

**Directorate General of Systems and Data Management**  
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

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Date: 1<sup>st</sup> March,2022

Advisory No: 07/2022

Category: Customs

Issued by: ICEGATE

**Subject: Advisory for IGCR Admin officers to access IGCR (Import of Goods at Concessional Rate of duty) module at ICEGATE**

IGCR module is developed by ICEGATE, CBIC to provide a digital service to importers to avail benefits under the IGCR Rules (Import of Goods at Concessional Rate of Duty).

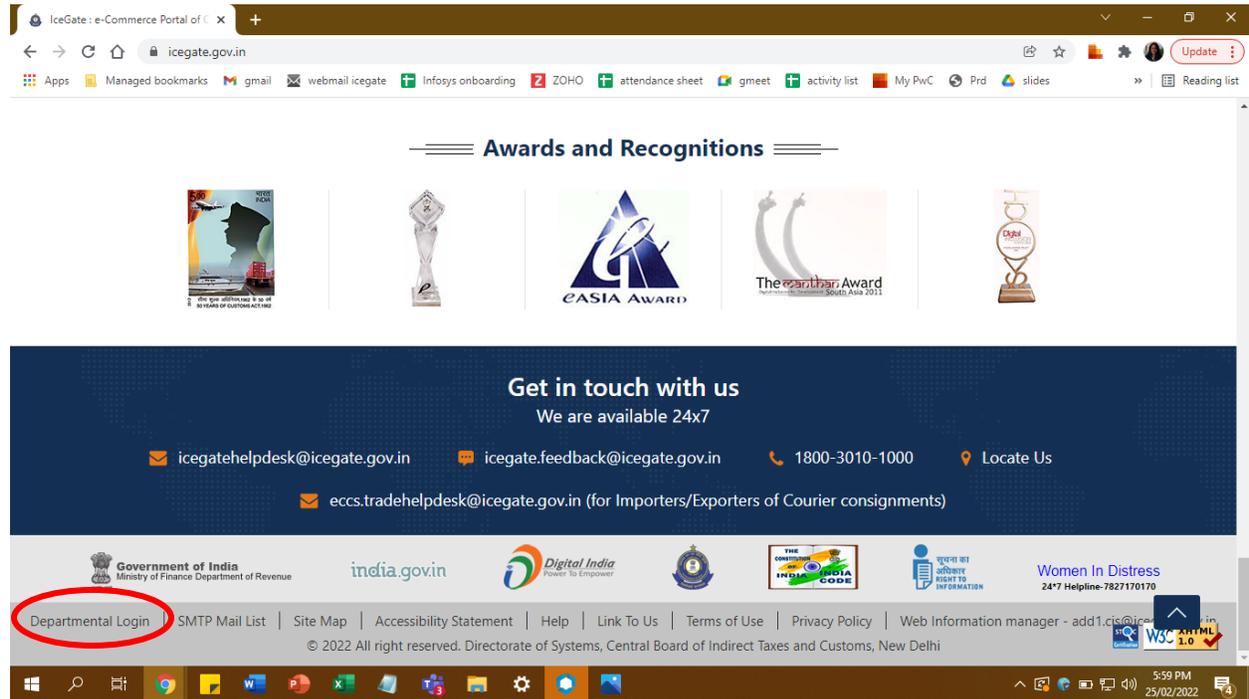
The broad provisions are as under:

- I. Available post log in on ICEGATE for importers in their existing account, registered with valid DSC.
  - II. Provision of declaration of advance intimation of Import of Goods at concessional rate of duty.
  - III. Generation of a unique IIN for a Financial Year with facility to amend as and when required.
  - IV. A continuity Bond of IGCR Bond Type is created or amended by the Importer.
  - V. Bond Management Module
  - VI. Multiple Details are auto populated in the monthly statement.
  - VII. Interface of details entered by the user provided to the jurisdictional Customs officer
2. This advisory is a complete step-by-step guide for the designated admin user of IGCR module to view the prior intimation declaration by the importers, view the monthly returns filed by the users, approve or reject the bond requests initiated by the users.

## Directorate General of Systems and Data Management CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

### A. Access IGCR Module

**Step 1:** Click on department login on the ICEGATE portal.



**Step 2:** Select IGCR module.

**Step 3:** Admin user will be able to view the following services available under the IGCR module.

- a) **IGCR officer mapping-** This functionality is restricted only to the nodal officer of the IGCR who will map the concerned officers of the jurisdiction with the importers' requests. The nodal officer will be provided the role of Bond Administrator (BNDADM) at ICES. This role will be assigned by the System Manager of the focal existing Customs House location in ICES. The nodal officer under this role in ICES will be able to access the functionality of IGCR role mapping and can appoint/remove designated jurisdictional customs officer in ACP role mapped by the focal existing Customs House location in ICES. For details ICES advisory issued in this regard be referred. These officers under ACP role will be mapped by the nodal officer for respective EP divisions on ICEGATE. The appointed officers will only be allowed the services mentioned in b, c and d. All the departmental officers will be able to log in using their existing SSO id and Password.
- b) **Prior Intimation** – To view the prior intimations declared by the importers in the jurisdiction of the customs officer.
- c) **IGCR Bond Request** – To view the bond requests initiated by the importers in the jurisdiction of the customs officer.

## Directorate General of Systems and Data Management CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

- d) **IGCR Monthly Return statement-** To view the Monthly return statements filed by the users in the jurisdiction of the customs officer.

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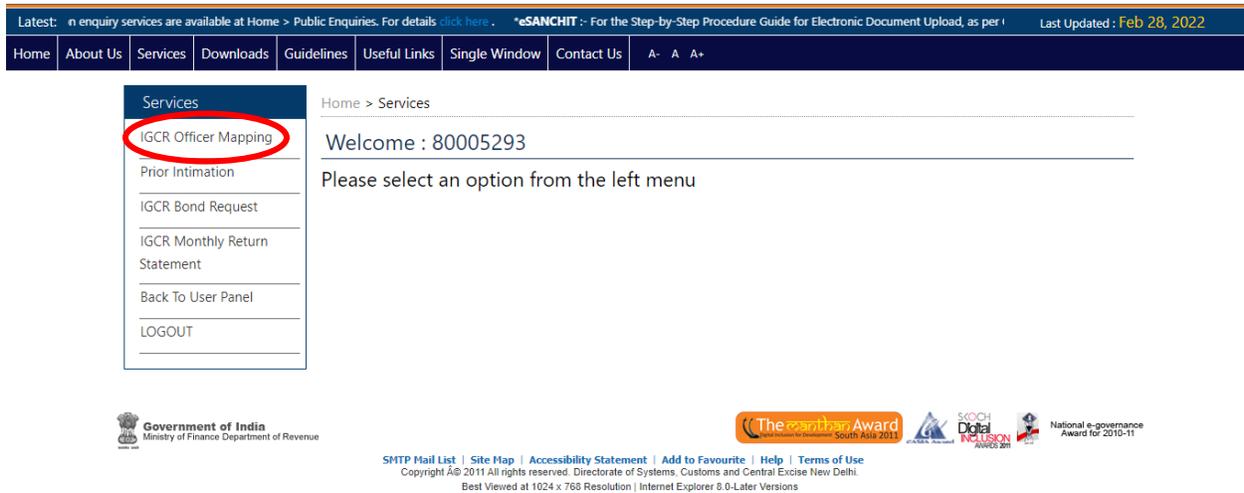
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**A. Officer Mapping for IGCR**

This functionality is restricted only to the nodal officer of the IGCR who will map the concerned officers of the jurisdiction with the importers’ requests. The nodal officer will be provided the role of Bond Administrator (BNDADM) at ICES. The officer will be able to appoint/remove designated jurisdictional customs officer in ACP role at ICES. The officers in ACP role will be able to use other IGCR services as mentioned in Part B, C and D of the document.

**Step 1.** Select “IGCR Officer Mapping” from left panel.



The screenshot shows the top navigation bar with links: Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, Contact Us, and font size controls (A- A A+). Below this is a 'Services' dropdown menu where 'IGCR Officer Mapping' is circled in red. The main content area displays 'Home > Services', a welcome message 'Welcome : 80005293', and a prompt 'Please select an option from the left menu'. At the bottom, there are logos for Government of India, Ministry of Finance, Department of Revenue, and several award logos including 'The eSanchit Award' and 'National e-governance Award for 2010-11'. Footer text includes 'SMTP Mail List | Site Map | Accessibility Statement | Add to Favourite | Help | Terms of Use' and 'Copyright © 2011 All rights reserved. Directorate of Systems, Customs and Central Excise New Delhi. Best Viewed at 1024 x 768 Resolution | Internet Explorer 8.0-Later Versions'.

**Step 2:** Page will show the mapping of officer at division that are mapped to ports. Ports are mapped to officer with role “BNDADM”. Bond Admin officer can manage the IGCR officer (jurisdictional customs officer in ACP role) for mapped division. Rows are highlighted to those division which don’t have any IGCR officers mapping.

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### IGCR OFFICER MAPPING

ADD MAPPING DETAILS

PORT CODE	Select Port Code	*	
COMMISSIONERATE	Select Commissionerate	*	
PORT OFFICER	Select Officers	*	
DIVISION	Select Division	*	

Add
Reset

\*Mandatory fields

Show  entries Search:

S.No	COMMISSIONERATE	DIVISION	PORT CODE	OFFICER ID	OFFICER NAME	Remove
1	Principal Commissioner of Customs (Preventive), Delhi	EPC Delhi	INDEL4			

Showing 1 to 1 of 1 entries Previous 1 Next

**Step 3:** Select port code from drop down then select the Commissionerate, Port officer and division to map officer to selected division by clicking the “ADD” button.

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### IGCR OFFICER MAPPING

ADD MAPPING DETAILS

PORT CODE	INDEL4	*	
COMMISSIONERATE	Principal Commissioner of Customs (Preventive), Delhi	*	
PORT OFFICER	VIRAT KOHLI(80005293)	*	
DIVISION	EPC Delhi	*	

Add
Reset

\*Mandatory fields

Show  entries Search:

S.No	COMMISSIONERATE	DIVISION	PORT CODE	OFFICER ID	OFFICER NAME	Remove
1	Principal Commissioner of Customs (Preventive), Delhi	EPC Delhi	INDEL4			

Showing 1 to 1 of 1 entries Previous 1 Next

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On successfully mapping the jurisdictional customs officer, the row will not be highlighted. Officer can click on remove button to remove the mapping of an officer on division.

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### IGCR OFFICER MAPPING

**ADD MAPPING DETAILS**

PORT CODE	Select Port Code	*
COMMISSIONERATE	Select Commissionerate	*
PORT OFFICER	Select Officers	*
DIVISION	Select Division	*

\*Mandatory fields

Show  entries Search:

S.No	COMMISSIONERATE	DIVISION	PORT CODE	OFFICER ID	OFFICER NAME	Remove
1	Principal Commissioner of Customs (Preventive), Delhi	EPC Delhi	INDEL4	80005293	VIRAT KUMAR	Remove

Showing 1 to 1 of 1 entries Previous  Next






(Kindly note that this screen will not be visible to the jurisdictional customs officer. It will only be visible to Nodal Officer for mapping the other officers to perform other activities related to IGCR in their jurisdiction.)

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### **B. Viewing Prior Intimations declared by the Importers**

Prior intimation is declared by the importer at the user ICEGATE portal to share the details of the goods intended to be imported. ICEGATE system in return generates an IIN or IGCR Identification Number for the user. This is valid for a financial year and can be amended as per the import by the importers. Admin officer can view the Prior Intimation requests generated by the Importers in his jurisdiction by following the steps as below.

**Step 1:** Select “Prior Intimation” from the left panel.

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**Step 2:** Select the Financial Year/month to display the list of IINs generated through the requests of the importers in the jurisdiction. Admin officer can also enter a particular IIN to search a record.

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Prior Intimation

F.Year

Select Year

Month

Select Month

IIN

Search

Reset







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**Step 3:** A dashboard will be displayed to the admin with count of the Prior Intimation requests submitted by the importers in his jurisdiction. Admin can click on “View” button to view list of prior intimation requests.

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### Prior Intimation

F.Year

Month

IIN

Search
Reset

S.No	IGCR DETAILS	RECORDS COUNT	VIEW
1	PRIOR INTIMATION REQUEST	4	VIEW

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**Step 4:** A list of all the requests initiated IIN wise will be displayed to the admin user. Admin can click on “View” button to get a detailed view of the prior intimation requests.

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### Prior Intimation

Show

entries
Search:

S.No	IIN	IEC	GSTIN	CREATION DATE	EXPIRY DATE	VIEW
1	27AAACS0764L1Z62122001	0388070005	27AAACS0764L1Z6	07-FEB-2022	31-MAR-2022	VIEW
2	03AAACS0764L1ZG2122001	0388070005	03AAACS0764L1ZG	28-FEB-2022	31-MAR-2022	VIEW
3	10AAACS0764L1ZL2122001	0388070005	10AAACS0764L1ZL	28-FEB-2022	31-MAR-2022	VIEW
4	02AAACS0764L1Z12122001	0388070005	02AAACS0764L1Z1	28-FEB-2022	31-MAR-2022	VIEW

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**Step 5:** Admin can click on different tabs to view the following details.

a. Manufacturer Details – This section has details of the Importer.

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### Prior Intimation

Manufacturer Details
Goods to be Imported
Goods to be Manufactured
Job Worker Details

IEC	0388070005
NAME	DIAMOND CHAIN
GSTIN	27AAACS0764L1Z6
COMMISSIONERATE	Principal Commissioner of Customs (Preventive), Delhi
DIVISION	EPC Delhi
ADDRESS	Naroji Nagar
PROCESS AT UNIT	Y

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b. Goods to be Imported – This section has details of goods intended to be imported under IGCR.

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### Prior Intimation

Manufacturer Details
Goods to be Imported
Goods to be Manufactured
Job Worker Details

Show 10 entries

S.No	CTH	DESCRIPTION OF GOODS	QTY OF GOODS	UQC	VALUE OF GOODS	NOTIFICATION NUMBER	PORT OF IMPORT
1	84483230	Coats	2000	CQM	120000	050/2017	INBOM4
2	84483290	Jacket	1500	DRM	200000	050/2017	INBOM4

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c. Goods to be manufactured – This section has the details of the final goods intended to be manufactured by the importer.

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### Prior Intimation

Manufacturer Details
Goods to be Imported
Goods to be Manufactured
Job Worker Details

Show 10 entries

S.No	CTH	NATURE OF GOODS PRODUCED	NOTIFICATION NUMBER	SAC CODE
1	41062200	jacket	CBIC012	ICES012

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d. Job Worker details- This section has the details of the job workers involved if any for the processing of the imported goods.

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### Prior Intimation

Manufacturer Details
Goods to be Imported
Goods to be Manufactured
Job Worker Details

Show 10 entries

S.No	NAME	GSTIN	ADDRESS OF UNIT	PROCESS AT UNIT	NATURE OF GOODS PRODUCED
1	Mahesh	NHUJKIKJUI21232	MGRoad	Y	Jackets

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### C. IGCR Bond Request

**Step 1:** Select “IGCR Bond Request” from the left panel.

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**Step 2:** Select the Financial Year/month to display the bond requests generated by the importers in the jurisdiction. Admin officer can also enter a particular IEC to search a record.

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### IGCR Bond Request

F.Year

Month

IEC

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**Step 3:** A dashboard with details of total bond requests as per the bond status will be visible to the admin user. Click on “Click Here” link to view status descriptions.

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### IGCR Bond Request

F.Year: 
Month: 
IEC:

S.No	IGCR BOND STATUS	RECORDS COUNT	VIEW
1	REQUESTED	3	<a href="#">VIEW</a>
2	ACCEPTED	0	<a href="#">VIEW</a>
3	REJECTED	0	<a href="#">VIEW</a>
4	PROCESSED	3	<a href="#">VIEW</a>
5	PROCESSED WITH ERROR	0	<a href="#">VIEW</a>
6	ALL	6	<a href="#">VIEW</a>

[Click Here to view Status Description.](#)

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### Status Description Page.

S No	STATUS	DESCRIPTION
1	REQUESTED	NEW/AMENDMENT IGCR BOND REQUEST FROM IMPORTER
2	ACCEPTED	IGCR BOND REQUEST IS ACCEPTED BY OFFICER
3	REJECTED	IGCR BOND REQUEST IS REJECTED BY OFFICER
4	PROCESSED	IGCR BOND REQUEST IS PROCESSED BY CUSTOMS SUCCESSFULLY
5	PROCESSED WITH ERROR	IGCR BOND REQUEST IS PROCESSED BY CUSTOMS WITH ERROR

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**Step 4:** Click on “View” button to view list of bond requests with their status.

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### IGCR Bond Request

F.Year:  Month:  IEC:

S.No	IGCR BOND STATUS	RECORDS COUNT	VIEW
1	REQUESTED	3	VIEW
2	ACCEPTED	0	VIEW
3	REJECTED	0	VIEW
4	PROCESSED	3	VIEW
5	PROCESSED WITH ERROR	0	VIEW
6	ALL	6	VIEW

Click Here to view Status Description.



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**Step 5:** A dashboard with details of bond requests is displayed as per the IIN. Click on “View” button to view details of bond requests. Click on “Click Here” link to view error codes descriptions.

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### IGCR Bond Request

Show:  entries Search:

S.No	IIN	IEC	REQUEST TYPE	BOND NO	STATUS	ERROR CODE	VIEW
1	02AAACS0764L1Z12122001	0388070005	AMENDMENT WITH BG DETAILS	1000000292	REQUESTED		VIEW
2	03AAACS0764L1ZG2122001	0388070005	FRESH WITHOUT BG%	1000000291	PROCESSED	00	VIEW
3	02AAACS0764L1Z12122001	0388070005	FRESH WITH BG%	1000000292	PROCESSED	00	VIEW
4	03AAACS0764L1ZG2122001	0388070005	AMENDMENT WITH AMOUNT	1000000291	REQUESTED		VIEW
5	10AAACS0764L1ZL2122001	0388070005	AMENDMENT WITH AMOUNT AND BG DETAILS	1000000295	REQUESTED		VIEW
6	10AAACS0764L1ZL2122001	0388070005	FRESH WITH BG% AND BG DETAILS	1000000295	PROCESSED	00	VIEW

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[Click Here to view Status Description.](#)  
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Error Code description

FRESH BOND REQUEST		
S No	ERROR CODE	DESCRIPTION
1	00	FRESH BOND REQUEST PROCESSED SUCCESSFULLY AT CUSTOMS AND BOND NO GENERATED
2	01	BOND NO ALREADY GENERATED AT CUSTOMS
3	02	INTERNAL ERROR OCCURRED
4	03	DUPLICATE BOND REQUEST FOUND

AMENDMENT BOND REQUEST		
S No	ERROR CODE	DESCRIPTION
1	00	AMENDMENT BOND REQUEST PROCESSED SUCCESSFULLY AT CUSTOMS AND BOND AMOUNT UPDATED
2	21	BOND NO NOT AVAILABLE FOR AMENDMENT REQUEST
3	22	INTERNAL ERROR OCCURRED
4	23	AMENDMENT BOND AMOUNT IS LESS THAN THE ORIGINAL BOND AMOUNT
5	23	DUPLICATE BOND AMENDMENT REQUEST FOUND

**Step 6:** Admin can accept or reject the bond request in “REQUESTED” status. Provide comments then click on “ACCEPT” or “REJECT” button to accept or reject the bond request.

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### IGCR Bond Request

IGCR Bond Details	
IMPORTER NAME	DIAMOND CHAIN
IEC	0388070005
GSTIN	02AAACS0764L1Z1
IIN	02AAACS0764L1Z12122001
BOND NO	1000000292
BOND DATE	28-FEB-2022
BOND TYPE	IGCR
BOND AMOUNT	2000
AGENCY TYPE	IMPORTER
BG%	1
REQUEST TYPE	AMENDMENT WITH BG DETAILS
STATUS	REQUESTED
ERROR CODE	
COMMENTS	<input style="width: 100%; height: 20px;" type="text"/>

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STATUS	REQUESTED
ERROR CODE	
COMMENTS	<div style="border: 1px solid gray; height: 20px;"></div>
<input type="button" value="ACCEPT"/> <input type="button" value="REJECT"/> <input type="button" value="Back"/>	

Show  entries

Search:

BG Serial Number	BBG Number	BBG Date	BG Amount	BG Expiry Date	Bank Branch Code	Bank Name	Bank Address1	Bank Address2
1	93443	15-FEB-2022	2000.0	28-FEB-2022	NA	NA	NA	NA

Showing 1 to 1 of 1 entries

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[Click Here](#) to view Status Description.  
[Click Here](#) to view Error Code Description.

The following message will be displayed on the screen on accepting/rejecting the Bond Request.

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<ul style="list-style-type: none"> <li>Prior Intimation</li> <li>IGCR Bond Request</li> <li>IGCR Monthly Account Statement</li> <li>IGCR Officer Mapping</li> <li>Back To User Panel</li> <li>LOGOUT</li> </ul>	<p align="center"><b>IGCR Bond Rejected Successfully</b></p>

## Directorate General of Systems and Data Management CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

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**IGCR Bond Accepted Successfully**



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## Directorate General of Systems and Data Management CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

### D. IGCR Monthly Return Statement

Jurisdictional Customs officer can view the Monthly statements submitted by the importers in his jurisdiction. This interface also provisions alerts for the admin officer in case the importer has defaulted in the submission of his returns as per the IGCR rules.

**Step 1:** Select “IGCR Monthly Return Statement” from left panel.

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Welcome : 80005293

Please select an option from the left menu



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**Step 2:** Select year and month to search monthly return details and press search button.

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### IGCR Monthly Return Statement

Year Select Year ▼ \* Month Select Month ▼ \* Search Reset



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**Step 3:** A dashboard with count of all the monthly returns submitted by the importers in the jurisdiction will be displayed. This is divided into three categories (Not submitted, Processed, Processed with error) explained as follows.

Click on “View” button to view list of return statement with their status. Click on “Click Here” link to view status descriptions.

S No	STATUS	DESCRIPTION
1	NOT SUBMITTED	MONTHLY RETURN STATEMENT IS NOT SUBMITTED BY IMPORTER
2	PROCESSED	MONTHLY RETURN STATEMENT IS PROCESSED SUCCESSFULLY
3	PROCESSED WITH ERROR	MONTHLY RETURN STATEMENT IS PROCESSED WITH ERROR

Latest: dated 13.10.2017, please [click here](#) . \*Incase of any LAN-WAN issues please call 18002662232/18001214560 or mail Saksham.Seva@icegate.gov.in \*Mandatory e-payment c Last Updated : Feb 28, 2022

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### IGCR Monthly Return Statement

Year: 2022 \* Month: February \*

S.No	MONTHLY RETURN STATEMENT STATUS	RECORDS COUNT	VIEW
1	NOT SUBMITTED	0	VIEW
2	PROCESSED	0	VIEW
3	PROCESSED WITH ERROR	1	VIEW
4	ALL	1	VIEW

[Click Here to view Status Description.](#)

## Directorate General of Systems and Data Management CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

**Step 4:** Admin can click on “View” button to view details of monthly return statement.

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### IGCR Monthly Return Statement

Show ▼ entries Search:

S.No	IIN	IEC	GSTIN	STATUS	SUBMISSION DATE	VIEW
1	27AAACS0764L1Z62122001	0388070005	27AAACS0764L1Z6	PROCESSED WITH ERROR	28-FEB-2022	<a href="#" style="color: white; text-decoration: none;">VIEW</a>

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**Step 5:** Monthly return submitted by the importer corresponding to the IIN will be displayed to the admin. Click on mentioned tab to view the following details.

- a. Goods Imported – Details of goods imported by the importer
- b. JW and Unit Transfer details – Details of the goods involved in the job work
- c. Re-export – Details of the goods re-exported with the corresponding export details
- d. Home Consumption – Details of the goods cleared for home consumption on payment of duty

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### IGCR Monthly Return Statement

Late Monthly Return Statement Submission, Submission Date : 24-FEB-2022

GOODS IMPORTED
JW & UNIT TRANSFER DETAILS
RE EXPORT
Home Consumption

BE Number	BE Date	Port Code	INVOICE NUMBER.	Item Sr No.	Specified Purpose	Qty of Import	Clearance Date	Value of Goods	BCD	IGST	Comp Cess	Other Custom Duty	Quant rece
1001324	08-FEB-2022	INMAA1	1	1		10000			3750	5242.5	0	375	10
1001324	08-FEB-2022	INMAA1	1	1		10000			3750	5242.5	0	375	10

## Directorate General of Systems and Data Management CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

In case the importer defaults any IGCR rule, the corresponding rows will be highlighted for the admin to view the corresponding alert message as described below.

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### IGCR Monthly Return Statement

GOODS IMPORTED
JW & UNIT TRANSFER DETAILS
RE EXPORT
Home Consumption

Details Of JW										Qty used for intended purpose and removed directly from the JW premises	Qty used for intended purpose and removed directly from the JW premises	
BE Number	BE Date	Port Code	INVOICE NUMBER	Item Sr No.	Qty sent for JW	Delivery challan/e-way bill	Date of sending the goods for JW	Date of receipt of goods from JWt				
Name	Address	GSTIN										
ABHAY B	101 ST ADD	123										

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### IGCR Monthly Return Statement

Late Monthly Return Statement Submission, Submission Date : 24-FEB-2022

S No	Error
1	CTH for this record is not mapped with prior intimation CTH
2	Days difference between sent for job work date and received from job work date is greater than 180 Days
3	Days difference between Bill of entry date and submission date is greater than 180 Days

BE Number	BE Date	Port Code	INVOICE NUMBER	Item Sr No.	Qty sent for JW	Delivery challan/e-way bill	Date of sending the goods for JW	Date of receipt of goods from JWt				
Maresh	MGRoad	NHUKKOUJ21232	1001324	08-FEB-2022	INMAA1	1	1	20	CH001	08-FEB-2022	03-FEB-2022	3

Note: Click on highlighted rows with color ■ to view the error descriptions.

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