



भारत सरकार / Government of India  
सीमा शुल्क (निवारक) आयुक्तालय, भुवनेश्वर  
Commissionerate of Customs (Preventive), Bhubaneswar  
केंद्रीय राजस्व भवन, राजस्व विहार, भुवनेश्वर  
Central Revenue Building, Rajaswa Vihar, Bhubaneswar-751007  
Phone No- 0674-2589082, Fax. No.-0674-2589612, email Id- [cusbbs-tech@gov.in](mailto:cusbbs-tech@gov.in)

**PUBLIC NOTICE No. 02/2025**      **Dated 03.03.2025**

**Sub: Empanelment of Chartered Engineers for valuation of Second-Hand Machinery/Goods in the Office of the Commissioner of Customs (Preventive), Bhubaneswar – Calling for applications – Reg.**

Attention of Importers, Custodians, Customs Brokers and Stake Holders is invited to CBIC Circular No. 07/2020-Cus dated 05.02.2020 on the subject matter, wherein applications are supposed to be invited for fresh empanelment of Chartered Engineers (CE).

**02.** Applications are invited in the prescribed proforma (**Annexure-A**) from Individual/Proprietor/Partnership/Company, who are duly authorized to use the style and title of Chartered Engineers by the Institution of Engineers (India), for empanelment as Chartered Engineers for appraisalment/inspection/examination/valuation of second-hand/old and used machinery, equipment, other capital goods, including computers, photocopiers, office equipment, tools etc. and their parts/accessories.

**03.** The work requires high degree of professional expertise, integrity and fairness. Matters may be referred to CEs seeking expert opinion on valuation/appraisalment of proposed goods. In the case of second-hand/old & used machinery, equipment, other capital goods, computers, photocopiers/MFDs office equipment, tools etc. and their parts/accessories, the Chartered Engineers are required to prepare their report in accordance with terms of CBIC Circular No. 07/2020-Cus dated 05.02.2020 after verification of the goods.

**04.** The applicants shall submit their application in the prescribed proforma (**Annexure-A**) along with prescribed undertaking (**Annexure-B**) and

supporting documents, copies of the relevant certificates issued by the Institution of Engineers and certificate issued by either the Institute of the Valuers/Income Tax Department/Customs Department or by any authorized institute empowered to issue such certificates for valuation of goods including under the category of "Machinery & Plant". Registration Certificate of GST (if applicable) and all certificates of experience shall be enclosed by the applicant. Incomplete applications or unsigned applications shall be summarily rejected.

**05.** The applicants having specialization in the particular branch/field of engineering, based on the work experience will be preferred. Further, if any firm wishes to have more than one individual represent them, each such individual's details and certificates have to be produced as mentioned in Para 4 above.

**06.** The department reserves the right to call for additional documents/information from the applicants. After applicants are shortlisted, it shall be verified that they have not come to the adverse notice of SIIB-Customs (Preventive) Commissionerate, Bhubaneswar and DRI (HQ.), before they are approved for empanelment.

**07.** After scrutiny and evaluation, applications will be referred to the certificate issuing authorities who will verify their eligibility to evaluate goods, including second-hand/old and used Capital Goods, Machinery, etc. On receipt of recommendation from the Institutes, empanelment for Examination/Valuation as per the terms and conditions of this Customs Commissionerate will be finalized.

**08.** The empanelment will be done through a process of formal interview by a panel consisting of Commissioner of Customs and two officers of rank of Additional Commissioner of Customs/ Joint Commissioner of Customs. Interview for the firm as well as individuals may be conducted. All the applications will be scrutinized and evaluated by a committee formed for the purpose. The Committee will decide the suitability of Chartered Engineers for empanelment. The dates of interview and names of applicants shortlisted for interview will be intimated on the E-mail provided in the proforma & official letters.

**09.** On empanelment of Chartered Engineers in Customs (Preventive) Commissionerate, Bhubaneswar, this office will issue a Public Notice giving

names and address of Chartered Engineers who can be contacted by the Importers/Customs Brokers in terms of CBIC Circular No. 07/2020-Cus dated 05.02.2020.

**10.** On selection, such Chartered Engineers will have to submit their half-yearly self-appraisal i.e. April to September and October to March report in this Office by the end of October and by the end of April respectively to assess their performance to decide whether they are fit to continue or not.

**11.** The Importers/Trade/Customs Brokers shall use only the services of any of the empanelled Chartered Engineers who have requisite specialization in that field/faculty for assisting Customs Officers for Examination and Valuation of machinery/goods. The Fees/Service charges as claimed by the Chartered Engineers shall be borne by the Importers/CHA/Trade as applicable. Department shall not be responsible for non-payment/short payment of fees for services availed in this regard by the Importers/CHA/Trade.

**12.** It is clarified that upon the empanelment of Chartered Engineers by this Customs Commissionerate, the practice of accepting certification from Pre-shipment Inspection Agencies (PSIAs) for valuation of second hand machinery shall be discontinued in light of para 5.1 of CBIC Circular No. 07 /2020-Cus dated/ 05.02.2020.

It is also clarified that PSIAs who have the requisite qualifications for being empanelled as a Chartered Engineer for valuation of second hand machinery may make an application under this public notice for consideration of empanelment in terms of para 5.2 of CBIC Circular No. 07/2020-Cus dated 05.02.2020.

**13.** Submission of any wrong information/valuation would result in suspension/cancellation of Candidature/Membership from the panel and would also attract Penal Provisions under the Customs Act, 1962.

**14.** The submission of application does not bestow any right for selection. The department reserves the right to accept or reject any of the applications received for which no claim of the applicant shall be entertained.

**15.** Before examination/valuation of goods, AC/DC (Import Docks) and AC/DC (Export Docks) shall allow only those Chartered Engineers who are

empanelled under this Commissionerate, for purpose of examination/valuation of second hand/old & used capital goods.

**16.** In case of any addition/deletion of any member of empanelled Chartered Engineer, the information must be provided by the Firm/Company/Individual in advance to the Customs, so that the same can be incorporated/deleted via fresh Public Notice after necessary verification.

**17.** The duly filled and signed application along with required documents (self-attested) shall be submitted by Registered Post/Speed Post only to Deputy/Assistant Commissioner (Technical). Last date of submission of application is 29th March, 2025.

**18.** Incomplete applications, false submissions or those not supported by required certificates/ documents will not be considered and will be summarily rejected.

**Encl.:** 1. Proforma for application (Annexure-A)  
2. Undertaking (Annexure-B)



[Madhab C. Mishra]  
Commissioner,  
Customs (Prev.) Commissionerate,  
Bhubaneswar.

C.NO. VIII (48)22/CUS(P)/Tech/BB&R/2021/429-A Dated: 03.03.2025

**Copy to:**

1. Additional/Joint Commissioner, Customs (Prev.) Commissionerate, Bhubaneswar.
2. All Deputy/Assistant Commissioners, Customs (Prev.) Commissionerate, Bhubaneswar & Division offices.
3. The Assistant Commissioner, CCO, Bhubaneswar – for kind information and publishing of the Zonal Website.
4. P.A. to the Commissioner of Customs (Prev.) Commissionerate, Bhubaneswar.
5. Odisha Customs Broker Association (OCBA)
6. Notice Board.
7. Office Copy.

O/C

**ANNEXURE-A**  
**(Proforma for Application)**

1. Name of the Applicant :
2. Father's Name :
3. Date of Birth :
4. Present Address :  
(Please attach Address Proof)
5. PAN Number :
6. GSTIN (if applicable) :
7. Email ID :
8. Telephone No. (s) :
9. Qualification :
10. Chartered Engineer Membership No. :
11. Stream (Mechanical/Chemical/Automobile/Electrical/Electronics/etc):
12. Details of Educational Qualifications :

	<b>Name of the Educational Institute</b>	<b>Year of Passing</b>	<b>Percentage of Marks obtained (in %)</b>
<b>10<sup>th</sup> Standard</b>			
<b>12<sup>th</sup> Standard</b>			
<b>UG</b>			
<b>PG</b>			
<b>Any other Specialization/ Technical qualification</b>			

**ANNEXURE-A**  
**(Proforma for Application)**

**13. Experience as Chartered Engineer :**

Sl. No	Details

**14. Details of specialization in valuation of import goods for Customs purpose:**

Sl. No.	Details

**15. Any other relevant information/data/specialized work for Customs:**

**16. Whether applying on behalf of a Company/Individual:**

**17. If on behalf of a Company, the following details may be furnished:**

- i. Name of the Company :
- ii. Type of the Company :
- iii. Registered address and address of the head office:
  - a) Registered Office address:
  - b) Head Office address :
- iv. Name of the Proprietor/Partner/Director with their names, address and qualification:
- v. Whether the company engaged in valuation of Engineering and other goods :
- vi. Does the company have foreign Collaboration/Branch abroad, if so, complete details thereof :
- vii. Whether valuation related to imported goods was ever done by Company for Customs, if so, the details thereof :
- viii. Quality Policy of the Company if any :
- ix. Standard Operation Procedure/Manuals of the Company relating to valuation/Estimation work to be enclosed if any:

**ANNEXURE-A**  
**(Proforma for Application)**

**DECLARATION (by the Individual applicants)**

It is hereby declared that I am involved/not involved or penalized/not penalized in any Custom cases or convicted/not convicted in any other offence.

Date: (Signature of the Applicant)  
Place: Name:

**DECLARATION (by the company where the individual is employed)**

It is hereby declared that Shri/Smt.....  
is an employee of the company since .....and his/her conduct is good and the Company is aware of his/her applying for the empanelment with the Customs Department as Chartered Engineers for examination/valuation of Second Hand Machinery/Import goods. The details furnished by the Applicant (our employee) are true and correct as per the records of the company.

Date: (Signature of the Managing Director/Director)  
Place: Name:

**ANNEXURE-B**

(Format of undertaking to be submitted by the Chartered Engineers for empanelment)  
**UNDERTAKING**

Date:\_\_\_/\_\_\_/\_\_\_

To,  
The Pr. Commissioner/ Commissioner of Customs,  
Customs (Prev.) Commissionerate,  
Bhubaneswar.

**Ref. No. :** Public Notice No. \_\_\_\_\_ dated \_\_\_\_\_

**Sub: Empanelment of Chartered Engineers**

Dear Sir/Madam,

I/We,

- i.** \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
**ii.** \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
**iii.** \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_

do hereby solemnly affirm/confirm/undertake/declare and state that:

1. I/We am/are citizen(s) of India.
2. I/We have not been removed/dismissed from service/employment earlier.
3. I/We have not been convicted of any offence and sentenced to a term of Imprisonment.
4. I/We have not been found guilty of misconduct in professional capacity.
5. I/We am/ are not insolvent.
6. I/We have not been convicted of an offence connected with any proceeding under the Custom Act 1962 and Custom Valuation Rules, 2007 or any other allied acts.
7. Our PAN card number/GSTIN is mentioned in relevant field.
8. I/We undertake to keep you informed of any events or happenings which would make me/us ineligible for empanelment as Chartered Engineer.
9. I/We have not concealed or suppressed any material information, facts and records and I/ We have made a complete and full disclosure.
10. I/We shall act with independence, integrity and objectivity while carrying work assigned w.r.t. import and export of goods and I/We shall carry out all such works with an independent mind and shall not come under any influence of anybody.
11. I/We am/are not related to any of the personnel in the department dealing with examination/valuation work directly.
12. I/We agree to comply with the terms and conditions as mentioned in Public Notice No. \_\_\_\_\_

For & on behalf of \_\_\_\_\_(Firm)

(Signature)	(Signature)	(Signature)	(Signature)
Name	Name	Name	Name
Designation	Designation	Designation	Designation

[All partners to subscribe their signatures]

Date:

Place:

Name of the applicant:

Organization:

Address:



## SELF-APPRAISAL REPORT

1. Name of the Empanelled Chartered Engineer/Firm:
2. Telephone/Mobile No.:
3. Email-ID:
4. Self-Appraisal Report for the half-year ending: \_\_\_\_\_

Sl. No.	Total No. of Shipping Bills/Bills of Entry/Section 48 goods/other documents attended during the half year	General Description of the goods	Declared Value of the goods in Rs.	Value assessed by the Chartered Engineer (in Rs.)

**5. Details of the Self-Appraisal Report:**

Sl. No.	Shipping Bill/Bill of Entry No. & Date	B/L No.	Name of the importer/exporter	Name of the CHA with PAN No.	Place of clearance	Description of the goods
1	2	3	4	5	6	7

Declared value of the goods in Rs.	Assessed value of the goods by the Chartered Engineer (in Rs.)	Difference in declared & assessed value (in Rs.)	Remarks (Any discrepancy in declaration of goods/value noticed etc.)
8	9	10	11

Certified that the above consignments are attended by me/us and details furnished are true and correct to the best of my/our knowledge.

Place:  
Date:

Signature  
Name: