

**F. No. CBIC-21/138/2023-INV-CUSTOMS-CBIC**

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
(Investigation- Customs)

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Email ID: [inv-customs@gov.in](mailto:inv-customs@gov.in)

Date: 06.09.2023

To,

All the Principal Chief Commissioners/Chief Commissioners of Customs/ Customs (Preventive),  
All the Principal Chief Commissioners/ Chief Commissioners of CGST and Customs,  
The Principal Director General, Directorate General of Systems & Data Management,  
The Principal Director General, Directorate General of Revenue Intelligence,  
The Director General, Directorate General of Analytics & Risk Management,  
The Director General, Directorate General of Audit,  
The Commissioner, Public Accounts Committee (PAC),  
The Commissioner, Directorate of Data Management,  
The Webmaster, CBIC.

Madam/Sir,

**Subject: Streamlining of Customs Post Clearance Audit (PCA) Work-Instructions-reg.**

The undersigned is directed to draw your kind attention to the Instruction No. 02/ 2021-Customs dated 16.02.2021 regarding Customs Post Clearance Audit (PCA).

2. A Meeting to review the performance of Customs PCA was taken by the Chairman, CBIC on 10.03.2023 and based on the decisions taken during the Meeting, Board has decided to make following amendments to the Instruction No. 02/ 2021-Customs dated 16.02.2021:

(i) **Para 3.2.1. to be substituted with the following Para:-**

“3.2.1. *The Scope and Coverage:* The entire lot of IECs should be taken up for selecting entities for Premised Based Audit (PBA) as per risk-parameters to be decided by the National Customs Targeting Centre (NCTC), Mumbai in consultation with the committee formed as per Para 3.2.2 of these instructions. The risk parameters will be dynamic in nature and would keep on evolving as per feedback received and additional information available. The number of entities to be selected for audit during a financial year is to be calculated as per the capacity to conduct audits as informed by the Audit Commissionerates and finally decided by the committee.”

(ii) **Para 3.2.2. to be substituted with the following Para:-**

“3.2.2. *Selection of Premises:* The DG Audit shall prepare the list of auditees for PBA in consultation with the DGARM. For this purpose, a committee headed by the DG Audit consisting of all the Commissioners of Customs (Audit), representative from DRI HQ and the Principal ADG/ADG, NCTC, Mumbai shall meet in February every year to finalise the list of auditees for PBA for the next financial year, and thereafter as felt necessary. The final list shall be communicated to the Audit Commissionerates before 31<sup>st</sup> March. The Audit Commissionerates shall plan PBA for the year in such a way that the number of auditees is evenly spread in all the months and all selected entities are audited. It must be ensured that every entity selected should be subjected to the full audit cycle starting from Desk Review, Audit Plan, Audit Verification and preparation of Audit Report.”

(iii) **Para 3.2.4. deleted.**(iv) **Para 3.3.1. to be substituted with the following Para:-**

“3.3.1. *Selection of themes:* The DG Audit shall convene half yearly meetings of the committee consisting of all the Principal Chief Commissioners/ Chief Commissioners in charge of Customs (Audit) Commissionerates; the Principal ADG/ADG, NCTC, Mumbai and a representative from DRI HQ (not below the rank of Director). The committee shall meet in January and July to select the themes for ThBA for the first and second halves respectively for each financial year.”

(v) **Revision of formats of MIS reports given at Para 3.4:** The revised formats for CUS PCA-1, CUS PCA-2, CUS PCA-3, and CUS PCA-4 are given at **Annexures I, II, III and IV** respectively.

(vi) **Paras 3.8.2. (iv) (a) & (b) to be substituted with the following Paras:-**

“a) Committee headed by DG Audit, consisting of all the Principal Chief Commissioners/ Chief Commissioners in charge of Customs (Audit) Commissionerates; the Principal ADG/ADG, NCTC, Mumbai and a representative from DRI HQ (not below the rank of Director) which meets in January and July to select the themes for ThBA for the first and second halves respectively for each financial year,

b) Committee headed by DG Audit, consisting of all the Commissioners of Customs (Audit), representative from DRI HQ and the Principal ADG/ADG, NCTC, Mumbai which meets in February every year to finalise list of auditees for PBA for the next financial year, and thereafter as felt necessary,”

3. The Instruction No. 02/ 2021-Customs dated 16.02.2021 stands modified to this effect. All the officers under your jurisdiction may be sensitized about these amendments.

4. Difficulties, if any, in implementation of the aforesaid amendments may be brought to the notice of the Board.

Yours sincerely,

Encl: As above.

*Shweta*  
06/09/23  
(Shweta Garg)

Deputy Commissioner (Investigation-Customs),  
CBIC, New Delhi.

**CUS PCA - 1 : Transaction Based Audit (TBA)**

**Annexure I**

Commissionerate:

Month:

Date of Last MCM:

(Amount) (Rs. in Lakhs)

Category	Total no. of BES/ SBS given OOC/ LEO during the Month	Opening Balance of pending TBA	No. of BES/SBS selected for TBA		% BES/ SBS Selected during the Month	No. of BES or SBS audited		Closing Balance of pending TBA (3)+(4)-(7)	Period -Wise Break- UP			No. of Consultative Letters Issued		Detections made during the Month		Detections made upto the Month		Recoveries made during the Month					Recoveries made upto the Month					Remarks	
			During the Month	Upto the Month		During the Month	Upto the Month		<1Year	1-2 Year	2-3 year	>3 Years	During the Month	Upto the Month	No.	Amount	No.	Amount	No.	Duty Paid	Interest	Penalty Paid	Total	No.	Duty Paid	Interest	Penalty Paid		Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	21A	21B	21C	22	23	23A	23B	23C	24
IMPORT																													
EXPORT																													
TOTAL																													
Note	Opening Balance should reflect total number of pending TBA as on 1st April During the month figures should reflect figures for the reporting month only but in the first report for the current Financial Year, during the month figures should be from 1st April to the reporting month. Upto the month figures should reflect cumulative figures for the reporting Financial Year. The reason for pendency more than 3 year shall be furnished.																												

**Annexure II**

**CUS PCA - 2 : Premises Based Audit (PBA)**

Commissionerate: Audit Commissionerate

Month:

Date of last MCM:

(Amount) (Rs. in Lakhs)

Category of auditees (Import and Export)	Opening Balance of Pending PBA (Import + Export)	Total Number of Premises selected for Audit during the year by NCTC, Mumbai	Local Risk Selection made by the Audit Commissionerate	No. of Premises to be audited (2)+(3)+(4)	No. of premises audited		Closing Balance of pending PBA (5)-(6)	Detections made during the month		Detections made upto the month		Amount of Spot Recovery made					Total Recoveries made during the month (Including Spot Recovery)			Total Recoveries made upto the month (Including Spot Recovery)			
					During the Month	Up to the Month		No.	Duty Amount	No.	Duty Amount	No.	Duty Amount	No.	Duty Amount	Duty Paid	Interest	Penalty Paid	Total (15)+(16A)+(16B)	No.	Duty Paid	Interest	Penalty Paid
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16A	16B	16C	17	18	18A	18B	18C
AEO T3																							
AEO T2																							
AEO T1																							
Non-AEOs																							
AEO-IO																							
Total																							

Opening Balance should reflect total number of pending PBA as on 1st April  
 During the month figures should reflect figures for the reporting month only but in the first report for the current Financial Year, during the month figures should be from 1st April to the reporting month.  
 Upto the month figures should reflect cumulative figures for the reporting Financial Year.  
 In Column no. 3, number of premises should be reflected which are selected by NCTC, Mumbai and subsequent allocated by the DG Audit to Customs Audit Commissionerates.

Note

**Annexure III**

**CUS PCA - 3 : Theme Based Audit (THBA)**

Commissionerate:

Quarter ending:

(Amount) (Rs. in Lakhs)

Year of Selection	Theme No.	Name of Theme Selected	Opening Balance of Bills of Entry	Opening Balance of Shipping Bills	Total Opening Balance(BEs + Shipping Bills) (4)+(5)	Total No. of Bills of Entry		Total No. of Shipping Bills		Closing Balance of Bills of Entry (4)-(7)-(8)	Closing Balance of Shipping Bills (5)-(9)-(10)	Total Closing Balance(BEs+ SBs) (11)+(12)	Detections made during the quarter		Detections made upto the quarter		Recoveries made during the quarter					Recoveries made upto the quarter				
						Selected	Audited	Selected	Audited				No.	Duty Amount	No.	Duty Amount	No.	Duty Paid	Interest	Penalty Paid	Total (19)+(20A) + (20B)	No.	Duty Paid	Interest	Penalty Paid	Total (22)+(22A) + (22B)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20A	20B	20C	21	22	22A	22B	22C

Opening Balance should reflect total number of pending THBA as on 1st April

During the month figures should reflect figures for the reporting month only but in the first report for the current Financial Year During the month figures should be from 1st April to the reporting month.

Note  
Upto the month figures should reflect cumulative figures for the reporting Financial Year.  
Frequency of this report should be Quarterly

Annexure IV

CUS PCA -4: STATUS OF AUDIT PARA (Showing follow up of the objections raised in TBA/ThBA/PBA)

Name of Commissionerate:

Month:

Amount Rs. in Lakhs

Category	Opening Balance of Consultative letters issued under PCA		Consultative letters issued during the month		Total		Dropped on merit in MCM		Disposal during the month																						
									Objection closed after recovery					SCN issued		Total Disposals during the month		Closing balance of CLs issued under PCA		Period wise Break Up											
									Full Duty/Paid		Partial recovery		No.	Amount	No.	Amount	No.	Amount	No.	Amount	< 01 year	01 - 02 year	02- 03 year	> 03 year							
1	No.	Amount	No.	Amount	No. (2) + (4)	Amount (3) + (5)	No.	Amount	No.	Duty	Interest	Penalty Paid	Total Duty (11)+(11A)+(11B)	11C	11D	No.	Amount	(8)+(10)+(12)	(9)+(11C)+(11D)+(13)	(2)-(14)	(3)-(15)	No.	Amount	No.	Amount	No.	Amount	No.	Amount		
TBA																															
ThBA																															
PBA																															
Total																															
Note	Opening Balance should reflect total number of pending ThBA as on 1st April During the month figures should reflect figures for the reporting month only, but in the first report for the current financial year During the month figures should be from 1st April to the reporting month. Upto the month figures should reflect cumulative figures for the reporting financial year.																														