

Advisory  
Utility for Data Capture at non EDI Customs Locations

Keeping in view the demands from several departments requiring Customs data for monitoring, reports and statistics the Central Board of Excise and Customs has decided to capture post clearance trade data electronically. Accordingly, Directorate General of Systems, ICEGATE, New Delhi, has developed a Utility (Data Integrator v. 1.0) which is available at the URL [www.icegate.gov.in/utility](http://www.icegate.gov.in/utility) as a part of ICEGATE portal under 'Downloads' menu.

**A. Outlay and the plan**

To maintain sanctity and accuracy of data so captured through Data Integrator v. 1.0, it has been decided for a simple user management approach. The software comes with a Product Registration Key without which it would be inoperable. An officer of the rank Assistant Commissioner/Dy. Commissioner may be appointed as Administrator for this utility, by the competent authority. The appointed officer will download the utility on a pre-decided system with internet connectivity for offline data feeding and online data transmission to the agencies concerned. The Administrator, while installing Data Integrator v. 1.0, shall contact Sh. R. K. Sharma, Assistant Director, ICEGATE at land line No. 011-23370671 or Mob. No. +919811340535 and obtain Product Key of the utility. The Administrator of Data Integrator shall be responsible for installation, roll mapping of other officers, proper data entry and modifications wherever required and transmitting data to DGCI&S, DGOV and DG, System. The Administrator shall also ensure credibility and accuracy of data through the officers appointed for data entry and data check. At the time of obtaining Product Key, the Administrator shall provide following information to the above mentioned officer of DG, System:

- (1) CC Zone:
- (2) Commissionerate:
- (3) Location:
- (4) Name of Administrator:
- (5) Post held:
- (6) Contact Numbers of Administrator:
  - a. Mobile Number:
  - b. Landline Number (Office):
  - c. ICEGATE Email ID (in case ICEGATE e-mail ID is not available, the administrators are requested to obtain it urgently.)

Users are also advised to go through the User Manual placed at [www.icegate.gov.in/utility](http://www.icegate.gov.in/utility) which contains detailed installation plan and usage instructions.

## B. Usage

In this utility, three roles exist for data entry, data verification and data modification in form of Maker, Checker and Modifier. These roles are supposed to be allocated by the Administrator for the ease of data capturing. In a 'Maker' role, a person (maybe a DEO, MTA, TA, or any Customs officer) shall enter the data details of B/E or S/B as instructed in the user manual. In a Checker role, an officer shall verify the data details as existing in the physical copies of manually filed Bills of Entry or Shipping Bills. Using 'Modifier' role, necessary changes may be made in the pre-existing data (for complete concurrence of electronically captured data with the data in the actual B/Es and S/Bs). However, *no modification should be done after transmitting data to other agencies and DG Systems.*

After this process of data entry and data verification for ensuring accuracy, user will be able to generate reports in the pre-prescribed and agreed standard format by using 'Generate Report' option in the utility. Three different reports can be generated: one for DGCIS, one for DG Valuation and one for ICEGATE. It is expected that the Administrator will be mailing these reports to DGCI&S at [ag.dgcis@nic.in](mailto:ag.dgcis@nic.in) and DGoV at [directorate.valuation@dov.gov.in](mailto:directorate.valuation@dov.gov.in) directly on their designated email ids. Administrators shall also email the report for ICEGATE to [non.edi@icegate.gov.in](mailto:non.edi@icegate.gov.in).

The monthly report shall be submitted by 10<sup>th</sup> of the subsequent month to each of the designated email ids, i.e. for ICEGATE, DGCIS and DGoV. The reports shall be mailed only through the ICEGATE email of the concerned Administrator. It is to be emphasized here that any report coming from any email id other than the registered ICEGATE e-mail id of the Administrator shall be rejected.

In case the charge of Administrator is changed due to any reason, a request for change of Administrator should be sent to [nonedi.support@icegate.gov.in](mailto:nonedi.support@icegate.gov.in) with the details as specified above.

## C. Further Queries

For any query or information on the installation, usages etc. of the utility, officers are requested to go through the user manual of the utility. Further, for any assistance from ICEGATE team following officers may be contacted:

1. Sh. Jyotiraditya - [jyotiraditya@icegate.gov.in](mailto:jyotiraditya@icegate.gov.in), Mob No 7838783134 Land line No. 011 23378867
2. Sh. R. K. Sharma, Mob. No. +919811340535, Land line No. 011 23370671
3. Sh. Mohit Sharma, [mohit.sharma@icegate.gov.in](mailto:mohit.sharma@icegate.gov.in) Mob. No. +918800392463, Landline No 011 30211700 Ext 222
4. ICEGATE Shift Manager Email ID: [icegate.shiftmanager@icegate.gov.in](mailto:icegate.shiftmanager@icegate.gov.in) Landline No 011 30211700 Ext 217

-----X-----