भारतसरकार
GOVERNMENT OF INDIA
वित्तमंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीयअप्रत्यक्षकरऔरसीमाशुल्कबोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमाशुल्क (निवारक) आयुक्तकाकार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
पाँचवी मंजिल, कैथॉलिक सेंटर, ब्रॉडवे,कोच्चिन – 682031
5TH FLOOR, CATHOLIC CENTER, BROADWAY, COCHIN - 682031
E-mail: cusprevhpu.cochin@gov.in **Phone: 0484-2870400/2354056**

सी.सं.C. No. VIII/26/35/2021-CCP दिनांक Date: 08.08.2025

सार्वजनिक सूचना सं. 04/2025

PUBLIC NOTICE NO. 04/2025

विषय : **सोना, चाँदी, आभूषण, बहुमूल्य रत्न एवं बहुमूल्य वस्तुओं आदि के लिए अनुमोदित मूल्यांकनकर्ताओं की नियुक्ति – नामांकन की माँग।**

Subject: Appointment of approved Valuers for valuing Gold, Silver, Jewellery, Precious Stones and Valuable Articles etc. – Calling for nomination – reg.

सोना, चाँदी, बहुमूल्य/ कृत्रिम रत्नों से या अन्यथा सोना, चाँदी या अन्य बहुमूल्य धातुओं से बने आभूषण, बहुमूल्य/ कृत्रिम रत्न, बहुमूल्य/ कृत्रिम रत्नों से जड़े या अन्यथा बहुमूल्य धातू से बने बहुमूल्य वस्तुएँ जो निर्यात/ आयात के लिए हैं या सीमा शुल्क निवारक आयुक्तालय के सभी अधीनस्थ कार्यालयों पर ज़ब्त या अधिहरण किया गया हो, इनके परख/ मूल्यांकन हेतु सीमा शुल्क द्वारा अनुमोदित मूल्यांकनकर्ताओं के पैनल की नियुक्ति की ओर सभी व्यापार एवं जनता का ध्यान आकर्षित है।

Kind attention of trade and public is invited towards appointment of a panel of Valuers for the purpose of assaying/valuing Gold, Silver, Jewellery studded with precious/synthetic stones or otherwise - made up of Gold/Silver or other precious metals, Precious/Synthetic Stones, Valuable Articles studded with precious/synthetic stones or otherwise - made up of Gold/Silver or other precious metals etc., which are meant for export/import or seized or confiscated at all the formations of Cochin Customs Preventive Commissionerate.

कार्य परिधि/ विस्तार Scope of work:

2. आवश्यक सेवाओं में सोना/ अन्य बहुमूल्य धातुओं को उनके मिश्रण से निकालने के प्रगालक/ भट्टी की व्यवस्था करना शामिल है तथा नियुक्त पारखी/ मूल्यांकनकर्ता की उपस्थिति निष्कर्षण की इस पूरे प्रक्रिया के दौरान अनिवार्य है।

The required services may include making the arrangement of smelter/furnace for extraction of gold/other precious metals from their

compound form and the presence of appointed assayer/valuer shall be mandatory during the whole process of extraction.

3. ऐसे नियुक्त पारखी/ मूल्यांकनकर्ता को उपरोक्त क्षेत्राधिकार में अपनी सेवाओं की आवश्यकता पड़ने पर दिन हो या रात किसी भी समय स्वयं को उपलब्ध कराना है।

The assayer/valuer so appointed is required to make himself/ herself available at any time during the day or night or as and when his/her services are required in the above cited jurisdiction.

4. पारखी/ मूल्यांकनकर्ता द्वारा आवश्यक प्रमाणपत्रों को सरकार अनुमोदित मूल्यांकनकर्ता एवं पारखी के रूप में निम्नलिखित मदों की माँग पर प्रस्तुत किया जाना है

The assayer/valuer will be required to furnish the requisite certificates as Government approved Valuer and Assayer on requisition by

a) विदेश जाने वाले यात्री को अपने आभूषण/ बहमूल्य वस्तुओं के निर्यात प्रमाण पत्र के प्रयोजन हेतु तथा
foreign bound passengers for the purpose of Export Certificate of their jewellery/valuables and,

b) ज़ब्त की गई वस्तुओं के परख/ मूल्यांकन एवं निष्कर्षण हेतु विभाग के लिए
department for purpose of assaying/ valuing seized goods, including extraction etc.

5. पारखी/ मूल्यांकनकर्ता को आवश्यकतानुसार प्रासंगिक अभिलेखों को प्रस्तुत करने हेतु किसी भी अधिनिर्णयक प्राधिकारी/ अपील प्राधिकारी/ न्यायालय के समक्ष उपलब्ध होना है

The assayer/valuer is required to present himself/ herself before any Adjudicating Authority/ Appellate Authority/ Courts to give the evidence/produce the relevant records, as and when required.

<u>देय सेवा शुल्क Service Fees payable:</u>

6. नियुक्त पारखी/ मूल्यांकनकर्ता द्वारा किसी भी संपत्ति के मूल्यांकन हेतु वसूले जाने वाले सेवा शुल्क निम्नलिखित दरों पर गणित राशि से अधिक नहीं होना चाहिए :

The service fees to be charged by appointed assayer/valuer for valuation of any asset shall not exceed the amount calculated at the following rates:

परख/ मूल्यांकन हेतु निर्धारित दर **Rates fixed for Assaying/Valuation**		
क्रं. सं. **Sl. No**	परख किए गए मूल्य (रु.) **Assayed Value (Rs.)**	दर **Rate**
1	On the first 5 Lakh of the assayed value	0.5% of the value
2	On the next 10 Lakh of the assayed value	0.2% of the value
3	On the next 40 Lakh of the assayed value	0.1% of the value

4	On the balance of the assayed value	0.05% of the value

*वसूले गए उपरोक्त सेवा शुल्क के लिए लागू दर पर जी एस टी वसूला जाएगा।
GST at the applicable rate is chargeable on the above Service Fee charged.

7. जहाँ गणित शुल्क की राशि रु. 10,00 /- कम हो, वहाँ नियुक्त मूल्यांकनकर्ता रु.1000/- वसूल सकते हैं।

Where the amount of fees calculated is less than Rs.1000/-, the appointed valuer may charge Rs.1000/-.

8. प्रदान की गई सेवा के लिए पारखी/ मूल्यांकनकर्त्ता इस सार्वजनिक सूचना में निर्दिष्ट या विभाग द्वारा समय-समय पर अधिसूचित अनुसार शुल्क वसूल कर सकते हैं। पारखी/ मूल्यांकनकर्ता द्वारा दावा किए गए सेवा शुल्क, जैसा लागू हो, इसका वहन निर्यातक/ आयातक/ अंतर्राष्ट्रीय यात्री/ सीमा शुल्क ब्रोकर या अन्य कोई हितधारक द्वारा किया जाना है। इस संबंध में निर्यातक/ आयातक/ अंतर्राष्ट्रीय यात्री/ सीमा शुल्क ब्रोकर या अन्य कोई हितधारक द्वारा ली गई सेवाओं के शुल्क के भुगतान न करने/ कम भुगतान करने की ज़िम्मेदारी विभाग नहीं लेगी। ज़ब्त वस्तुओं एवं बरामद की गई खेप जिनका निपटान विभाग द्वारा किए गए हो, इनसे संबंधी शुल्क का भुगतान विभाग द्वारा किया जाएगा।

The assayer/valuer shall charge for the service rendered as specified in this Public Notice or as notified by the Department from time to time. The Fees/Service charges as claimed by the assayer/valuer shall be borne by the Exporter/Importer/International passenger/Customs Broker or any other stake holder as applicable. Department shall not be responsible for non-payment/short payment of fees for services availed in this regard by the Exporter/Importer/International passenger/Customs Broker or any other stakeholder. In respect of seized goods and confiscated consignments which are taken up for disposal by the Department, the charges shall be paid by the Department.

<u>आवेदन एवं चयन Application and selection:</u>

9. तदनुसार सीमा शुल्क निवारक आयुक्तालय, कोचिन के क्षेत्राधिकार में उपरोक्त वस्तुओं के परख/ मूल्यांकन संबंधी सेवाएँ प्रदान करने हेतु प्रतिष्ठित आभूषण संघों से विधिवत् संबद्ध या मान्यता प्राप्त पारखी/ मूल्यांकनकर्ताओं/ जौहरी से इस सार्वजनिक सूचना के साथ संलग्न प्रारूप फॉर्म-1 (अनुबंध-1) में आवेदनों की माँग है।

Accordingly, applications are invited in the proforma Form-1 (Annexure-1) enclosed to this Public Notice, from the Assayers/Valuers/Jewellers duly affiliated to or recognized by the reputed Jewellery Associations, for providing services related to assaying/valuation of the items stated above, in the jurisdiction of Customs Preventive Commissionerate, Cochin.

10. निर्धारित प्रारूप में आवेदक द्वारा आवेदन प्रस्तुत किया जाना है तथा संबंधित दस्तावेज़ों सहित निर्धारित वचन, मूल्यांकनकर्ताओं के आभूषण संघ संस्थान द्वारा जारी प्रमाण पत्रों के स्व:

प्रमाणित प्रति, जी एस टी का पंजीकरण प्रमाण पत्र (यदि लागू हो) तथा सभी अनुभव प्रमाण पत्रों को संलग्न किया जाना है (संलग्नक के अनुसार)।

The applicant shall submit the application in the prescribed proforma and prescribed undertaking along with supporting documents, self-certified copies of the relevant certificates issued by the Jewellery Association Institute of the valuers, registration certificate of GST (if applicable) and all certificates of experience shall be enclosed (as per enclosure).

11. पारखी/ मूल्यांकनकर्ताओं की नियुक्ति के पात्रता मानदंड इस सार्वजनिक सूचना के अनुबंध-2 में दिया गया है।

Eligibility Criteria for appointment as Assayers/Valuers and other is given in Annexure-2 to this Public Notice. Incomplete applications shall be summarily rejected.

12. यदि आवश्यक पाया गया तो आवेदकों से कोई अतिरिक्त दस्तावेज़ों/ सूचना माँगने का अधिकार विभाग के पास सुरक्षित है। आवेदक द्वारा आवश्यक दस्तावेज़ों को निर्धारित समय सीमा के भीतर प्रस्तुत किया जाना है। आवेदनों की प्राप्ति पर उन्हें शॉर्ट लिस्ट किया जाएगा तथा वे सीमा शुल्क, जी एस टी, डी आर आई आदि के प्रतिकूल संज्ञान आए हैं या नहीं यह जानने के लिए चयन पैनल की इच्छानुसार उन्हें नियुक्ति का अनुमोदन देने से पूर्व उनका स्त्यापन किया जाएगा।

The Department reserves the right to call for any additional documents/information from the applicants, if found necessary. The applicant shall submit the required documents within the prescribed time limit. On receipt of applications, they would be short listed and will be subjected to verification to check as whether they have come to adverse notice of the Customs, GST, DRI etc., as desired by the selection panel, before they are approved for appointment.

13. जाँच और मूल्यांकन के पश्चात् आवेदन को प्रतिष्ठित आभूषण संघ को भेजा जाएगा जो उपरोक्त वस्तुओं की परख/ मूल्यांकन करने हेतु इनकी पात्रता का सत्यापन करेंगे। इस प्रकार की अनुशंसा प्राप्त होने पर आवश्यक नियम और शर्तों के अनुसार मूल्यांकन की नियुक्ति को अंतिम रूप दिया जाएगा।

After scrutiny and evaluation, the application will be referred to the reputed jewellery Association, who will verify their eligibility to assaying/valuation of the items stated above. On receipt of such recommendations, appointment for valuation as per required terms and conditions will be finalized.

14. सीमा शुल्क के अपर आयुक्त/ संयुक्त आयुक्त, राजस्व आसूचना निदेशालय, कोचिन आँचलिक इकाई के अपर/ संयुक्त निदेशक स्तर के अधिकारियों के एक पैनल द्वारा औपचारिक साक्षात्कार प्रक्रिया के माध्यम से नियुक्ति की जाएगी। साक्षात्कार की तिथि एवं साक्षात्कार के

लिए शॉर्ट लिस्ट किए गए आवेदकों/ व्यतिक्यों के नाम कोचिन सीमा शुल्क के वेबसाईट पर प्रकाशित किया जाएगा तथा व्यक्तियों को ई-मेल द्वारा सूचित किया जाएगा।

The appointment will be done through process of formal interview by a panel of officers of the rank of Additional/Joint Commissioner of Customs, Additional/Joint Director, Directorate of Revenue Intelligence, Cochin Zonal Unit. The dates of interview and name of applicants/persons shortlisted for interview will be published on the website of Cochin Customs and intimated to the individuals by e-mail.

15. किसी संस्थान/ कंपनी के मामले में है तो आवेदक के रूप में ऐसे कर्मचारियों/सहभागियों/ निदेशकों को साक्षात्कार हेतु प्रायोजित किया जाए जिन्हें आवश्यक योग्यता एवं अनुभग हो। केवल ऐसे व्यकियाँ जो साक्षात्कार में उपस्थित एवं योग्यता प्राप्त कर्मचारीयों/ सहभागीयों/ निदेशकों को ही निर्दिष्ट वस्तुओं की की परख/ मूल्यांकन करने की अनुमति है। नियुक्ति के समय सार्वजनिक सूचना संस्थानों/ निदेशकों को ऐसे कर्मचारीयों/ सहभागीयों/ निदेशकों के बारे में अधिसूचित किया जाएगा जो परख/ मूल्यांकन कर सकते हैं।

The applicant, in case of a firm/company shall sponsor such employees/ partners/directors who have the requisite qualification and experience for interview. Only such persons who are employees/partners/directors, who have appeared and qualified in the interview, will be allowed to carry out the assaying/valuation of the specified goods. At the time of appointment, the Public Notice will notify the Firms/Directors with the names of such employees/partners/directors who can carry out the assaying/valuation.

16. पारखी/ मूल्यांकनकर्ता की नियुक्ति पर इस कार्यालय द्वारा पारखी/ मूल्यांकनकर्ता जिनसे आयातक/ निर्यातक/ अंतर्राष्ट्रीय यात्री/ सीमा शुल्क अधिकारी/ सीमा शुल्क ब्रोकर/ जाँक अधिकारी या अन्य कोई हितधारक संपर्क कर सकते हैं, उनके नाम, पता, संपर्क संख्या एवं सी-मेल आई डी सहित एक सार्वजनिक सूचना जारी किया जाएगा। नियुक्ति पाँच वर्ष या विभाग द्वारा यत की गई अवधि के लिए होगी। चयन का परिवर्तन नहीं किया जा सकता। चयन अनंतरणीय है। अतः पारखी द्वारा सेवाओं के लिए किसी अन्य अभिकर्ता को पट्टा/ अंतरण/ उपट्टे पर देना या नियुक्त नहीं कर सकते।

On appointment of assayer/valuer, this office will issue a Public Notice giving names, address, contact number and e-mail id, of the assayer/valuer, who can be contacted by the Exporter/ Importer/ International passenger/ Customs Officer/ Customs Broker/ Investigating Officer or any other stake holder. The appointment shall be for a period of five years or as decided by the Department. The selection is non-transferable. Hence, the assayer cannot lease/transfer/sublet or appoint another agent for the services.

17. ऐसे पारखी/ मूल्यांकनकर्ता जारी रखने के योग्य है या नहीं, इसका निर्णय लेने के लिए चयन करते समय उनके के प्रदर्शन का आकलन करने हेतु उन्हें अपना वार्षिक स्वः मूल्यांकन रिपोर्ट इस कार्यालय को प्रस्तुत करना होगा।

On selection, such assayer/valuer is required to submit yearly self-appraisal, report to this office to assess their performance to decide whether they are fit to continue or not.

18. कोई गलत सूचना/ मूल्यांकन प्रस्तुत करने का परिणाम प्रतिभागिता का तत्काल निलंबन/ रद्दीकरण/ नियुक्ति वापस लेना होगा तथा सीमा शुल्क अधिनियम, 1962 के तहत दंडात्मक प्रावधान या/एवं जो कोई अन्य लागू कानून भी लागू होंगे।

Submission of any wrong information/valuation would result in immediate, suspension/cancellation of Candidature/withdrawal of appointment and also attract penal provisions under the Customs Act, 1962 or/and any other law as applicable.

19. आवेदन की प्रस्तुति चयन का कोई अधिकार नहीं देता। किसी भी आवेदन को स्वीकारना या रद्द करने का अधिकार विभाग के पास सुरक्षित है जिनके लिए आवेदक के किसी भी दावे पर विचार नहेऐं किया जाएगा। इस सार्वजनिक सूचना को प्रचारित किया जाएगा तथा व्यापार के सदस्य घटकों के संज्ञान में लाया जाएगा। सार्वजनिक सूचना एवं प्रारूप को सी बी आई सी वेबसाईट के आधिकारिक साईट से डॉउनलोड किए जा सकते हैं।

The submission of application does not confer 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. The contents of this Public Notice may be publicized and brought to the knowledge of the member constituents of the Trade. The Public Notice and Proforma may be downloaded from the official site of CBIC website.

20. विधिवत् भरे गए आवेदन आवश्यक दस्तावेज़ों के सहित आयुक्त का कार्यालय, सीमा शुल्क निवारक आयुक्तालय, पाँचवीं मंज़िल, कैथोलिक सेंटर, ब्रॉडवे, क ओचिन – 682031 को पंजीकृत डाक/ स्पीड पोस्ट द्वारा भेज दें।

The duly filled and signed application along with required documents shall be submitted by Registered post/Speed Post to O/o the Commissioner, Customs Preventive Commissionerate, 5th Floor, Catholic Centre, Broadway, Cochin-682031. Last date of submission of application is 01.09.2025 up to 17:00 Hours.

21. उपरोक्त बात सभी संबंधितों के ध्यान में लाई जाती है। कोई अधिक जानकारी की आवश्यकता यदि हो तो आयुक्त का कार्यालय, सीमा शुल्क निवारक आयुक्तालय, पाँचवीं मंज़िल, कैथोलिक सेंटर, ब्रॉडवे, क ओचिन – 682031, के ध्यान में लाया जाए, ई मेल आई डी : cusprevhq.ker@nic.in, दूरभाष : 0484-4569401/2354056.

The above is brought to the notice of all the concerned. Further information, if any required, may be brought to the notice of O/o the Commissioner, Customs Preventive Commissionerate, 5th Floor, Catholic

Centre, Broadway, Cochin-682031, email ID: cusprevhq.ker@nic.in, phone: 0484-4569401/2354056.

सीमा शुल्क अपर आयुक्त
Additional Commissioner of Customs
सीमा शुल्क (निवारक) आयुक्तालय
Customs (Preventive) Commissionerate

दिनांक **Dated: 08.08.2025**

प्रतिलिपि प्रस्तुत Copy submitted to:

1) सीमा शुल्क (निवारक) आयुक्त।

   Commissioner of Customs (Preventive).

2) सी बी आई सी वेबसाईट।

   CBIC website.

3) सूचना पट्ट।

   Notice Board.

4) अखिल केरल स्वर्ण एवं रजत व्यापारी संघ।

   All Kerala Gold and Silver Merchant's Association.

अनुबंध -1

ANNEXURE-1

फॉर्म-1 **Form-1**

आवेदन प्रारूप **Proforma for application**

(Please see Eligibility and Other Conditions as per Annexure 2)

(*self-attested copies of supporting documents to be submitted)

1. Name of the Applicant*:
2. Father's Name:
3. Date of Birth*:
4. Present Address*:

5. PAN Number*:
6. GSTIN (if applicable)*:
7. E-mail ID:
8. Telephone/Mobile No. (s):
9. Qualifications:

Name of the Educational Institution	Year of passing	Percentage of Marks obtained	Remarks

10. Name and details of Membership of Professional Body of Valuers/ Appraisers (if any) (enclose copy of membership):

11. Experience in Valuation: (including assaying/valuation done for any other Govt. Depts./Banks/Public or Private Companies) (Mention Period with documentary Proof)

Name of organization	Period of experience

12. Is applicant applying in the capacity of individual or on behalf of the company: Individual/Firm/Company:

If on behalf of the firm/company the following details may be furnished

i. Name of the Firm/Company:

ii. Type of the Firm/Company:

iii. Registered address and address of the head office:

iv. Registered Office address:

v. Details of the Partners/Directors with their names, address and qualification:

vi. Whether the company engaged in assaying/valuation:

vii. Quality Policy of the Company if any: Certifications if any may be mentioned.

viii. Standard Operation Procedure/Manuals of the company relating to assaying/valuation to be enclosed if any:

घोषणाएँ
DECLARATIONS

1. I/We hereby declare that the details furnished above are true and correct to the best of my/ our knowledge and belief and I/we undertake to inform you of any changes therein, immediately.

2. I/We hereby declare that we satisfy the eligibility conditions as specified in Annexure 2 of public notice no..... dated.....

3. We accept the various terms and conditions as set out in Annexure2of the Public Notice. (signed copy of the annexure 2 to be submitted along with application).

4. I/We am/are citizen(s) of India.

5. I/We have not been removed/dismissed from service/employment earlier.

6. I/We have not been found guilty of misconduct in professional capacity.

7. I/We am/are not insolvent.

8. I/We undertake to keep you informed of any events or happenings which would make me /us ineligible for appointment as assayer/valuer.

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 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 valuation work directly. in. I/We agree to comply with the terms and conditions as mentioned in Public Notices issued by the Commissionerate.

12. I/We hereby declare that I/ We have not been penalised for any offence under the Customs Act, 1962, the Central Excise Act, 1944, the Finance Act, 1994, the Central Goods and Services Tax Act and Integrated Goods and Services Tax Act, 2017 nor any case is pending against me/us under the above Acts.

13. I further declare that I/ We have neither been convicted by any competent court for an offence nor any criminal proceeding is pending against me in any court of law. *Strike out whichever is not applicable.

Date:

Place:

(Signature(s) with Name(s) (Individual/All Partners/Directors)

ANNEXURE-2 ELIGIBILITY CONDITIONS FOR APPOINTMENT OF ASSAYER/VALUER AND OTHER CONDITIONS:

1. All Assayers/Valuers appointed by Customs shall be governed by the provisions of the Public Notices and Instructions issued by the department from time to time.

2. While conducting a valuation, Assayers/Valuers have to comply with best of well-known trade /business practices.

3. Qualifications and Previous Work Experience:

i. It is necessary that Assayers /Valuers possesses proper educational qualifications which make him competent to carry out the task of valuation of Valuables. In addition, relevant work experience is also important. Persons possessing the following educational qualifications and work experience shall be eligible for appointment as Assayers/Valuers:

A Educational Qualification: Preferably Bachelor's degree in any subject from a University or Institution recognized by Government of India. Lower Education than that stated above will be accepted subject to possessing of quality experience and skill as deemed fit by the selection panel.

B Work Experience: FIVE years of work experience in the field of Assaying/ Valuation of intended goods. Work experience can be reduced or waived by the Selection Panel based on the higher education qualification or extra ordinary achievement in the field.

C Membership of anyone national or international or reputed related associations or body of Assayers/Valuers is mandatory.

ii. Applicants appointed on the basis of criteria of qualification and certifications prescribed herein above shall be eligible for appointment provided they have not been de-listed/de-panelled /removed for unsatisfactory performance and/or for negligence and/or for professional misconduct and/or for any fraudulent activity and/or for any other reason whatsoever, at the discretion of the Department.

iii. Applicant should possess sound knowledge of BIS/Hallmark and other applicable Acts. They should have knowledge of the latest gadgetry available in the market for assaying or valuation.

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Signature with name/stamp

4. Qualifications and Previous Work Experience:

a. In case of appointment of partnership firms and companies for undertaking assaying/valuations, the qualification and experience shall apply to all partners and key personnel/directors respectively of the partnership firm and company unless otherwise specified.

b. Applicants should provide evidence of previous work experience to the Department. Reference checks on applicant will be carried out by the Department before empanelling on its panel to verify the competence, performance and service quality of applicant.

c. For the purpose, applicant shall necessarily submit ATLEASTTWO reference letters from Govt. Departments/ Public/ Private Sector banks/ Financial Institutions/ DRT/ Courts/ Undertaking where the applicant had done assaying/valuation previously or companies for whom the applicant had done valuations previously, obtained on letter head and duly signed by a senior level official at Zonal/Head Office/Head of the organization and bearing rubber stamp of the issuing office/entity.

d. Experience shall be calculated basis the experience letter/certificate issued by the State/Central Government Department/PSU/Scheduled Banks/reputed Sales units.

e. Assayers/Valuers should have thorough knowledge of the industry concerned and also the type of goods to be valued.

f. Assayers/Valuers should constantly update their knowledge-base by actively participating in various continuing education programmes including seminars, conferences, workshops, training programmes, capacity building programmes, etc.

5. Retired Staff Members of any Department/ organization/ Company/Firm:

A retired staff member who had worked as assayer/valuer, is otherwise eligible for appointment may also be considered for appointment by the Department subject to the restrictions that (i) No punishment/penalty arising out of disciplinary proceedings has been imposed upon him/her either during the service career or subsequent to his/her superannuation. (ii) No disciplinary/criminal/judicial proceedings are contemplated/ pending subsequent to his/her superannuation from the service.

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Signature with name/stamp

6. Other Conditions and Declaration-cum-Undertaking:

A. In addition to the above eligibility criteria, the following are the other conditions to be fulfilled by applicant

i. The applicant is an individual/sole-proprietor/all partners/ all directors is a citizen in India/the entity is a body corporate registered in India.

ii. The applicant has a clean track record in as much as

(a) They have not been removed/dismissed from valuation related service/ previous employment earlier applicant

(b) The applicant has not been found guilty of misconduct in professional capacity

(c) The applicant has not been convicted of any offence and sentenced to a term of imprisonment

(d) The applicant has not been convicted of an offence connected with any proceeding under the Customs Act, 1962, Central Excise Act, 1944. Service Tax and GST provisions

(e) The applicant has no complaints registered against him/it with CBI and/or police and/or court of law

(f) The Assayer/Valuer is not an undischarged insolvent.

iii. The applicant/firm and all the Partners of the firm and, the Company and all the directors of the company shall each possess PAN Card.

iv. The applicant shall submit Goods and Services Tax Registration Number (if available).

v. The applicant shall comply with the guidelines, standards and procedures, and abide by the code of conduct prescribed and as amended by the Department from time to time.

vi. The applicant shall act with independence, integrity and objectivity; shall undertake all valuation works with an independent mind and shall not come under any influence of anybody.

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Signature with name/stamp

vii. The applicant shall not undertake valuation of any goods that may be assigned to him/it from time to time in which he/the firm/the company/any of the partners/any of the directors/any of his/its employees have direct or indirect interest in the goods being assayed/valued.

viii. The applicant shall complete the assignment of assaying/valuation and submit duly signed [by lead assayer/valuer in case of Company] Assay/Valuation Report within the time frame stipulated by the Department.

ix. The applicant shall not conceal or suppress any material information and facts prejudicial to the interest of the Department and shall make a complete and full disclosure at the time of application for appointment, and should disclose immediately to the Department any such developments that may take place during the tenure of his/its empanelment with the Department.

x. The applicant shall keep the Department informed immediately of any happenings or events that would make him/it ineligible for appointment.

xi. For any negligence, lapses, professional misconduct and/ or unfair practices resorted to by applicant whether with the Department and/or other institutions, his/its appointment with the Department will stand cancelled without further reference.

B. The above conditions apply to the individual, proprietor in case of sole proprietary concern, all individual partners and firm, in case of partnership firm, all directors and company in case of company.

C. Applicant shall submit to the Department declaration-cum undertaking to the above effect duly executed on non-judicial stamp paper of requisite value [individual/sole-proprietor/all partners of the firm/all directors of the company in both representative and personal capacity at the time of his/its appointment.

7. CODE OF CONDUCT FOR ASSAYER/VALUER:

All Assayers/Valuers appointed with department shall strictly adhere to the following code of conduct.

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Signature with name/stamp

I. Integrity and Fairness:

i. The assayer/ valuer shall, in the conduct of his/ its business, follow high standards of integrity and fairness in all his/its dealings with his/its clients and other assayer /valuer.

ii. The assayer/valuer shall maintain integrity by being honest, straightforward, and forthright in all professional relationships.

iii. The assayer /valuer shall endeavor to ensure that he/it provides true and adequate information and shall not misrepresent any facts or situations.

iv. The assayer/valuer shall refrain from being involved in any action that would bring disrepute to the profession.

v. The assayer/valuer shall keep public interest foremost while delivering his services.

II. Professional Competence and Due Care:

i. The assayer / valuer shall render at all times high standards of service, exercise due diligence, ensure proper care and exercise independent professional judgment.

ii. The assayer/valuer shall carry out professional services in accordance with the relevant technical and professional standards that maybe specified from time to time.

iii. The assayer/valuer continuously maintains professional knowledge and skill to provide competent professional service based on up-to date developments in practice, prevailing regulations/guidelines and techniques.

iv. In the preparation of a valuation report, the assayer/valuer shall not disclaim liability for his/its expertise or-deny his/its duty of care, except to the extent that the assumptions are based on statements of fact provided by the company or its auditors or consultants or information available in public domain and not generated by the assayer /valuer.

v. The assayer/valuer shall not carry out any instruction of the client in so far as they are incompatible with the requirements of integrity, objectivity and independence.

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vi. The assayer / valuer shall not deploy any person other than notified by Department to conduct any Inspection/Valuation. Deploying persons other than those listed/appointed by the department will be considered as a case of mis-conduct.

III. Independence and Disclosure of Interest:

i. The assayer/valuer shall act with objectivity in his/its professional dealings by ensuring that his/its decisions are made without the presence of any bias, conflict of interest, coercion, or undue influence of any party, whether directly connected to the valuation assignment or not.

ii. The assayer/valuer shall not take up an assignment if he/it or any of his/its relatives or associates is not independent in terms of association to the company.

iii. The assayer/valuer shall maintain complete independence in his/its professional relationships and shall conduct the valuation independent of external influences.

iv. The assayer/valuer wherever necessary shall disclose to the clients, possible sources (conflicts of duties and interests, while providing unbiased services.

v. The assayer/valuer shall not list or divulge to other clients or any other party any confidential information about the subject client/company, which has come to his/its knowledge without proper and specific authority or unless there is a legal or professional right or duty to disclose.

IV. Information Management:

i. The assayer / valuer shall ensure that he/it maintains written contemporaneous records for any decision taken, the reasons for taking the decision, and the information and evidence in support of such decision. This shall be maintained so as to sufficiently enable a reasonable person to take a view on the appropriateness of his/its decisions and actions.

ii. The assayer/valuer appears, co-operate and be available for inspections and investigations carried out by the authority, any person authorized by the authority.

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Signature with name/stamp

iii. The assayer/valuer provides all information and records as may be required by the authority, the Commissioner (Appeals), Appellate Tribunal etc.

iv. The assayer / valuer while respecting the confidentiality of information acquired during the course of performing professional service, shall maintain proper working papers for a period of five years or such longer period as required by the Department, for production before a regulatory authority or for a peer review. In the event of a pending case before any authority of Customs, the record shall be maintained till the disposal of the case.

V. Gifts and hospitality:

i. The assayer/valuer or his/its relative shall not accept gifts or hospitality which undermines or affects his independence as assayer /valuer.

ii. The assayer/valuer shall not offer gifts or hospitality (or a financial or any other advantage) to a public servant or any other person with a view to obtain or retain work for himself/itself, or to obtain or to retain an advantage in the conduct of profession for himself/ itself.

VI. Remuneration and Costs:

i. The assayer/valuer provides services for remuneration which is charged in a transparent manner, is a reasonable reflection of the work necessarily and properly undertaken, and is not inconsistent with the applicable Rules/Instructions.

ii. The assayer / valuer shall not accept any fees or charges other than those which are notified by the Department from whom he would be rendering service.

VII. Occupation, employability and restrictions:

i. The assayer /valuer shall refrain from accepting too many assignments, if he/it is unlikely to be able to devote adequate time to each of his/ its assignments

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Signature with name/stamp

VIII. Negligence and Professional Misconduct by appointed Assayer/Valuer:

i. Sincerity and honesty apart, the assayer/valuer should be guided by the quality of diligence in inspecting the goods presented in detail and investigate, inspect and analyse it accordingly. He/it should take reasonable care in arriving at the valuation of the item entrusted.

ii. The assayer / valuer may be accused of negligence if he/ it disregards the following:

(i) Market value of the item.
(ii) Inadequate physical inspection of the item.
(iii) Ingredients of the item etc.

iii. Lapse on part of assayer/valuer may include conspiracy of CA, with importer/exporter in undervaluation/overvaluation, incomplete, false and/or misleading report on the goods being valued.

8. DEPANELMENT:

i. For any professional misconduct of assayer/valuer and/or where the Revenue suffers loss due to any negligence and/or lapses on the part of assayer/valuer, it will initiate such action against him/it as deemed necessary. Keeping in view the gravity of the lapses and/or misconduct, the department may take following action(s):

9. Removal of assayer's/ valuer's name from its panel after giving him/it an opportunity of being heard followed by a written communication to that effect.

10. Initiation of legal proceedings, including filing of FIR, criminal complaint before Court.

11. Inform related professional bodies and institutions regarding misconduct of assayer/valuer.

नाम/ मुहर सहित हस्ताक्षर
Signature with name/stamp

घोषणाएँ
DECLARATIONS

1. I/We hereby to the declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately.

2. I/We hereby declare that we satisfy the eligibility conditions as specified in Annexure 2 of Public Notice No. /2025 dated .07.2025.

3. We accept the various terms and conditions as set out in Annexure 2 of the Public Notice. (signed copy of the annexure 2 to be submitted along with application)

4. I/We am/are citizen(s) of India.

5. I/We have not been removed/dismissed from service/employment earlier.

6. I/We have not been found guilty of misconduct in professional capacity.

7. I/We am/are not insolvent.

8. I/We undertake to keep you informed of any events or happenings which would make me/us ineligible for appointment as assayer/valuer.

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 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 valuation work directly. I/We agree to comply with the terms and conditions as mentioned in Public Notices issued by the Commissionerate.

12. I/We hereby declare that I/We have not been penalised for any offence under the Customs Act, 1962, the Central Excise Act, 1944, the Finance Act, 1994, the Central Goods and Services Tax Act and Integrated Goods and Services Tax Act, 2017 nor any case is pending against me/us under the above Acts.

नाम/ मुहर सहित हस्ताक्षर
Signature with name/stamp

13. I further declare that I/We have neither been convicted by any competent court for an offence nor any criminal proceeding is pending against me in any court of law. "Strike out whichever is not applicable.

तिथि Date:

स्थान Place:

नाम/ मुहर सहित हस्ताक्षर

Signature with name/stamp