Circular No. 49/Cus/04
2nd September, 2004

F.No.412/10/2004-Cus.III
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

Subject : Guidelines relating to issue of Trade Notices / Public Notices .

I am directed to say that the Government have examined the practice followed in the field regarding issue of **Trade Notices** (on the Central Excise side) and **Public Notices** (on the Customs side). It is observed that these notices are issued by the field formations, inter- alia , for the following purposes : -

(i)	Communication of Budgetary changes to the Trade.
(ii)	Communication of Board's Circulars to the Trade.
(iii)	Communication of policy decisions, directions, guidelines, instructions of other Departments of the Government of India to the trade (e.g. Ministry of Commerce, Ministry of Agriculture, Ministry of Health etc.).
(iv)	Local issues : These may relate to work timings of offices, holding of local committee meetings, information about the Commissionerate's website, arrangements for public-relations etc.

2. In respect of categories (i) to (iii) above Trade Notices / Public Notices may continue to be issued as per the present practice. However, the Commissioners should reproduce the entire circular, instructions and the guidelines of the Board without editing, paraphrasing or summarizing them.

3. In respect of matters covered by item (iv), above. Trade Notices / Public Notices **should not** be issued henceforth. The intimation to the Trade on such matters should be called **"Facility".**

4. Please acknowledge receipt of this circular.

5. Hindi version will follow.

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23093908.