

F. No.CSEZ-CSZ0A(59)/I/2025-SEZ Cochin
Office of the Development Commissioner
Cochin Special Economic Zone
CSEZ PO, Kakkanad 682037

1 2063

Dated the #approved date#

INSTRUCTION

Sub:- Streamlining of cargo movement – Instructions – Reg.

With a view to streamline movement of goods in and out of CSEZ and for maintenance of data thereof, the existing cargo challan system has been modified and Units shall, hereafter, follow the following procedure to obtain cargo challan from the CSEZ Gate Security :-

- a) The Unit user may login to the CSEZ Cargo Challan System and create a new cargo challan entry with details of the bill, like type of bill, bill number, bill date, vehicle number, etc and upload the document containing approval from the Customs for entry/exit of the specific goods. A running serial number will be generated on submission of the request, which can be used as a tracking number at the CSEZ Gate Security.
- b) The Security Officer at Gate, on request by the unit representative, shall verify the uploaded document with the details entered and if the document bears approval/endorsement of the Customs authorities, Cargo Challan shall be generated and handed over to the representative.
- c) In case there is any discrepancy in the details with the document uploaded like details mismatch, uploaded document does not have approval/endorsement of the Customs authorities, the official handling the Cargo Challan system at the CSEZ Gate Security shall reject the request in the system and record such incidents in a register and inform the same to the Customs Officer in charge of the Customs Gate.

2. The units shall upload scanned copy of the following documents against each of the bills mentioned below:-

Sl. No.	Bill Type	Document to be uploaded
Incoming:		
1	Bill of Entry (Z Type)	Assessed copy of BoE
2	Bill of Export/ DTA SB	Assessed copy of Bill of Export/SB
3	Job work/ Repair/ Temporary Removal Return	Assessed copy of SB
4	DTA Procurement/ DSPF	Invoice copy
5	Others	Relevant document as endorsed by AO
Outgoing:		
6	Shipping Bill	Gate pass-LEO Copy
7	Bill of Entry (M Type/Job Work/ Temporary Removal	Gate pass-OOC Copy
8	Bond-to Bond Transfer	Gate pass-OOC Copy
9	Others	Relevant document as endorsed by the AO.

3. In case any of the above documents is not available, due to technical reasons, any document duly endorsed (with official seal) by the Customs Officials can be uploaded.

4. All Units are instructed to strictly adhere to these instructions. Any difficulty in compliance may be brought to the notice of the undersigned. These instructions shall be effective from 01.08.2025.

5. This is issued with the approval of the Competent Authority.

N S
Dev,IRS

Digitally signed by
N S Dev,IRS
Date: 2025.07.29
15:32:51 +05'30'

(N S Dev, IRS)
Dy. Dev. Commissioner, CSEZ



To

1. All concerned
2. Notice Board
3. Computer Cell, CSEZ (for uploading the Instruction in CSEZ web site)