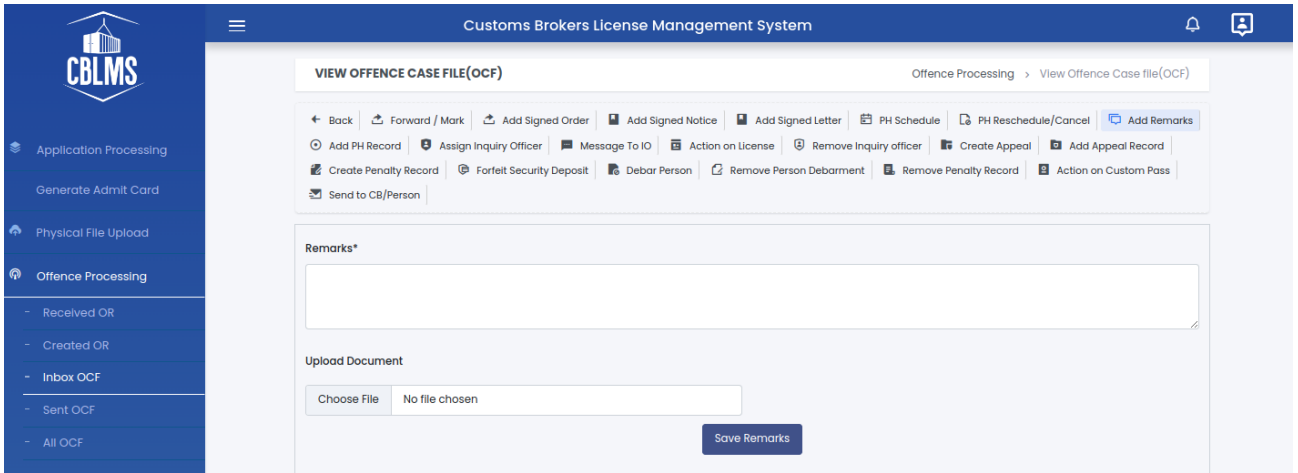
Subject	Personal hearing scheduled		
Date	07-07-2023	Time	11:00 am
Location/Address	New Customs House, Mumbai Customs		
Name And Designation of Office	Anju Butta(Appraiser)		
Attendees Details:-			
Name	Email Id	Mobile Number	Address
Sam	sam@test.com	9898989898	1/45, fort, Mumbai
Remarks for Attendees			
Remarks for attendee			
Department Remark			
department remarks			
Enter remarks for Cancel*			
<input type="text"/>			
Upload any Relevant Document			
Choose File		No file chosen	
<input type="button" value="Submit"/>			

- Field Details of this form are given below

- a. **remarks for Cancellation** - This field captures the department remarks for cancellation of PH for logging then into OCF.
- b. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

vii. Add Remarks

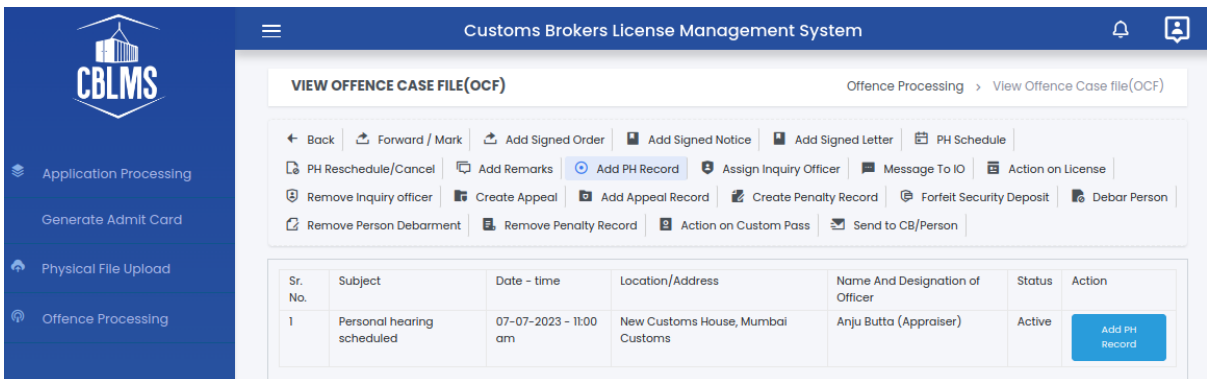
This action can be used if an officer just wants to add some remark in the OCF without forwarding it to another officer.



- Field Details of this form are given below:
 - a. **Remarks** - This field is to log remarks (analogous to noting).
 - b. **Upload Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

viii. Add PH Record

This action is used to add the signed PH record (PH memo) after the PH has been conducted. On selecting this action, list of all active PHs are shown. Officer can select the PH for which the PH record is to be added.



Add PH Record

Subject: Personal hearing scheduled

Attendees Details*

Name	Email Id	Mobile Number	Address	Select Attendee
Sam	sam@test.com	9898989898	1/45, fort, Mumbai	<input type="checkbox"/>

PH Held at:-

Date* Time*

Remarks*

Submission or Any Other Relevant Documents:-

No file chosen

Upload Signed PH Record

No file chosen

- Field Details of this form are given below
 - a. **Attendees Details** - List of all attendees is show in this field with a check box at the end. Officer can select the attendees who attended the PH.
 - b. **Date** - This field captures the date when the PH was conducted.
 - c. **Time** - This field captures the time when the PH was conducted.
 - d. **Remarks** - This field is to log remarks for PH (analogous to noting).
 - e. **Submission or Any Other Relevant Documents** - If attendees submitted any written submissions during PH then those can be uploaded in this field. Any other relevant documents can also be uploaded in this field.
 - f. **Download** - This button is used to download the PH record so that it can be printed and signed by all the attendees and the officer who conducted the PH. After signing this can be uploaded in the “Upload Signed PH Record” field.

- g. **Upload Signed PH Record** - Upload the scanned signed copy of PH record after downloading and printing PH record using “Download’ button.

ix. **Assign Inquiry Officer**

This action is used to assign an Inquiry Officer (IO) to conduct inquiry in a case i.r.o CB or persons associated with CB.

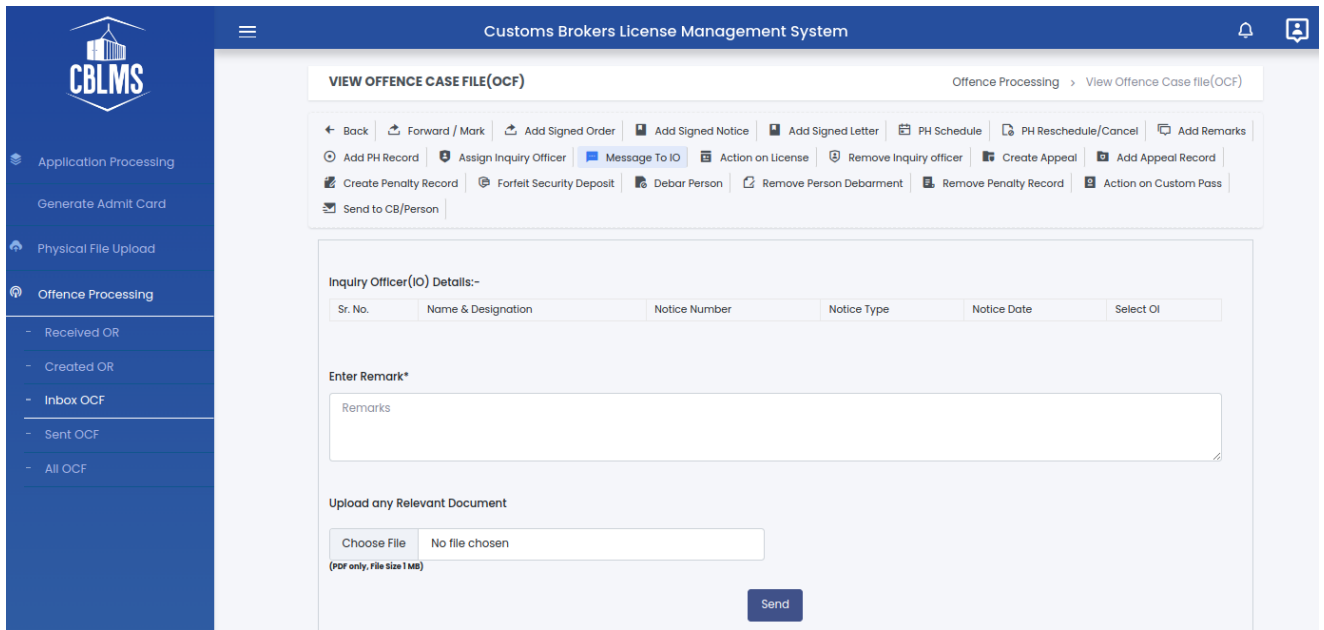
The screenshot shows the 'VIEW OFFENCE CASE FILE(OCF)' page in the CBLMS. The page has a blue header with the system name and a navigation menu on the left. The main content area contains a toolbar with various action buttons, a table for 'Already Appointed Inquiry Officer', a table for 'Inquiry Officer (IO) Details', a 'Select Notice Number' dropdown, a 'Remarks' text area, and a file upload section for 'Upload any Relevant Document'. An 'Assign Officer' button is located at the bottom right of the form.

- Field Details of this form are given below:
 - a. **Already Appointed Inquiry Officer** - This is the list of inquiry Officers who are already appointed as IO in other offences.
 - b. **Inquiry Officer (IO) Details** - This section shows a table with all Inquiry Officers (IO) associated with the Policy Section. One IO can be selected from this list to conduct an inquiry.
 - c. **Select Notice Number** - It shows the list of all notices in the current OCF. One notice can be selected which will be shared with the IO to conduct inquiry in the current case.

- d. **Remarks** - This field is to log remarks (analogous to noting in physical files).
- e. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

x. Message to IO

Using this action officer can send a message / letter etc to the Inquiry Officer.



- Field Details of this form are given below
 - a. **Inquiry Officer(IO) Details** - This table shows the list of Inquiry Officers assigned in current OCF. One IO can be selected to whom message / letter is to be sent.
 - b. **Remark** - This field is to log remarks (analogous to noting).
 - c. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

xi. Action on License

This can be used to take action on CB license like suspend, revoke etc.

The screenshot displays the 'VIEW OFFENCE CASE FILE(OCF)' form in the CBLMS system. The interface includes a left-hand navigation menu with options like 'Application Processing', 'Generate Admit Card', 'Physical File Upload', and 'Offence Processing'. The top toolbar contains various actions such as 'Back', 'Forward / Mark', 'Add Signed Order', 'Add Signed Notice', 'Add Signed Letter', 'PH Schedule', 'PH Reschedule/Cancel', 'Add Remarks', 'Add PH Record', 'Assign Inquiry Officer', 'Message To IO', 'Action on License', 'Remove Inquiry officer', 'Create Appeal', 'Add Appeal Record', 'Create Penalty Record', 'Forfeit Security Deposit', 'Debar Person', 'Remove Person Debarment', 'Remove Penalty Record', 'Action on Custom Pass', and 'Send to CB/Person'. The main form area contains the following fields:

- Select CB ***: A dropdown menu showing 'BKS LOGISTICS INDIA PVT LTD (1994MUMB10076)'.
- Table**: A table with columns 'CB Name', 'CBLMS No', 'Parent Policy Section', 'Other Policy Section', and 'License Status'. The data row shows 'BKS LOGISTICS INDIA PVT LTD', '1994MUMB10076', 'Mumbai Customs (General)', and 'Active'.
- Action type ***: A dropdown menu showing 'Suspend'.
- Policy Section ***: A dropdown menu showing 'Mumbai Customs (General)'.
- Relevant Order ***: A dropdown menu showing '--Select Order--'.
- Enter Remark***: A text area for entering remarks.
- Upload any Relevant Document**: A file upload section with 'Choose File' and 'No file chosen' buttons, and a note '(PDF only, File Size 1 MB)'.

A 'Submit' button is located at the bottom right of the form area.

- Field Details of this form are given below
 - a. **Select CB** - This field shows the list of CBs who have been added as CBs involved while creating the current OCF. One CB can be selected from this list on whose CB license the action is to be taken.
 - b. **Action type** - This field specifies the action which is to be taken on CB license. Following action types are provided:
 - i. Suspend - to suspend CB license in one or more Policy Section
 - ii. Revoke - to revoke CB license
 - iii. Prohibit - to prohibit working of CB in one or more sections of a commissionerate. When this action is selected, another field “Name of Section” is shown where in sections where CB’s working is being prohibited, should be entered.
 - iv. Invalid - To make CB license invalid
 - v. Cancel Suspension - to cancel the suspension of earlier suspension of CB license.

- vi. Cancel Revocation - to cancel the revocation of earlier revocation of CB license.
 - vii. Cancel Prohibition - to cancel the earlier prohibition of CB license.
 - viii. Cancel Invalidation - to cancel the invalidation of earlier invalidation of CB license.
 - c. **Policy Section** - It shows the Policy Section where the selected action will be applied.
 - d. **Relevant Order** - It shows the list of all signed orders added in the current OCF. Officer should select that order wherein the action which is being taken on the CB license is specified.
 - e. **Remark** - This field is to log remarks (analogous to noting).
 - f. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.
- xii. Remove Inquiry Officer

This action is used to remove / deassign an Inquiry Officer who was earlier assigned in current OCF.

The screenshot displays the CBLMS interface. The left sidebar contains navigation options: Application Processing, Generate Admit Card, Physical File Upload, and Offence Processing. The top header reads 'Customs Brokers License Management System'. The main content area is titled 'VIEW OFFENCE CASE FILE(OCF)' and includes a breadcrumb 'Offence Processing > View Offence Case file(OCF)'. A row of action buttons is visible, with 'Remove Inquiry officer' highlighted. Below this is a table for 'Appointed Inquiry Officer' with columns for Sr. No., Name, Designation, Mobile, Email Id, Status, and select IO. The table contains one entry for 'test_lo test'. Below the table is a 'Remarks' field and an 'Upload any Relevant Document' section with a file upload button and a 'Remove Officer' button.

Sr. No.	Name	Designation	Mobile	Email Id	Status	select IO
1	test_lo test	Dy. Commissioner	6547567657	test@test.com	Appointed on 23-Jun-2023 05:16:12 PM	<input type="checkbox"/>

- Field Details of this form are given below
 - a. **Appointed Inquiry Officer** - It shows the list of Inquiry officers (IO) which are already assigned / appointed in current OCF. One IO can be selected who is to be removed / deassigned.
 - b. **Remarks** - This field is to log remarks (analogous to noting).
 - c. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

xiii. Create Appeal

This action is used to create an appeal entry in the current OCF. If in a offence matter, either CB or department has gone into appeal then this action is to be used to insert that appeal into OCF.

The screenshot displays the 'VIEW OFFENCE CASE FILE(OCF)' page in the CBLMS. The interface features a blue sidebar with navigation options like 'Application Processing', 'Physical File Upload', and 'Offence Processing'. The main content area has a top navigation bar with the system name and a breadcrumb trail. Below this is a toolbar with various actions such as 'Back', 'Forward / Mark', 'Add Signed Order', 'Add Signed Notice', 'Add Signed Letter', 'PH Schedule', 'PH Reschedule/Cancel', 'Add Remarks', 'Add PH Record', 'Assign Inquiry Officer', 'Message To IO', 'Action on License', 'Remove Inquiry officer', 'Create Appeal', 'Add Appeal Record', 'Create Penalty Record', 'Forfeit Security Deposit', 'Debar Person', 'Remove Person Debarment', 'Remove Penalty Record', 'Action on Custom Pass', and 'Send to CB/Person'. The main form area contains the following fields:

- Appeal Filed In ***: A text input field containing 'CESTAT'.
- Appeal Filed by***: Radio buttons for 'Department' (selected) and 'Non-department'.
- Authority by whom appeal is filed***: A text input field with the placeholder 'Authority by whom appeal is filed' and an 'Add more' button.
- Appeal Number***: A text input field with the placeholder 'Enter Appeal Number'.
- Appeal Date***: A date picker showing 'mm/dd/yyyy'.

- Field Details of this form are given below
 - a. **Appeal Filed in** - This field captures the forum in which appeal is filed. Following forums are there in the options:
 - i. Commissioner Appeal
 - ii. CESTAT
 - iii. High Court
 - iv. Supreme Court
 - v. Other - If this is selected, another field is shown to capture the name forum wherein the appeal is filed.
 - b. **Appeal Filed by** - This field captures whether the appeal is filed by the Department of Non department (CB or some other person).
 - i. **Department** - Select this option if the appeal is filed by the department.

1. **Authority by whom appeal is filed** - this field captures the officer / authority by whom the appeal is filed.
 - ii. **Non Department** - Select this option if the appeal is not filed by Department, rather it is filed by CB or some other aggrieved person.
 1. **Details of Person/Entities by whom appeal is filed** - In this field, details like name address, phone no can be added who filed the appeal. Multiple entries can be made in this field.
 - c. **Appeal Number** - Appeal number as per appeal documents.
 - d. **Appeal Date** - Date of appeal as per appeal documents.
 - e. **Appeal Document** - Upload scanned copy of appeal documents in this field.
 - f. **Appeal filed against Order/Notice/Letter** - All the signed orders, notices and letters are shown in this section. Officers should select one or more orders/notices/letters against which the appeal is filed.
 - g. **Remarks** - This field is to log remarks (analogous to noting).
 - h. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.
- xiv. **Add Appeal Record**

Whenever an appeal is filed, usually it continues for long time and there happens many communications / correspondence among CB / department/ legal forum. To capture all such details, add Appeal record can be used. If anything happens in the filed appeal then that data / information should be added in OCF using thi action.

VIEW OFFENCE CASE FILE(OCF)

Offence Processing > View Offence Case file(OCF)

- ← Back
- ↶ Forward / Mark
- ➦ Add Signed Order
- 📄 Add Signed Notice
- 📄 Add Signed Letter
- 📅 PH Schedule
- 🗑️ PH Reschedule/Cancel
- 🗨️ Add Remarks
- 🕒 Add PH Record
- 👤 Assign Inquiry Officer
- ✉️ Message To IO
- 📄 Action on License
- 👤 Remove Inquiry officer
- 📄 Create Appeal
- 📄 Add Appeal Record
- 📄 Create Penalty Record
- 👤 Forfeit Security Deposit
- 👤 Debar Person
- 🗑️ Remove Person Debarment
- 📄 Remove Penalty Record
- 📄 Action on Custom Pass
- ✉️ Send to CB/Person

Select Appeal *

appl/5/2022, (14-Dec-2022), Other

Add More Appeal Document

Choose File No file chosen
(PDF only, File Size 10 MB)
Add More

Add Appeal Reply Document

Choose File No file chosen
(PDF only, File Size 10 MB)
Add More

Add Hearing Information

Date of hearing

mm/dd/yyyy

Place of hearing

Enter Place of hearing

Add Order / Judgement Information

Order / Judgement No

Enter Order / Judgement No

Order / Judgement Date

mm/dd/yyyy

Order / Judgement Passed By

Enter Order / Judgement Passed By

Upload Order

Choose File No file chosen
(PDF only, File Size 10 MB)

Enter Order / Judgement No. mm/dd/yyyy

Order / Judgement Passed By

Enter Order / Judgement Passed By

Upload Order

Choose File No file chosen

(PDF only, File Size 10 MB)

Add More

Add Order / Judgement Information

S.NO	Order / Judgement No	Order / Judgement Date	Order / Judgement Passed By	Upload Order
------	----------------------	------------------------	-----------------------------	--------------

Add Miscellaneous Information

Information Type

Enter Information Type

Information

Information

Upload Relevant Document

Choose File No file chosen

(PDF only, File Size 10 MB)

Add More

Upload any Relevant Document

Choose File No file chosen

(PDF only, File Size 10 MB)

Add More

Enter Remarks*

Remarks

Add Appeal Record

- Field Details of this form are given below
 - a. **Select Appeal** - This shows the list of appeal already added in this OCF using the “Create Appeal” action. Select that appeal from here where the data / information is to be added.
 - b. **Add More Appeal Document** - This field is to upload a scanned copy of any document which is related to filing of appeal.

- c. **Add Appeal Reply Document** - This field is to upload a scanned copy of any document which is related to filing a reply of an appeal.
- d. **Add Hearing Information** - This section captures the hearing information regarding appeal.
 - i. **Date of hearing** - Date when the hearing took place.
 - ii. **Place of hearing** - Address of the place where the hearing took place.
- e. **Add Order / Judgement Information** - If any order or judgement has been passed in an appeal then this section should be used to specify the information regarding that order / judgement.
 - i. **Order / Judgement No** - Order or judgement number of the specified order / judgement.
 - ii. **Order / Judgement Date** - Date when such order or judgement was passed.
 - iii. **Order / Judgement Passed By** - Authority by whom Order / judgement was passed
 - iv. **Upload Order** - Upload scanned copy of the order / judgement in PDF format.
- f. **Add Miscellaneous Information** - This session can be used to store any miscellaneous type of information.
 - i. **Information Type** - Some logical name for the type of information.
 - ii. **Information** - Content of such information.
 - iii. **Upload Relevant Document** - Upload scanned copy of the document in PDF format regarding the information which is being added.
- g. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.
- h. **Remarks** - This field is to log remarks (analogous to noting).

xv. Create Penalty Record

This action is used to create a record for penalty on a Customs Broker or person associated with CB.

The screenshot shows the 'VIEW OFFENCE CASE FILE(OCF)' interface in the Customs Brokers License Management System. The left sidebar contains navigation options: Application Processing, Physical File Upload, and Offence Processing. The main content area features a top navigation bar with the system name and a breadcrumb trail. Below this is a toolbar with various actions like 'Back', 'Forward / Mark', 'Add Signed Order', etc. The 'Create Penalty Record' button is highlighted in blue. The form fields include: 'Select CBs*' with a dropdown showing 'BKS LOGISTICS INDIA PVT LTD (1994MUMBI0076)'; a table with columns 'CB Name', 'CBLMS No', 'Parent Policy Section', 'Other Policy Section', and 'License Status'; 'Select Order wherein penalty is Imposed *' with a dropdown; 'Penalty Amount (In Rs.) *' with an input field; and 'Remarks*' with a text area. A 'Create Penalty Record' button is at the bottom.

CB Name	CBLMS No	Parent Policy Section	Other Policy Section	License Status
BKS LOGISTICS INDIA PVT LTD	1994MUMBI0076	Mumbai Customs (General)		Active

- Field Details of this form are given below
 - a. **Customs Broke or Person** - Select whether penalty is imposed on a person or on CB.
 - b. **Select CB** - Select the CB on whom penalty is being imposed
 - c. **Select Order wherein penalty is imposed** - Select the signed order wherein the penalty has been imposed.
 - d. **Penalty Amount** - This field captures the amount of penalty imposed on the CB or person.
 - e. **Remarks** - This field is to log remarks (analogous to noting).

xvi. Forfeit Security Deposit

This action is used to forfeit the security deposit of a Customs Broker.

VIEW OFFENCE CASE FILE(OCF)

Offence Processing > View Offence Case file(OCF)

← Back | ↶ Forward / Mark | ➕ Add Signed Order | 📄 Add Signed Notice | 📄 Add Signed Letter | 📅 PH Schedule | 🗑️ PH Reschedule/Cancel | 🗨️ Add Remarks

🕒 Add PH Record | 👤 Assign Inquiry Officer | 📧 Message To IO | 📄 Action on License | 🗑️ Remove Inquiry officer | 📄 Create Appeal | 🗨️ Add Appeal Record

📄 Create Penalty Record | 📄 Forfeit Security Deposit | 👤 Debar Person | 🗑️ Remove Person Debarment | 📄 Remove Penalty Record | 📄 Action on Custom Pass

✉️ Send to CB/Person

Select CBs*

BKS LOGISTICS INDIA PVT LTD (1994MUMBI0076)

CB Name	CBLMS No	Parent Policy Section	Other Policy Section	License Status
BKS LOGISTICS INDIA PVT LTD	1994MUMBI0076	Mumbai Customs (General)		Active

National Saving Certificate

Select	CB Name	NSC Account No	Amount	Issue Date	Maturity Date	Name of The Account Holder	Post Office Branch	NSC
<input checked="" type="checkbox"/>	BKS LOGISTICS INDIA PVT LTD	██████████	██████████	16-02-2019	16-02-2023	██████████	MULUND WEST MUMBAI	View

Select Order wherein security forfeit order is given *

--Select Order--

Amount of Security Forfeited (In Rs.) *

Enter Penalty Amount (in Rs.)

Upload Proof of Security Forfeit by Cash Section *

Choose File | No file chosen

Remarks*

Forfeit Security Deposit.

- Field Details of this form are given below
 - a. **Select CB** - Select the CB whose security is to be forfeited. On selection of the CB, its securities are shown. Select the security which is to be forfeited.
 - b. **Select Order wherein security forfeit order is given** - Select the signed order wherein the order for forfeiture of the security is given.
 - c. **Amount of Security Forfeited** - Enter the amount of security to be forfeited.
 - d. **Upload Proof of Security Forfeit by Cash Section** - In this field enter the letter / communication etc with Cash section confirming the actual forfeiture of the selected security.

xvii. Debar Person

This action is used to Debar a person associated with a CB.

VIEW OFFENCE CASE FILE(OCF) Offence Processing > View Offence Case file(OCF)

Select CBs*

BKS LOGISTICS INDIA PVT LTD (1994MUMBI0076)

CB Name	CBLMS No	Parent Policy Section	Other Policy Section	License Status
BKS LOGISTICS INDIA PVT LTD	1994MUMBI0076	Mumbai Customs (General)		Active

Select Involved Persons:-

Select	CBLMS No	CB Name	Name of Person	Mobile No	Email Id	PAN No of Person	Designation of Person
<input checked="" type="checkbox"/>	1994MUMBI0076	BKS LOGISTICS INDIA PVT LTD	SHRIDHAR NANDIVADEKAR	████████	████████	████████	Employee
<input type="checkbox"/>	1994MUMBI0076	BKS LOGISTICS INDIA PVT LTD	SANTOSH GAVHANE	████████	████████	████████	Employee

Validity Date of Debarment*

mm/dd/yyyy

Select Order Where in Person is Debarred*

--Select Order--

Remarks*

- Field Details of this form are given below
 - a. **Select CB** - select the Customs Broker with whom the person to be debarred is associated.
 - b. **Select Involved Persons** - Select the person to be debarred.
 - c. **Validity Date of Debarment** - This field captures the date till which the person will remain debarred.
 - d. **Select Order Where in Person is Debarred** - In this field, select the signed order where in the selected person is debarred.
 - e. **Remarks** - This field is to log remarks (analogous to noting).

xviii. Remove Person Debarment

This action is used to remove the debarment of a person who has been earlier debarred in current OCF.

VIEW OFFENCE CASE FILE(OCF) Offence Processing > View Offence Case file(OCF)

[← Back](#) |
 [↶ Forward / Mark](#) |
 [➦ Add Signed Order](#) |
 [📄 Add Signed Notice](#) |
 [📄 Add Signed Letter](#) |
 [📅 PH Schedule](#) |
 [🗑️ PH Reschedule/Cancel](#) |
 [🗨️ Add Remarks](#) |
 [🕒 Add PH Record](#) |
 [👤 Assign Inquiry Officer](#) |
 [✉️ Message To IO](#) |
 [📄 Action on License](#) |
 [👤 Remove Inquiry officer](#) |
 [📄 Create Appeal](#) |
 [📄 Add Appeal Record](#) |
 [📄 Create Penalty Record](#) |
 [📄 Forfeit Security Deposit](#) |
 [👤 Debar Person](#) |
 [👤 Remove Person Debarment](#) |
 [📄 Remove Penalty Record](#) |
 [📄 Action on Custom Pass](#) |
 [✉️ Send to CB/Person](#)

Select Debarment Person*

Select	CB Name (CBLMS No)	Name of Person (PAN No)	Validity Date of Debarment	Order Number (Date)	Remarks	Action
<input checked="" type="checkbox"/>	BKS LOGISTICS INDIA PVT LTD (1994MUMBI0076)	SHRIDHAR NANDIVADEKAR (A[REDACTED])	30-Jun-2023	5/2022 dated 31-Jan-2022	debarred	View Detail

Select Order to Remove Person Debarment*

--Select Order--

Remarks*

[Remove Debarment](#)

- Field Details of this form are given below
 - a. **Select Debarment Person** - This field shows the list of persons who have been earlier debarred in the current OCF. Select the person whose debarment is to be removed.
 - b. **Select Order to Remove Person Debarment** - Select the signed order where in the debarment of the selected person is ordered to be removed.
 - c. **Remarks** - This field is to log remarks (analogous to noting).

xix. **Remove Penalty Record**

This action is used to remove the penalty which has been earlier imposed on a CB or person.

VIEW OFFENCE CASE FILE(OCF) Offence Processing > View Offence Case file(OCF)

← Back | ↻ Forward / Mark | ➕ Add Signed Order | ➕ Add Signed Notice | ➕ Add Signed Letter | 📅 PH Schedule | 🔄 PH Reschedule/Cancel | ➕ Add Remarks

🔍 Add PH Record | 👤 Assign Inquiry Officer | 📧 Message To IO | 📄 Action on License | 🗑️ Remove Inquiry officer | 📄 Create Appeal | ➕ Add Appeal Record

📄 Create Penalty Record | 📄 Forfeit Security Deposit | 🗑️ Debar Person | 🗑️ Remove Person Debarment | 🗑️ Remove Penalty Record | 📄 Action on Customs Pass

📄 Send to CB/Person

Select Penalty Record*

select	Penalty Type	CB Name (CBLMS No)	Person Name (FAN No)	Order Number (Date)	Amount	Remarks	Date & Time	Action
<input type="checkbox"/>	Customs Broker	BKS LOGISTICS INDIA PVT LTD		5/2022 date 31-Jan-2022		remarks	23-Jun-2023 10:15 PM	View Detail

Select Order to Remove Penalty*

5/2022 Dated- 31-Jan-2022

Order Type	Order Number	Order Subject	Signed By & (Designation)	Signed Date
Suspension	5/2022	Order for suspension for CB	Anju Butta (Appraiser)	31-Jan-2022

Remarks*

[Remove Penalty](#)

- Field Details of this form are given below
 - a. **Select Penalty Record** - This field shows the list of earlier penalty records created in current OCF. Select the penalty record which is to be removed.
 - b. **Select Order to Remove Penalty** - Select the signed order wherein it is ordered to remove the penalty.
 - c. **Remarks** - This field is to log remarks (analogous to noting).

xx. **Action on Customs Pass**

This option is to be used when Policy Section needs to take action on Customs pass of any person.

VIEW OFFENCE CASE FILE(OCF)

Offence Processing > View Offence Case file(OCF)

Back | Forward / Mark | Add Signed Order | Add Signed Notice | Add Signed Letter | PH Schedule | PH Reschedule/Cancel | Add Remarks
 Add PH Record | Assign Inquiry Officer | Message To IO | Action on License | Remove Inquiry officer | Create Appeal | Add Appeal Record
 Create Penalty Record | Forfeit Security Deposit | Debar Person | Remove Person Debarment | Remove Penalty Record | Action on Custom Pass
 Send to CB/Person

Select CB *

BKS LOGISTICS INDIA PVT LTD (1994MUMBI0076)

CB Name	CBMS No	Parent Policy Section	Other Policy section	License status
BKS LOGISTICS INDIA PVT LTD	1994MUMBI0076	Mumbai Customs (General)		Active

Select Person(s) involved - Proprietor/Partner/Director/Employee:-

Select	Policy Section	Full Name	Designation	PAN	Customs Pass Category	Customs Pass No	Customs Pass Status
<input checked="" type="checkbox"/>	Mumbai Customs (General)	SHRIDHAR NANDIVADEKAR	Employee	[REDACTED]	G	[REDACTED]	
<input type="checkbox"/>	Mumbai Customs (General)	SANTOSH GAVHANE	Employee	[REDACTED]	H	[REDACTED]	

Action type *

--Select Action--

Relevant Order *

--Select Order--

Enter Remark*

Remarks

Upload any Relevant Document

Choose File | No file chosen

Submit

- Field Details of this form are given below
 - a. **Select CB** - Select the CB on whose associated person the action on Customs pass is to be taken.
 - b. **Select Person(s) involved - Proprietor / Partner / Director / Employee** - select the person on whose Customs pass the action is to be taken.
 - c. **Action type** -
 - i. **Suspend** - to suspend the Customs pass.
 - ii. **Cancel** - to cancel the Customs pass.
 - iii. **Revoke** - to revoke the Customs pass.
 - iv. **Debar** - to debar the Customs pass.
 - v. **Prohibit** - to prohibit the Customs pass.
 - vi. **Remove Suspension** - to remove suspension the Customs pass.
 - vii. **Remove Cancellation** - to remove cancellation of the Customs pass.
 - viii. **Remove Revocation** - to remove revocation of the Customs pass.
 - ix. **Remove Debarment** - to remove debarment of the Customs pass.

- x. **Remove Prohibition** - to remove prohibition of the Customs pass.
 - d. **Relevant Order** - select the order where in the action on the selection person's customs pass is ordered.
 - e. **Remark** - This field is to log remarks (analogous to noting).
- xxi. **Send to CB / Person**

This action is used when an officer wants to send any signed letter / order / notice to CB or its associated person.

The screenshot displays the CBLMS interface for viewing an offence case file. The left sidebar contains navigation options: Application Processing, Generate Admit Card, Physical File Upload, and Offence Processing. The top header shows the system name and navigation icons. The main content area is titled 'VIEW OFFENCE CASE FILE(OCF)' and includes a breadcrumb 'Offence Processing > View Offence Case file(OCF)'. A toolbar at the top of the main area contains various actions such as Back, Forward/Mark, Add Signed Order, Add Signed Notice, Add Signed Letter, PH Schedule, PH Reschedule/Cancel, Add Remarks, Add PH Record, Assign Inquiry Officer, Message To IO, Action on License, Remove Inquiry officer, Create Appeal, Add Appeal Record, Create Penalty Record, Forfeit Security Deposit, Debar Person, Remove Person Debarment, Remove Penalty Record, Action on Custom Pass, and Send to CB/Person. Below the toolbar, there are radio buttons for 'Customs Broker' (selected) and 'Person'. A 'Select CB *' dropdown menu is present. The 'Select Order/Notice/Letter*' section contains three tables: 'Signed Order List' with one row (S. No. 1, Order Type Suspension, Order Number 5/2022, Order Date 31-Jan-2022), 'Signed Notice List' with one row (S. No. 2, Notice Type Show Cause Notice, Notice Number 1/2023, Notice Date 11-Jan-2023), and 'Signed Letter List' with one row (S. No. 3, Letter Subject signed letter, Letter Date 03-Feb-2023). At the bottom, there is a text area for 'Enter Remark for Department*' with the placeholder text 'Remark for Department'.

Customs Brokers License Management System

Signed Notice List

S. No.	Notice Type	Notice Number	Notice Date	
2.	Show Cause Notice	1/2023	11-Jan-2023	<input type="checkbox"/>

Signed Letter List

S. No.	Letter Subject	Letter Date	
3.	signed letter	03-Feb-2023	<input type="checkbox"/>

Enter Remark for Department*

Remark for Department

Enter Remark for Custome Broker/Person*

Remark for Custome Broker/Person

Upload any Relevant Document

Choose File No file chosen

Send to CB/Person

- Field Details of this form are given below
 - a. **Customs Broke or Person** - Select whether a signed letter / order / notice is to be sent to a person or on CB.
 - b. **Select Order/Notice/Letter** - select one or more letter / order / notice to be sent to select CB or person.
 - c. **Remark for Department** - These are private departmental remarks. These will be visible only in OCF to Policy Section officers. These will not be visible to CB or person.
 - d. **Remark for Custom Broker/Person** - This remark is shared with CB or person with whom the letter / order / notice is being sent.
 - e. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

f. Sections in OCF

There are different sections in OCF which show the specific events. It helps in finding the relevant events / remarks quickly in OCF. Various section in the OCF are given below:



- i. **Remarks** - This section shows all the events / remarks which have happened in the OCF.
- ii. **History** - It shows the OCF movement history from one officer to another in the Policy Section.
- iii. **Signed Orders** - It shows all actions of adding signed orders in OCF.
- iv. **Signed Notices** - It shows all actions of adding signed notices in OCF.
- v. **Signed Letters** - It shows all actions of adding signed letters in OCF.
- vi. **PH Details** - It shows all actions related to personal hearings scheduled / rescheduled / cancelled in OCF.
- vii. **Inquiry Officer Section** - It shows all events related to Inquiry officers like assigning IO, removing IO etc.
- viii. **Message** - This section shows the messages sent to IO and messages received from IO.
- ix. **License Action** - This section shows all the actions taken on CB's license.
- x. **Create Appeal** - This section shows all Create Appeal actions.
- xi. **Appeal Record** - This section shows all Add Appeal Record actions.
- xii. **Penalty Record** - This section shows all actions taken in the OCF i.r.o penalty on CB or its associated person.
- xiii. **Forfeit Security Deposit** - This section shows all Forfeit Security actions.

- xiv. **Debar Person** - This section shows all actions related to debarment of persons.
- xv. **Action on Customs Pass** - This section shows all the actions taken on Customs passes in the current OCF.
- xvi. **Documents Sent and Received from CB / Person** - In this section events / actions related to communication with CB are shown.

5. Inquiry Officer (IO)

a. Inquiry Officer Home page

Inquiry Officer is appointed in an offence case to conduct an inquiry i.r.o. Of charges made on CB or its associated persons under CBLR, 2018. After appointment of Inquiry officer (IO) in an offence case, he will see the details of the offence as shared by the Policy Section in his Inbox as shown in screenshot below:

The screenshot displays the 'IO INBOX' section of the CBLMS. It features a table with the following data:

S No.	Reference No.	Notice Type	Notice Subject	Notice Number	IO Date & Time	IO Attachment	Action
1	10/2023/0001	Show Cause Notice	subject for SCN	1/2023	23-Jan-2023 05:16:12 PM	View	View Details

b. Inquiry Officer File Details

On opening a IO file from his Inbox, IO will see IO file details as shown in the below screenshot. Each IO file has its own unique IO reference number. It also has following section wherein different types of remarks / actions details are shown.

- **Remarks** - This section shows all the actions which have been taken in this IO file.
- **PH Details** - This section shows only Personal Hearing related actions which have been taken in this IO file.

- **Message** - This section shows messages sent to / received from the Policy Section who appointed to IO to conduct the inquiry.
- **Inquiry Report** - This section shows the details about actions in relation to the Inquiry Report.
- **Letter to CB / Person** - This section shows the details about action related to sending letters to CB / person.

The screenshot shows the CBLMS interface. The header includes the CBLMS logo and the text 'Customs Brokers License Management System'. The main content area is titled 'VIEW IO' and shows 'Inquiry Officer > IO Details'. A navigation bar contains buttons for 'Back', 'PH Schedule', 'PH Reschedule/Cancel', 'Add PH Record', 'Message To PS', and 'Send Inquiry Report'. The 'Inquiry File Details' section contains the following table:

IO Reference No.	IO/2023/0001	OCF NO	2023MUMBI0004
IO Remark	test remarks		
Notice Type	Show Cause Notice	Notice Number	1/2023
Notice Subject	subject for SCN	Notice Date	11-Jan-2023
Notice Remark	SCN remarks		
Attachement of Notice	View		

Below the table are several expandable sections: Remarks, PH Details, Message, Inquiry Report, and Letter to CB/Person.

c. PH Schedule

This action is used to schedule personal hearings (PH) for CBs / persons associated with them.

VIEW IO Inquiry Officer > IO Details

← Back | PH Schedule | PH Reschedule/Cancel | Add PH Record | Message To PS | Send Inquiry Report

Subject*

PH Date* **PH Time***

PH Location/Address*

Name And Designation of Officer Who will Hold*

Attendees:-

Name*	Mobile Number	EmailId*	Address*	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add More Attendees](#)

Name	Email id	Mobile Number	Address	Action
Sam	sam@test.com	8989989989	fort, mumbai	<input type="text"/>

Additional Remarks

[PH Schedule](#)

- Field Details of this form are given below:
 - a. **Subject** - This field is to capture the subject for the PH.
 - b. **PH Date** - This field captures the date of personal hearing.
 - c. **PH Time** - This field captures the time of personal hearing.
 - d. **PH Location/Address** - This is to capture the address where the personal hearing will be held.
 - e. **Name And Designation of Officer Who will Hold** - Officer who would conduct the PH should be selected from the list of officers in this field.
 - f. **Attendees** - One or more attendees can be added in this section.
 - g. **Remarks for Attendees** - In this field remarks for attendees should be added. This remark will be visible to the attendees.

- h. **Department Remarks** - In this field, officers should enter departmental remarks. This remark will not be visible to attendees.

d. PH Reschedule / Cancel

This action is used to reschedule or cancel an already scheduled personal hearing. In this action form, all active scheduled personal hearings are shown. From the PHs, IO can choose which PH to be cancelled or rescheduled.

VIEW IO Inquiry Officer > IO Details

← Back | PH Schedule | **PH Reschedule/Cancel** | Add PH Record | Message To PS | Send Inquiry Report

Sr. No.	Subject	Date - time	Location/Address	Name And Designation of Officer	Status	Action
1	PH schedule	30-06-2023 - 11:00 AM	mumabi	test_io test (Dy. Commissioner)	Active	Reschedule PH Cancel PH

- PH Reschedule

PH Rescheduling ✕

Subject	PH schedule		
Date	30-06-2023	Time	11:00 am
Location/Address	mumabi		
Name And Designation of Office	test_io test(Dy. Commissioner)		
Attendees Details:-			
Name	Email Id	Mobile Number	Address
Sam	sam@test.com	8989989989	fort, mumbai
Additional Remarks	remarks		

New PH Date*

New PH Time*

Enter remarks for Reschedule*

Upload any Relevant Document

Browse... No file selected.

(PDF only, File size 1 MB)

- Field Details of this form are given below
 - New PH Date** - Enter new date for personal hearing in this field.
 - New PH Time** - Enter the time of personal hearing on the specified date in this field.
 - remarks for Reschedule** - This field captures the department remarks to be logged into OCF.
 - Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

- PH Cancel

PH Cancellation



Subject	PH schedule		
Date	30-06-2023	Time	12:00 am
Location/Address	mumabi		
Name And Designation of Office	test_io test(Dy. Commissioner)		
Attendees Details:-			
Name	Email Id	Mobile Number	Address
Sam	sam@test.com	8989989989	fort, mumbai
Additional Remarks	remarks		

Enter remarks for Cancel*

Upload any Relevant Document

 No file selected.

(PDF only, File Size 1 MB)

Submit

- Field Details of this form are given below
 - remarks for Cancellation** - This field captures the department remarks for cancellation of PH for logging then into OCF.
 - Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

e. Add PH Record

This action is used to add the signed PH record (PH memo) after the PH has been conducted. On selecting this action, a list of all active PHs are shown. Officers can select the PH for which the PH record is to be added.

VIEW IO Inquiry Officer > IO Details

[← Back](#)
[PH Schedule](#)
[PH Reschedule/Cancel](#)
[Add PH Record](#)
[Message To PS](#)
[Send Inquiry Report](#)

Sr. No.	Subject	Date - time	Location/Address	Name And Designation of Officer	Status	Action
1	PH schedule	30-06-2023 - 12:00 am	mumabi	test_io test (Dy. Commissioner)	Active	Add PH Record

Add PH Record ✕

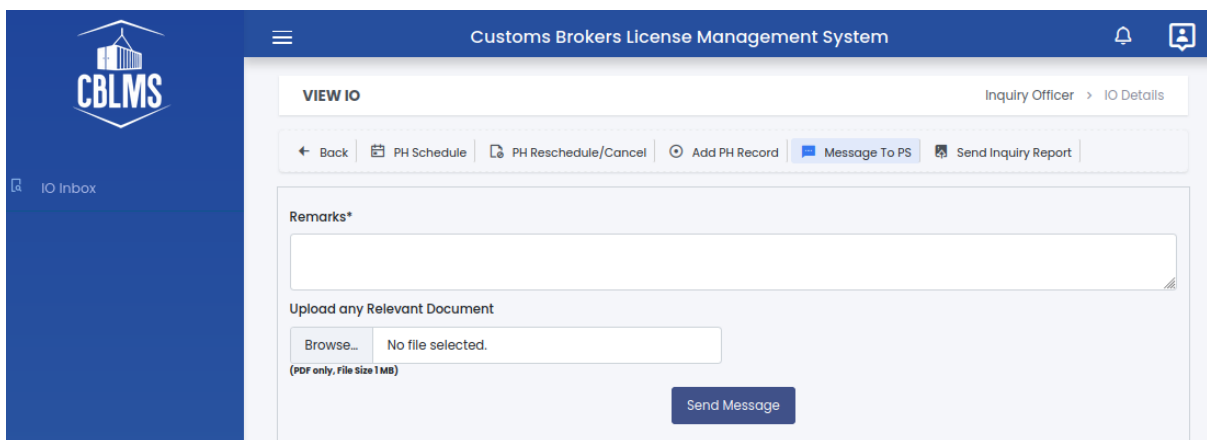
Subject	PH schedule			
Attendees Details*				
Name	Email Id	Mobile Number	Address	Select Attendee
Sam	sam@test.com	8989989989	8989989989	<input type="checkbox"/>
PH Held at:-				
Date*	dd / mm / yyyy 📅		Time*	-- :-- --
Remarks*	<div style="border: 1px solid #ccc; height: 30px;"></div>			
Submission or Any Other Relevant Documents:-				
<input type="button" value="Browse..."/> <input type="text" value="No file selected."/>		<input type="button" value="Add More"/>		
<small>(PDF only, File Size 1 MB)</small>				
<input type="button" value="Download"/>				
Upload Signed PH Record				
<input type="button" value="Browse..."/> <input type="text" value="No file selected."/>				
<input type="button" value="Final Submit"/>				

- Field Details of this form are given below
 - a. **Attendees Details** - List of all attendees is shown in this field with a check box at the end. Officers can select the attendees who attended the PH.
 - b. **Date** - This field captures the date when the PH was conducted.
 - c. **Time** - This field captures the time when the PH was conducted.
 - d. **Remarks** - This field is to log remarks for PH (analogous to noting).

- e. **Submission or Any Other Relevant Documents** - If attendees submitted any written submissions during PH then those can be uploaded in this field. Any other relevant documents can also be uploaded in this field.
- f. **Download** - This button is used to download the PH record so that it can be printed and signed by all the attendees and the officer who conducted the PH. After signing this can be uploaded in the “Upload Signed PH Record” field.
- g. **Upload Signed PH Record** - Upload the scanned signed copy of PH record after downloading and printing PH record using “Download’ button.

f. Message to PS

This action is used to send some message / information / query / letter / document to the Policy Section which appointed him as IO to conduct inquiry in the current case.



- Field Details of this form are given below
 - a. **Remarks** - This is the message to be sent to the Policy Section.
 - b. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.

g. Send Inquiry Report

This action is used to send the Inquiry Report of offence related to current IO file, to the Policy Section which appointed him as IO in this case.

The screenshot shows the 'VIEW IO' page in the CBLMS. The header includes the CBLMS logo and navigation icons. The main content area is titled 'VIEW IO' and includes a breadcrumb 'Inquiry Officer > IO Details'. Below the header is a navigation bar with buttons for 'Back', 'PH Schedule', 'PH Reschedule/Cancel', 'Add PH Record', 'Message To PS', and 'Send Inquiry Report'. The form itself has three main sections: 'Remarks for Policy Section*' with a text input field, 'Upload Inquiry Report*' with a file upload field, and 'Upload any Relevant Document' with another file upload field. A 'Send Inquiry Report' button is located at the bottom right of the form area.

- Field Details of this form are given below
 - a. **Remarks for Policy Section** - In this field, a message for Policy Section is added.
 - b. **Upload Inquiry Report** - Scanned copy of signed Inquiry Report is uploaded in this field in PDF format.
 - c. **Upload any Relevant Document** - This is an optional field. If officers want to add any document also along with remarks then this field can be used.