

I/1743588/2024

भारत सरकार
वित्त मंत्रालय / राजस्व विभाग
(केंद्रीय अप्रत्यक्ष कर एवं सीमाशुल्क बोर्ड)
मूल्यांकन महानिदेशालय
७ वां तल, उपभवन इमारत, नवीन सीमाशुल्क भवन,
बॉलार्ड एस्टेट, मुंबई - ४०० ००१, महाराष्ट्र, भारत
दूरभाष: (०२२) २२७५ ७२०७, (०२२) २२७५ ७२१२
फैक्स: (०२२) २२६३ ३०८३, (०२२) २२७० ००७५
ई-मेल: dg.valuation@dov.gov.in



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
Central Board of Indirect Taxes & Customs
DIRECTORATE GENERAL OF VALUATION
7th Floor, Annexe Building, New Custom House,
Ballard Estate, Mumbai-400 001, Maharashtra, INDIA
Phone: (022) 22757207, (022) 22757212
Fax: (022) 2263 3083, (022) 2270 0075
E-mail: dg.valuation@dov.gov.in

To,
The Principal Chief Commissioners of Customs (All Zones),
The Chief Commissioners of Customs (All Zones).

Madam / Sir,

Sub: Standard Operating Procedure in r/o website of DGoV www.dov.gov.in

Kind attention is invited to the Standard Operating Procedure available on the website **dov.gov.in** regarding access to the import / export data. The said SOP was also circulated vide F.No. DGVAL/SYS/WEBS/AMC/1/2020-SYS dated 13.10.2023. The contemporary import/export data for 3 months is accessible through this office's website dov.gov.in on a restrictive basis through username / password. This office creates username/credentials only for the nodal officer (not below the rank of ADC/JC) appointed in each Commissionerate for the said purpose. This nodal officer is automatically assigned privilege of creating further sub-users in his / her Commissionerate/formation.

2.The Nodal officer is responsible for managing the users created by him/her to ensure that there is no unauthorized access to the website in view of data security. It has been observed that accounts of many port users (officers) are dormant, but still exist in the database. It appears that the access login of some officers who have been transferred to other formations and are no longer required to access the website are still found to be active. Such login access of the officers may be immediately identified and deactivated by the respective nodal officer.

3.Further, it has also been observed that in certain locations, a single user ID is being used and has been active for a long period of time. This might be because the officer is transferred and his credentials are still being used by his/her successor. In case of transfer of the port user, the nodal officer should immediately deactivate such user and should create user credentials for the newly posted officer/s, if needed.

I/1743588/2024

4.It is reiterated that the data available on the website is sensitive by nature. It is nodal officer's responsibility to manage the user accounts created by him and to ensure the safety and sanctity of the data.

5. Action taken report in this regard may be forwarded to this office by 29.02.2024.

This issues with the approval of Director General of Valuation.

Yours faithfully,

Signed by Shweta Chander
Signed by Shweta Chander
Date: 09-02-2024 16:20:32
Date: 09-02-2024 16:21:41
Reason: Approved
Reason: Approved

(Shweta Chander)
Additional Commissioner

Standard Operating Procedure (SOP) for grant of access to Valuation Databases available on DGoV website www.dov.gov.in

- a. All the Customs Commissionerates shall appoint a Nodal officer not below the rank of Additional Commissioner or Joint Commissioner. In case of SEZ, an officer of the rank of Specified Officer of the SEZ shall be appointed as Nodal Officer.
- b. Details of the designated Nodal officer duly filled in Annexure A (enclosed herewith this SOP) are to be sent to this office, for issuance of User ID / Password.
- c. On the basis of the details of the Nodal officer received as per Annexure A forwarded from the Commissionerates /SEZs, this office shall create a User ID / Password for the Nodal officer and share the credentials on his/her official email id along with step by step instructions for creation of further users under the jurisdiction of the respective Commissionerate.
- d. On the basis of the User ID / Password and step by step instructions, the designated Nodal officer can log in to the website www.dov.gov.in and issue further user id /password to officers in the field formation. While creating further users, it is to be ensured that access is given only to those officers who require the use of NIDB data.
- e. The Nodal officer will be responsible for creating further users and assigning them the desired / required roles and has to ensure that there is no unauthorised access to the website so as to ensure data security.
- f. The Nodal officer shall ensure that the user id / password provided to further users is shared only on their official email ids.
- g. While creating further users the Nodal officer shall call for duly filled Annexure A from them for issuance of User ID / Password and maintain a record for future reference.
- h. In case of transfer or change of charge of the existing user, the Nodal officer shall invariably ensure that the **access granted to such a user to the database is deactivated** by cancelling his/her account. This is important

for maintaining the integrity of database as well as avoiding leaking of sensitive NIDB Data. This will also ensure that traffic to the website is regulated and genuine users are not affected.

- i. On transfer or change of charge of the existing Nodal officer, the Commissionerate shall appoint a new Nodal officer not below the rank of Additional Commissioner or Joint Commissioner. A copy of the order of such appointment and duly filled information in Annexure A shall also be sent to this office for records.
- j. The outgoing Nodal officer shall edit his / her profile and issue User ID / Password to the newly appointed Nodal officer before being relieved. Commissionerates need not approach this Directorate General with a request to issue User ID / Password to the newly appointed Nodal officer. The existing Nodal Officer has to click on his/her username on the top right corner of screen after login and select the edit button option. Further, the details of new Nodal officer along with new userID/password can be inserted by existing Nodal Officer which shall be given to the new Nodal Officer. The newly appointed Nodal officer on receipt of userid/password, should change the password issued to him by his/her predecessor.

ANNEXURE-A

NAME IN FULL :

SSOID :

EMAIL ADDRESS (ONLY NIC,GOV OR ICEGATE) :

DATE OF BIRTH (DD/MM/YYYY) :

RANK (DESIGNATION) :

COMMISSIONERATE :

PREFERRED USERNAME :

MOBILE NO :

NOTE : KINDLY FORWARD THE ORDER OF APPOINTMENT AS NODAL OFFICER
ALONG WITH THIS DULY FILLED IN ANNEXURE -A