



भारत सरकार
GOVERNMENT
OF INDIA



**CENTRAL BOARD OF
INDIRECT TAXES & CUSTOMS**

User Manual

National Assessment Centre (NAC) Portal

<https://naccustoms.gov.in/>

A Quick Guide for Dashboards Access & Login

Version 1

Date: 03rd September 2026

Licensing and copyright information

This manual is intended solely to facilitate users in understanding the process of accessing the NAC Portal, familiarizing themselves with the Dashboard interface, and navigating the various services made available therein. It has been prepared as a user guidance and assistance document for facilitating access to the information and services available on the NAC Website and Portal.

While due care has been exercised in the preparation of this manual, the contents herein are purely informational in nature and shall not be construed as legally binding, exhaustive, or authoritative for any legal or administrative purpose, and users are advised to refer to the relevant statutory provisions, notifications, circulars, instructions, and official communications issued by the competent authority, wherever applicable.

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1. Overview of NAC Portal

- i. The National Assessment Centre (NAC) Portal is a centralized digital platform developed by Mumbai Customs Zone-I in consultation with various National Assessment Centres (NACs) functioning across India. The Portal has been developed with inputs and guidance received from the Central Board of Indirect Taxes and Customs (CBIC).
- ii. The Portal has been designed to facilitate convergence, consistency, and uniformity in assessment practices followed by the National Assessment Centres (NACs). It provides a common digital platform for hosting and dissemination of assessment-related information and reference materials, including procedures, rulings, judicial and quasi-judicial decisions, minutes of meetings, reporting formats, advisories, and other relevant documents.
- iii. The Portal is intended to function as a centralized repository of information as well as a structured Management Information System (MIS) for reporting, monitoring, and ready reference covering Audit Objections, Investigation Reports, orders and rulings of the Customs Authority for Advance Rulings (CAAR), Judicial and Quasi-Judicial Decisions, Divergent Assessment Practices, advisories and alert circulars, and Minutes of Meetings and Outreach Programmes pertaining to Customs assessment practices across NACs.
- iv. The information hosted and maintained on the Portal is intended to serve as a reference repository for officers and other stakeholders and to facilitate informed and consistent decision-making during the assessment process, including classification and valuation matters etc.
- v. Aligned with the Government of India's vision of "Faceless, Paperless, and Contactless" trade facilitation, the NAC Portal supports a modern, technology-driven, efficient, and trusted Customs ecosystem. It is envisaged that this endeavour shall further strengthen the objective of "Ease of Doing Business" in consonance with the policy initiatives and vision of the Government of India.
- vi. Each NAC on the Portal is administered and managed by the respective NAC Mini-Secretariat through designated login credentials, thereby facilitating the systematic uploading, updating, maintenance, and management of content, records, and other relevant information pertaining to its assigned jurisdiction and functional domain.

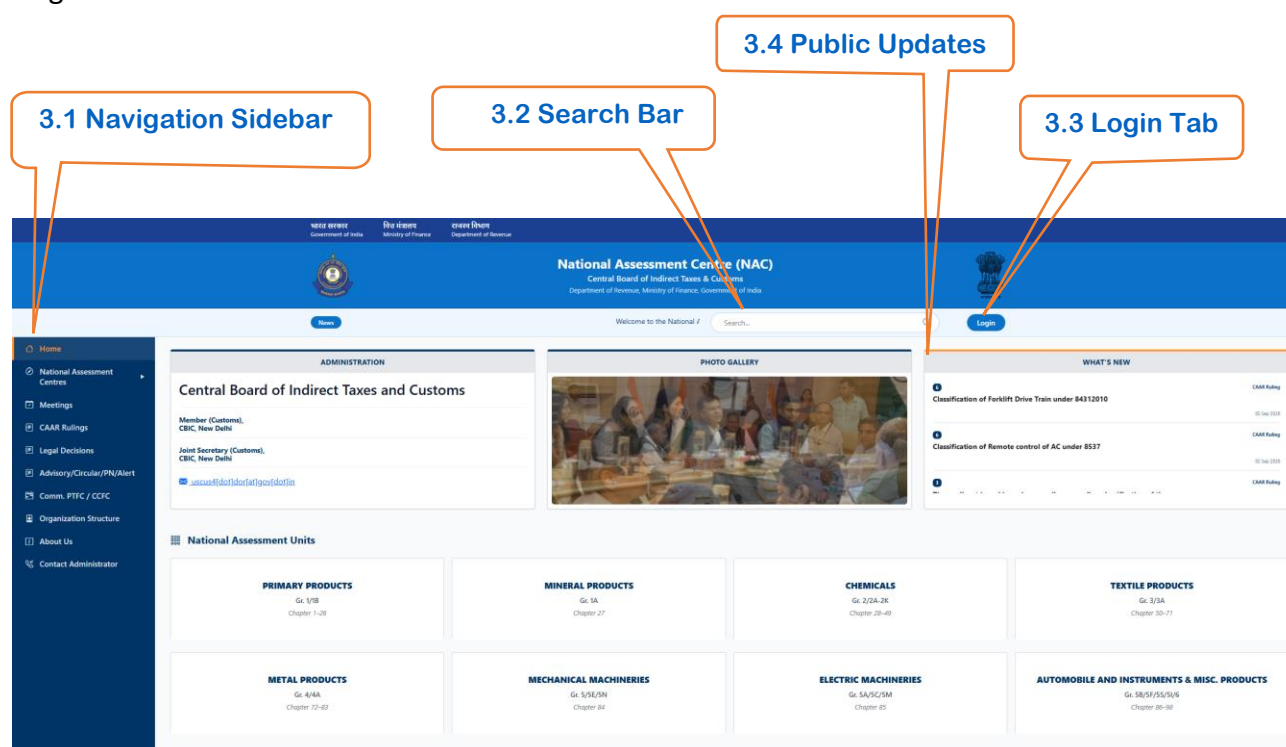
2. Brief about User Manual .

- i. This User Manual has been prepared solely as a facilitative and reference document to assist users with a clear, comprehensive, and easy-to-understand guide for accessing and using the NAC Portal. It includes detailed step-by-step instructions covering the login process, dashboard navigation, and key functionalities available on the portal.
- ii. To enhance user understanding and facilitate ease of operation, the manual is supplemented with pictorial representations and screen illustrations at each stage of the process. These visual aids are intended to enable users to familiarize themselves with the portal interface, comprehend the prescribed workflow, and carry out the required functions efficiently and with minimal difficulty.
- iii. The manual has been designed for use by both departmental officers and stakeholders, with the objective of facilitating effective utilization of the features available on the Portal. By adhering to the instructions and guidance contained therein, users shall be able to navigate the Portal seamlessly and derive optimum benefit from the NAC Portal in a structured, efficient, and user-friendly manner.

3. Homepage Features

The Home Page of the NAC Portal serves as a centralized dashboard providing quick and convenient access to key information, updates, and services relating to Customs assessment and NAC functioning. It enables users to seamlessly navigate through NAC categories, meetings, legal decisions, public updates, organizational details, and other relevant resources through a single integrated interface, thereby facilitating ease of access and improved user experience.

The top section of the Home Page contains the news header, search bar, login option, and a navigation menu providing quick access to key modules such as National Assessment Centres, Meetings, CAAR Rulings, Legal Decisions, Organizational Structure, and Contact Administrator. The Dashboard section provides centralized access to administrative details, public updates, photo gallery, and product-wise NAC categories, enabling users to conveniently access important notifications, assessment-related information, and relevant Customs chapter references through a single interface.

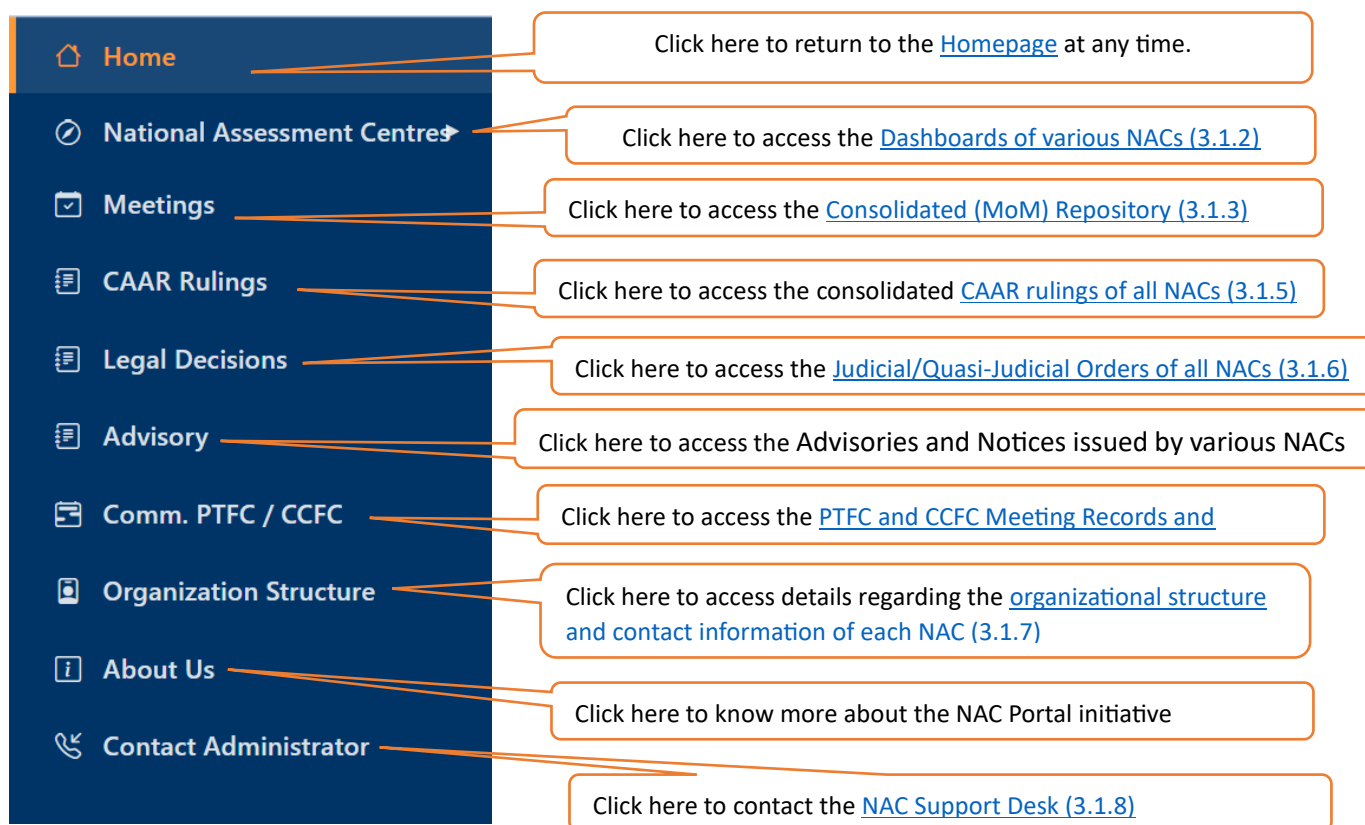


The following section provides a step-by-step explanation of the various features and functionalities available on the NAC Portal Home Page, enabling users to easily navigate and access different modules and information sections.

3.1 Navigation Sidebar

The left-side Navigation Panel provides quick and organized access to the major modules of the NAC Portal. Users can navigate to sections such as National Assessment Centre Dashboards, Meetings, CAAR Rulings, Legal Decisions, Organization Structure, About Us, and Contact Administrator by selecting the respective menu option.

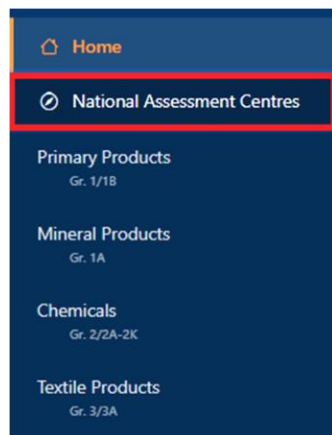
The navigation panel remains accessible throughout the portal, allowing users to switch between modules quickly and efficiently without returning to the homepage repeatedly.



The following section explains the purpose and functionality of each menu option available in the Navigation Panel of the NAC Portal.

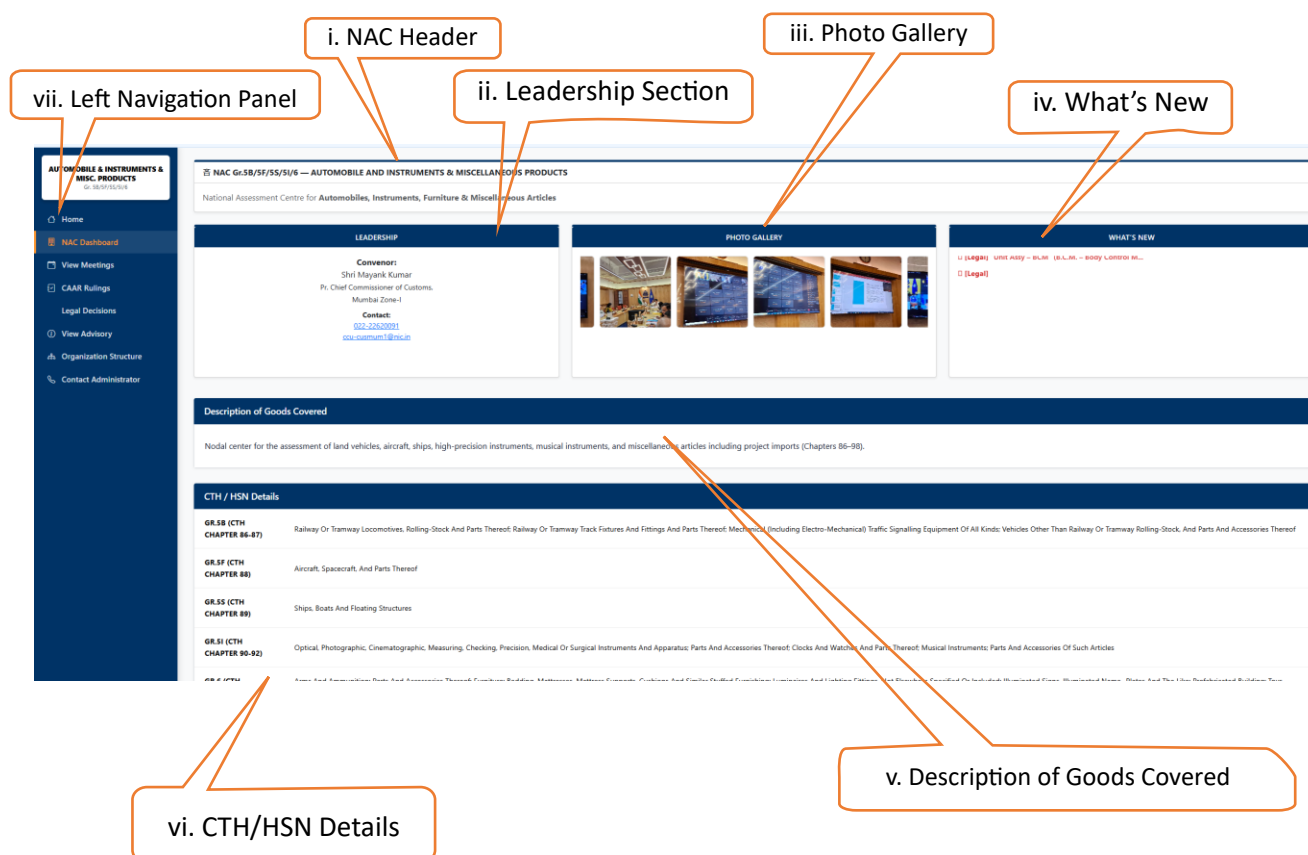
3.1.1. Navigation Sidebar - National Assessment Centres.

Accessing the National Assessment Centres (NACs) Dashboard



- On the left-side navigation panel available on the Homepage click on the “**National Assessment Centres**” tab highlighted in red in the adjacent image.
- Upon clicking the tab, a drop-down menu will appear displaying the list of all NACs.
- Select the required NAC by clicking on the respective NAC button from the drop-down list.
- After selecting the NAC, the user will be redirected to the corresponding NAC section.

Upon selecting the required National Assessment Centre (NAC) from the drop-down menu, the corresponding **NAC Dashboard page** given below is displayed. This page provides centralized access to all information, updates, and functionalities related to the selected NAC which are explained below:



3.1.2 Functionalities of the NAC Dashboard Page

The NAC Dashboard serves as the main interface for accessing NAC-specific information and related modules. The page is divided into multiple sections for easy navigation and quick access to relevant details.

i. NAC Header Section

- The top section of the page displays the name and code of the selected NAC along with a brief description indicating the product category or domain handled by the respective NAC.

ii. Leadership Section

- Displays details of the Convenor associated with the selected NAC and helps users identify the responsible authority for the NAC.

iii. Photo Gallery Section

- Contains photographs and visual highlights related to NAC meetings, activities, conferences, or official events.

iv. What's New Section

- Displays recent updates, notifications, circulars, or newly added information related to the NAC. In case no updates are available, the section displays an appropriate message.

v. Description of Goods Covered

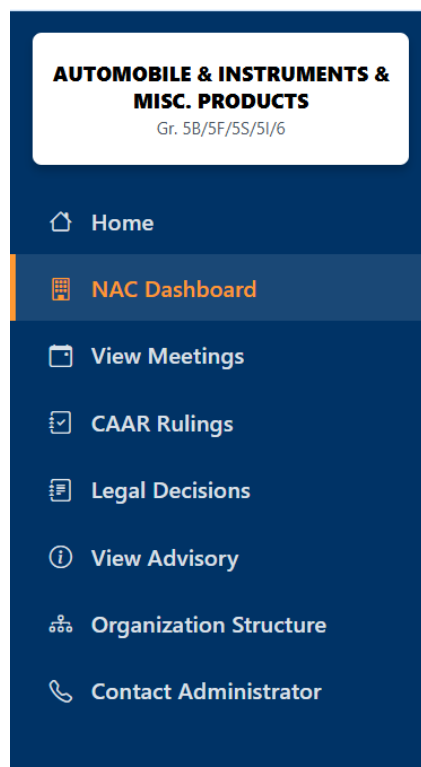
- Provides a summary of the categories of goods, commodities, or products handled under the selected NAC and helps users understand the assessment scope and jurisdiction of the NAC.

vi. CTH / HSN Details Section

- Displays the applicable chapter-wise or group-wise CTH (Customs Tariff Heading) / HSN (Harmonized System of Nomenclature) details associated with the NAC. Users can refer to this section to identify the relevant tariff chapters and product classifications covered under the NAC.

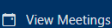
vii. Left Navigation Panel

The left-side menu provides quick access to various NAC modules and functionalities as given below:



- **Home** – Redirects the user to the main dashboard/home page.
- **View Meetings** – Provides access to meeting details, schedules, and records like minutes of meetings related to the NAC meetings.
- **CAAR Rulings** – Displays rulings and related information issued by CAAR.
- **Legal Decisions** – Provides access to legal decisions, orders, and case-related references of the NAC.
- **View Advisory** – Displays advisories, notices, and important communications issued for the NAC.
- **Organization Structure** – Shows the organizational hierarchy and structure of the NAC.
- **Contact Administrator** – Provides contact details and communication options for the NAC administrator.

3.1.2.1 NAC Dashboard - Accessing the Minutes of Meetings (MOM) Repository

To view meeting records and Minutes of Meetings (MOMs) related to the selected National Assessment Centre (NAC), click on the  option available in the left-side navigation panel of the NAC Dashboard. Upon clicking, the **Minutes of Meetings Repository** page given below will be displayed.

Minutes of Meetings

Repository of official MOMs and sectoral presentations

Filter Records

Meeting Category

All Types

From Date

mm/dd/yyyy

To Date

mm/dd/yyyy

Apply Filters

Reset

RECORD DIRECTORY (Total: 20)

Search description...

SR. NO.	MEETING DESCRIPTION	HELD ON	TYPE	REPOSITORY FILES
1	Minutes of the Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through hybrid mode chaired by the NAC Convenor with Sectoral Associations, Trade members and Stakeholders on 29.07.2026 at 11.45 AM.	29-Jul-2026	Outreach Meetings	MOM
2	Minutes of the Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through hybrid mode chaired by the NAC Convenor with Sectoral Associations, Trade members and Stakeholders on 09.06.2026 at 11.30 AM	09-Jun-2026	Outreach Meetings	MOM
3	Minutes of the Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through hybrid mode chaired by the NAC Convenor with Sectoral Associations, Trade members and Stakeholders on 05.05.2026	05-May-2026	Outreach Meetings	MOM
4	Minutes of the Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through hybrid mode chaired by the NAC Convenor with Sectoral Associations, Trade members and Stakeholders on 06.04.2026	06-Apr-2026	Outreach Meetings	MOM
5	Minutes of Outreach Programme NAC (Automobile and Instruments & Miscellaneous Products) by NAC Convenor on 29-01-2026 at 11:00AM. IGST on Electric vehicle in CKD/SKD condition, Classification of Glucometers, Uniformity in assessment of goods namely Sex To	29-Jan-2026	Outreach Meetings	MOM
6	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 16.01.2026 at 11:00 AM CTH - 8711.	16-Jan-2026	Outreach Meetings	MOM
7	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 31.12.2026 at 11:30 AM.	31-Dec-2025	Outreach Meetings	MOM
8	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 26.11.2025 at 11:00 AM. CTH - 8711	26-Nov-2025	Outreach Meetings	MOM
9	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 14.11.2025 at 11:30 AM CTH - 8711	14-Nov-2025	Outreach Meetings	MOM
10	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 15.10.2025 at 11:00 AM. CTH - 8711	15-Oct-2025	Outreach Meetings	MOM

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Step-by-Step Instructions for Accessing MoM :

- Select the required meeting category, desired date range and click on **APPLY FILTERS** to refine the search results.
- Use the search bar available on the top-right side of the Record Directory section to search meetings by descriptions or keywords.
- Locate the required meeting record from the list and click the **MOM** button available under the **Repository Files** column to open or download the corresponding Minutes of Meeting pdf.

3.1.2.2 NAC Dashboard - CAAR Rulings Module

To access and view Customs Authority for Advance Rulings (CAAR) related to the selected National Assessment Centre (NAC), click on the **CAAR Rulings** option available in the left-side navigation panel of the NAC Dashboard. Upon clicking, the **CAAR Rulings Repository page** given below will be displayed.

CAAR Rulings(Annexure- B)
Official repository of Customs Authority for Advance Rulings

Search and Filter

Keyword Search

Case Category

All Categories

Year

All Years

TOTAL RECORDS: 3

Sr. No	Period	Category	CTH Code	Order Reference	Document
1	September 2025	Classification	95030020	CAAR/Mum/ARC/78/2025-26 dated 18.09.2025	View PDF
2	April 2024	Classification	87083000	CAAR/Mum/ARC/ 63 /2024 DATED 24.04.2024	View PDF
3	April 2020	Classification	8421	KAR/AAAR/07/2019-20 DATED 10.01.2020	View PDF

Step-by-Step Instructions for Accessing CAAR Rulings:

- Enter the relevant CTH Code, Order Number, Issue, or Court Authority in the **“Keyword Search”** field.
- Select the required **Case Category** from the dropdown menu.
- Select the desired Year from the available options and click **Search** button to display filtered records.
- Locate the required legal decision record from the displayed list.
- Click the **View PDF** button available under the **“Document”** column to open or download the corresponding Judicial or Quasi-Judicial Order document.

3.1.2.3 NAC Dashboard - Accessing the Legal Decisions Repository

To access and view Judicial and Quasi-Judicial Orders related to the selected National Assessment Centre (NAC), click on the **Legal Decisions** option available in the left-side navigation panel of the NAC Dashboard. Upon clicking, the **Legal Decisions Repository** page given below will be displayed.

Cases Emanating from Legal Fora (Annexure C)

Search and Filter

Assessment Unit: **Automobile & Instruments & Misc. Products** | Category: **All Categories** | CTH: **CTH..** | Month: **All Months** | Year: **All Years** **Go**

TOTAL RECORDS: 5 Page 1 of 1

#	Assessment Unit	Period	Category	CTH	Order No.	Issue	File
1	Automobile & Instruments & Misc. Products	August 2026	Classification	8708 and other	A / 11149 /2023 dt 10.05.2023	1	View
2	Automobile & Instruments & Misc. Products	April 2026	Classification	9027 8090, 9018 90	2164 OF 2026	1	View
3	Automobile & Instruments & Misc. Products	October 2025	Restrictions and Prohibitions	90191090	M/s Techsync W.P.(C) 3542/2025 dt 09.12.2025	1	View
4	Automobile & Instruments & Misc. Products	August 2025	Classification	9032 or 8537	40800/2025 DT 07.08.2025	1	View
5	Automobile & Instruments & Misc. Products	February 2025	Classification	9027 8090, 9018 90	86944 of 2023	1	View

Step-by-Step Instructions for Accessing Legal Decisions:

- Enter the relevant CTH Code, Order Number, Issue, or Court Authority in the **“Keyword Search”** field.
- Select the required Legal Authority from the dropdown menu.
- Select the desired Year from the available options and click the **Apply** button to display filtered records.
- Locate the required legal decision record from the displayed list.
- Click the **View PDF** button available under the **“Document”** column to open or download the corresponding Judicial or Quasi-Judicial Order document.
- Use the **“Reset”** button to clear all applied filters and restore the default view.

3.1.2.4 NAC Dashboard - View Advisory

To access and view Advisories, Circulars, Public Notices, and related notices pertaining to the selected National Assessment Centre (NAC), click on the **View Advisory** option available in the left-side navigation panel of the NAC Dashboard. Upon clicking, the **Advisories & Notices Repository** page given below will be displayed.

Advisories & Notices
Repository Access: Showing records 1 to 5 of 5

Filter Records

Issued By: All Authorities Notice Type: All Types Apply Filters Reset

LIST OF ADVISORIES / NOTICES Search Number or Description...

SR.	ISSUED BY	TYPE	REFERENCE NUMBER	DATE	DESCRIPTION	FILE
1	CUS	Public Notice	CUS/AG/PN/8/2021-A/G	18-03-2026	Standard Operating Procedure for Handling of Diverted Break Bulk Cargo for International Transshipment at Mumbai Port	
2	NAC	Advisory	CCCO/1092/2025-TECH DT 03-10-2025	03-10-2025	Waiver of CE Certificate for ship for breaking-up NAC Automobile	
3	NAC	Advisory	CCCO/1092/2025-TECH	03-10-2025	Advisory with respect to issues viz. Requirement of CE Certificate & End use Bond for ships imported for breaking up	
4	CUS	Circular	13/2023-Cus	31-05-2025	Board Circular for Re-constitution of NAC	
5	CUS	Circular	Circular No.40/2020-Customs	04-09-2020	All India roll-out of Faceless Assessment	

Step-by-Step Instructions for Accessing Advisories & Notices:

- Select the concerned issuing authority from the “**Issued By**” dropdown menu.
- Select the required notice category from the “**Notice Type**” dropdown menu.
- Use the search bar available on the top-right side of the repository section to search notices using reference numbers, descriptions, or keywords.
- Locate the required advisory, circular, or notice from the displayed records list.
- Click the icon available under the “**File**” column to open or download the corresponding document.

3.1.3 Navigation Sidebar - Meetings

Accessing the Consolidated Minutes of Meetings (MOM) Repository and submitting Agenda Points:

- To view consolidated Meeting Records and Minutes of Meetings (MoMs) or to submit Agenda Points for upcoming meetings pertaining to all National Assessment Centres (NACs) through a single interface, click on the **Meetings** option available in the left-side navigation panel of the **Homepage**. Upon clicking, the Minutes of Meetings Repository page shall be displayed.

National Assessment Centre (NAC)
Central Board of Indirect Taxes & Customs
Department of Revenue, Ministry of Finance, Government of India

Welcome to the National Assessment Centre Portal. Access Legal Decisions, Advisories, and MOM Repositories. Search... Login

Meetings
Repository of upcoming, active, and historical NAC meetings

From Date: To Date: Keyword Search: Filter

Scheduled Records (Total: 13)

#	MEETING SUBJECT	DATE	STATUS	ASSESSMENT UNIT	ACTION	SUBMIT AGENDA
1	Meeting of NAC with Trade and F&G Commissioners-NS-I & NAC	23 Sep 2026	Upcoming	Chemicals	No Link	
2	Meeting of NAC with chemical associations Commissioner-NS-I & NAC	09 Sep 2026	Upcoming	Chemicals	No Link	
3	Sectoral Meeting NAC Mechanical Machinery CTH B4 and B5 details to be shared in due course	28 Aug 2026	Completed	Mechanical Machinery	No Link	
4	Sectoral Outreach Meeting with stakeholders of NAC Machinery on 28.08.2026 at 03:00 PM	28 Aug 2026	Completed	Electric Machinery		
5	Representations received from the Solar Ancillary Manufacturers Association (SAMA) regarding continued import of non-BIS certified Solar Aluminium Frames under the QCO on IS 1285/IS 733 (HSN 76)	10 Aug 2026	Completed	Metal Products		
6	NAC Meeting on Primary Products (FAG-1/18)	04 Aug 2026	Completed	Primary Products	No Link	
7	NAC Sectoral Automobile etc	29 Jul 2026	Completed	Automobile & Instruments & Misc. Products	No Link	
8	NAC Meeting dated 10.06.2026	10 Jun 2026	Completed	Textile Products	No Link	
9	Federation of Freight Forwarders Association in India (FFFAI) regarding value enhanced without giving any query or a chance to be heard - Bd no.8886274 Dt 25.04.2026	25 May 2026	Completed	Metal Products		
10	CCFC MEETING	20 May 2026	Completed	Textile Products	No Link	

Prev 1 2 Next

Step-by-Step Instructions for Accessing Meeting Records:

- Select the desired **date range** and enter the relevant meeting subject or keyword in the **“Keyword Search”** field.
- Click the  button to display records matching the entered search criteria.
- Locate and view the meeting details from the displayed repository list.
- Under the **“Action”** column, find the **direct link** to join the upcoming meetings.
- Authorized users may use the  option, for submission of agenda points directly through a single interface, relating to the upcoming meetings of concerned NAC.

3.1.4 Navigation Sidebar – Comm PTFC/CCFC

To access and view PTFC and CCFC Meeting Records and Minutes pertaining to various Commissionerates, click on the  option available in the left-side navigation panel of the Homepage. Upon clicking, the Commissionerate Meetings Repository page given below will be displayed.

Commissionerate Meetings Repository
Official Record of PTFC and CCFC Meeting Minutes

Filter & Search Records

KEYWORD SEARCH

Search by agenda, subject, or keywords...

COMMISSIONERATE LOCATION

All Locations

MEETING TYPE

All Categories

Apply

Reset

TOTAL ENTRIES FOUND: 75

Page 1 of 8

SL.	LOCATION	DATE	CATEGORY	SUBJECT / DESCRIPTION	DOCUMENT
1	Ahmedabad	13 August 2026	CCFC	MINUTES OF THE BIMONTHLY & WEEKLY MEETING OF CCFC HELD BY THE CHIEF COMMISSIONER OF CUSTOMS, AHMEDABAD ZONE on 13.08.2026	View PDF
2	Mumbai-III	13 August 2026	PTFC	PTFC meeting-August	View PDF
3	Bengaluru	10 August 2026	CCFC	Minutes of the 67th CCFC Meeting Bengaluru Customs Zone held on 10.08.2026	View PDF
4	Bengaluru	10 August 2026	CCFC	MINUTES OF THE 19th SPECIAL CCFC MEETING	View PDF
5	Kolkata	04 August 2026	CCFC	MINUTES OF THE CUSTOMS CLEARANCE FACILITATION COMMITTEE (CCFC) MEETING HELD ON 04.08.2026	View PDF
6	Ahmedabad	31 July 2026	CCFC	MINUTES OF THE WEEKLY SPECIAL MEETING OF CCFC HELD BY THE CHIEF COMMISSIONER OF CUSTOMS, AHMEDABAD ZONE on 31.07.2026 at 12:30 Hrs.	View PDF
7	Mumbai-III	30 July 2026	PTFC	PTFC meeting-July	View PDF

Step-by-Step Instructions for Accessing Commissionerate Meeting Records:

- Enter the relevant agenda, subject, or keyword in the **“Keyword Search”** field.
- Select the concerned Commissionerate from the **“Commissionerate Location”** dropdown menu.
- Select the required Meeting Type from the available categories and click the  button to display filtered records.
- Click the relevant document link available under the **“Document”** column to open or download the corresponding Meeting Record or Minutes of Meeting (MoM) document.

3.1.5 Navigation Sidebar – CAAR Rulings

- To access and view consolidated Customs Authority for Advance Rulings (CAAR) pertaining to all National Assessment Centres (NACs), click on the **CAAR Rulings** option available in the left-side navigation panel of the Homepage. Upon clicking, the Consolidated CAAR Rulings Repository page shall be displayed, providing access to searchable and downloadable CAAR Orders and related ruling records across all NACs.
- The said repository may thereafter be accessed and utilized in the manner explained under **“Heading 3.1.2.2”** of this User Manual.

3.1.6 Navigation Sidebar – Legal Decisions

- To access and view consolidated Judicial and Quasi-Judicial Orders pertaining to all National Assessment Centres (NACs), click on the **Legal Decisions** option available in the left-side navigation panel of the Homepage. Upon clicking, the **Consolidated Legal Decisions Repository** page shall be displayed, providing access to searchable and downloadable judicial and quasi-judicial order records across all NACs.
- The said repository may thereafter be accessed and utilized in the manner explained under **“Heading 3.1.2.3”** of this User Manual.

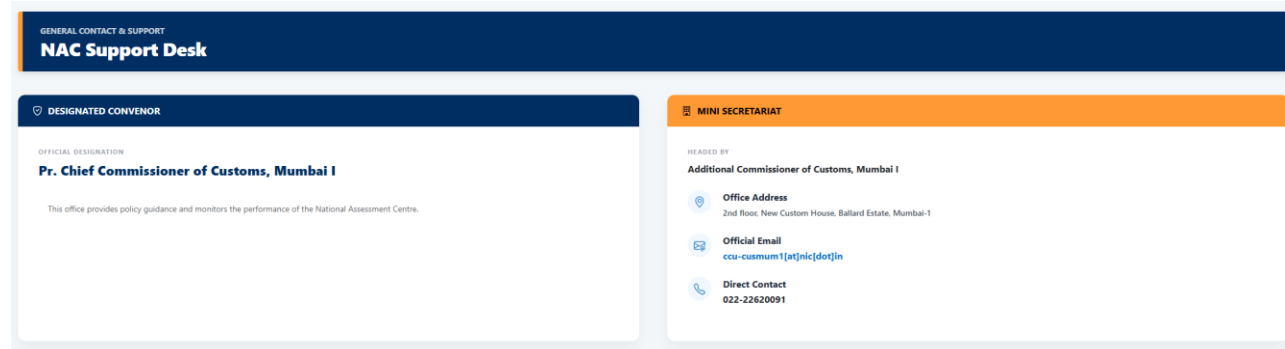
3.1.7 Organization Structure

To access details regarding the **organizational structure** and **contact information** of various National Assessment Centre (NAC), click on the **Organization Structure** option available in the left-side navigation panel of the Homepage. Upon clicking, the NAC Officers Directory page shall be displayed as given below.

NAC Officers Directory Directory of Convenors and Mini Secretariats categorized by NAC Group		
NAC Gr. 1/1B PRIMARY PRODUCTS CONVENOR Pr. Chief / Chief Commissioner of Customs, Kolkata MINI SECRETARIAT Additional Commissioner of Customs, CCG, Kolkata 15/1, Custom House, Strand Road, Kolkata – 700 001 ccr.kolkata[at]naccustoms.gov.in	NAC Gr. 1A MINERAL PRODUCTS CONVENOR Pr. Chief / Chief Commissioner of Customs, Bengaluru MINI SECRETARIAT Additional Commissioner of Customs, Bengaluru C.A. Building No 1, Queens Rd, Bengaluru – 560001 ccr.bengaluru[at]naccustoms.gov.in	NAC Gr. 2/2A-2K CHEMICALS CONVENOR Pr. Chief / Chief Commissioner of Customs, Mumbai II MINI SECRETARIAT Additional Commissioner of Customs, JNCH Custom House, JNCH, Nhava Sheva, Dist. Rajkot, Utran ccr.jnch[at]naccustoms.gov.in
NAC Gr. 3/3A TEXTILE PRODUCTS CONVENOR Pr. Chief / Chief Commissioner of Customs, Delhi MINI SECRETARIAT Additional Commissioner of Customs, Delhi New Custom House, IGI Airport, New Delhi – 110027 ccr.delhi[at]naccustoms.gov.in	NAC Gr. 4/4A METAL PRODUCTS CONVENOR Pr. Chief / Chief Commissioner of Customs, Ahmedabad MINI SECRETARIAT Additional Commissioner of Customs, Ahmedabad Custom House, Narvanguva, Ahmedabad – 380009 ccr.ahmedabad[at]naccustoms.gov.in	NAC Gr. 5/5E/5N MECHANICAL MACHINERIES CONVENOR Pr. Chief / Chief Commissioner of Customs, Mumbai III MINI SECRETARIAT Additional Commissioner of Customs, ACC Mumbai Zone-10, CCAI International Airport, Mumbai – 400099 ccrzone10[at]naccustoms.gov.in
NAC Gr. 5A/5C/5M ELECTRIC MACHINERIES CONVENOR Pr. Chief / Chief Commissioner of Customs, Chennai MINI SECRETARIAT Additional Commissioner of Customs, Chennai Custom House No.60, Rajaji Salai, Chennai ccr.chennai[at]naccustoms.gov.in	NAC Gr. 5B/5F/5S/5I/6 AUTOMOBILE AND INSTRUMENTS & MISC. PRODUCTS CONVENOR Pr. Chief / Chief Commissioner of Customs, Mumbai I MINI SECRETARIAT Additional Commissioner of Customs, NCH Mumbai New Custom House, Ballard Estate, Mumbai – 400001 ccr.mumbai[at]naccustoms.gov.in	

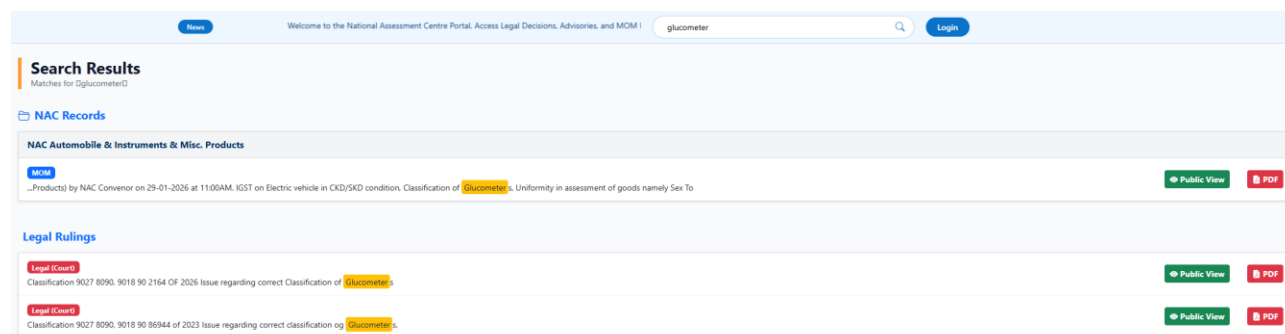
3.1.8 Contact Administrator

To contact the **NAC Support Desk** for general contact and support regarding the website, click on the  **Contact Administrator** option available in the left-side navigation panel of the Homepage. Upon clicking, the NAC Support Desk page shall be displayed as given below.



3.2 Search Bar

- The   Bar provided on the Homepage of the NAC Portal enables users to perform quick and centralized searches across various modules and repositories available on the portal. The functionality facilitates efficient retrieval of relevant records, notices, meetings, rulings, legal decisions, and other NAC-related information using keywords or descriptions.
- Users may enter relevant text, keywords, reference numbers, subjects, or other searchable inputs like CTH/HSN codes in the Search Bar and initiate the search to display matching results available across the portal. The feature enhances accessibility, improves navigation efficiency, and enables users to quickly locate the desired information and pdf files without manually navigating through individual modules.



3.3 Login Tab (for Officers only)

- The **Login** tab available on the Homepage of the NAC Portal provides authenticated access to authorized users for management, administration, and updating of portal content and repositories. The login facility is specifically intended for NAC Convenors, Central Users at the CBIC level, and designated Administrative Users responsible for maintaining and updating the portal.
- Upon successful login, authorized users are granted access to role-based functionalities including uploading and managing Various Reports, Meeting Records, Advisories, CAAR Rulings, Legal Decisions, Notices, Organizational Details, and other NAC-related content. The login module ensures secure access control, facilitates centralized content management, and enables timely updation of information across the NAC Portal.

Officer Login
Access your Assessment Unit Dashboard

User Name / Email

Password

Verification Code
F V K Y V H

Enter characters exactly as shown

SIGN IN

3.4 What's New

- The **“What's New”** section available on the Homepage of the NAC Portal serves as a centralized display area for important announcements, notices, circulars, updates, and other information intended for public dissemination. The section enables users to view the latest updates and notifications published on the portal by the concerned NAC Units or authorized administrators.
- The module facilitates timely communication of important developments and provides quick visibility of recently published information directly from the Homepage. Users may access and review the displayed updates for reference, awareness, and informational purposes without requiring any login credentials.

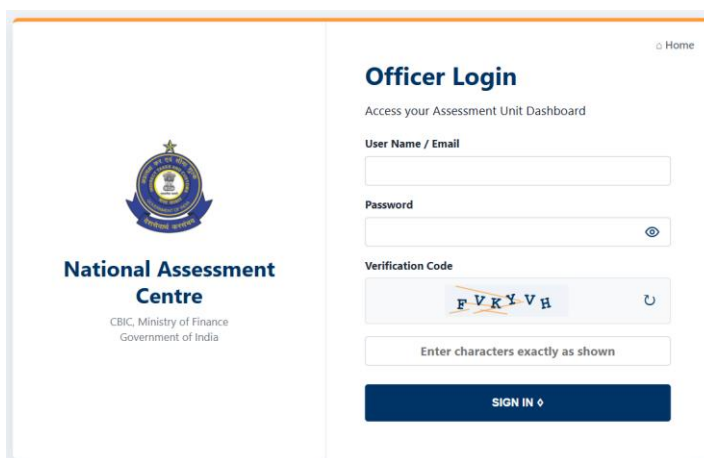
WHAT'S NEW	
scope of the term vegetable oils or edible grade - IN Sr. NO. 13 TO NO...	01 Sep 2026
Adoption of uniform Customs Procedure for calculating the contents of Ir...	Advisory
Valuation/Assessment Practice in respect of export of Iron Ore	01 Sep 2026

4. Role-Based Dashboards (for Departmental Users)

The NAC Portal incorporates a role-based access framework for departmental users to ensure secure, streamlined, and efficient management of portal repository and functionalities. Upon successful login, users are directed to customized dashboards based on their designated roles, enabling access only to the modules and functions relevant to their responsibilities. The portal presently provides dedicated dashboards for NAC Convenors, Central Users (at the Board/CBIC level, and Administrative Users. Each dashboard is designed to facilitate role-specific activities such as management of meetings, advisories, CAAR rulings, legal decisions, organizational information, and other portal repositories. The following sections provide a detailed overview of the functionalities, access privileges, and operating procedures associated with each role-based dashboard.

4.1 Logging In

To access the role-based functionalities of the NAC Portal, users must log in from the **Login** tab on the Portal Homepage using their authorized credentials. Enter the registered User Name/E-mail ID, Password, and the displayed CAPTCHA code, and then click **SIGN IN** tab. Upon successful authentication, the system redirects the user to the dashboard corresponding to their assigned role and access privileges.



Officer Login

Access your Assessment Unit Dashboard

User Name / Email

Password

Verification Code

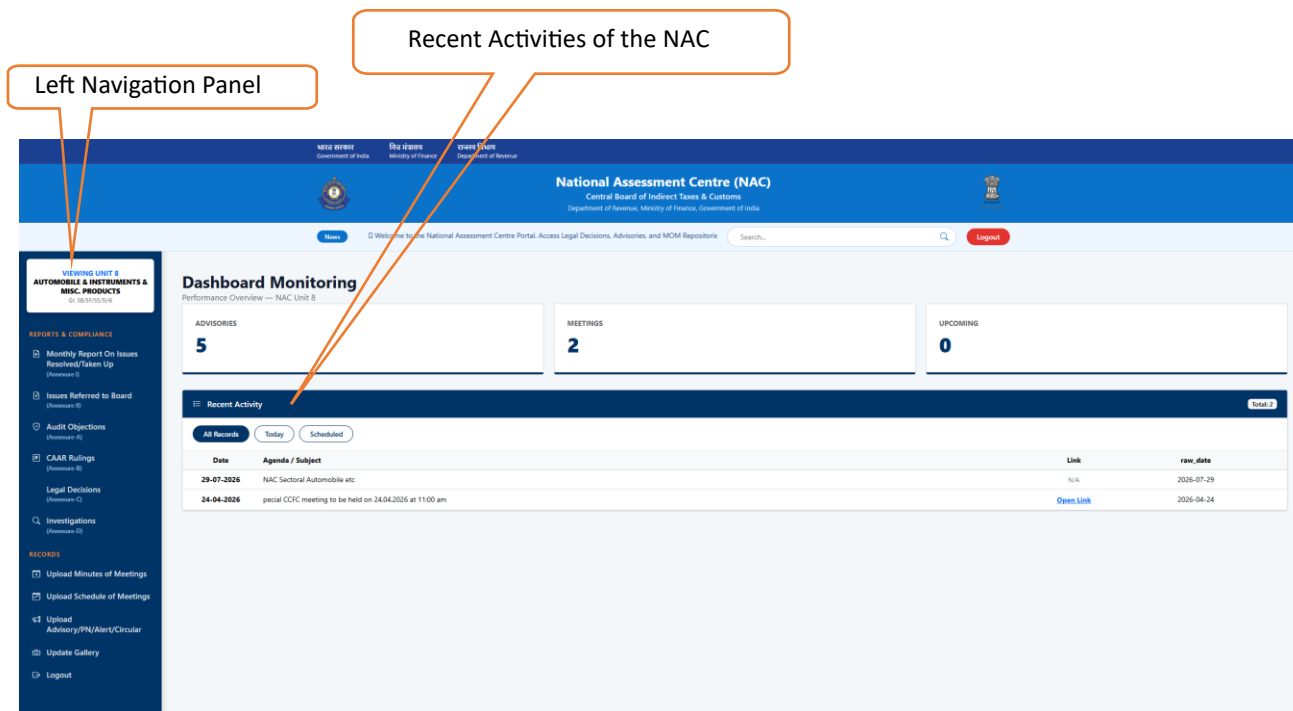
Enter characters exactly as shown

SIGN IN

4.2 NAC Convenor Dashboard

Upon successful login, the NAC Convenor is redirected to the NAC Convenor Dashboard given below, which serves as the primary interface for managing NAC-related activities and records. The dashboard provides a snapshot of key information such as advisories, meetings, upcoming events, and recent activities, while also offering quick access to various reporting and repository management modules through the navigation panel.

The dashboard is designed to facilitate efficient monitoring, updation, and management of NAC-specific information. The features and functionalities available under each module are explained in detail in the subsequent sections of this User Manual.



4.2.1 Functionalities of NAC Convenor Dashboard

The NAC Convenor Dashboard comprises multiple modules designed to facilitate management and monitoring of NAC-related activities. The functionalities of these modules are explained below.

Note: For pdf uploads on the portal as and when mentioned in the subsequent sections, the instructions provided below shall be strictly followed:

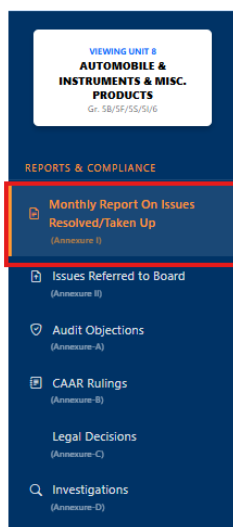
Important Security Requirements for PDF File Uploads

Before uploading any PDF document on the NAC Portal, the following requirements shall be strictly ensured:

- (i) The PDF file shall not contain any embedded code, scripts, executable content, macros, active content, or any other potentially unsafe elements.
- (ii) The PDF file shall be a genuine and valid PDF document and shall have one single “.pdf” file extension only. Files having multiple, double, or disguised extensions (for example, “filename.pdf.exe”, “filename.pdf.zip”, etc.) shall not be uploaded.
- (iii) The PDF file shall be duly scanned and, wherever required, cleaned using appropriate and updated security/anti-malware tools prior to uploading, so as to ensure that it is free from malicious content, malware, viruses, or other security threats.
- (iv) Users shall verify the file and its contents before uploading and shall ensure that only the intended and authorized document is uploaded to the Portal.

Note: The above security requirements shall be followed for all PDF documents uploaded to the NAC Portal, including Minutes of Meetings, CAAR Rulings, Legal Decisions, Advisories, Public Notices, Alerts, Circulars, Reports, and other documents uploaded through the Portal.

4.2.1.1 Monthly Report on Issues Resolved/ Taken up:



This module facilitates the upload and management of the Monthly Report on Issues Resolved/Taken Up by the NAC. It serves as a repository for capturing significant classification, valuation, policy and assessment-related issues addressed by the NAC during the reporting period and communicated to the Board for information and further action, wherever required.

To access this functionality, click on the “**Monthly Report on Issues Resolved/Taken Up (Annexure-I)**” option (highlighted in Red in the adjacent image) available in the left-side navigation panel of the NAC Convenor Dashboard. Upon clicking, the **Monthly Performance Report (Annexure-I)** page given below shall be displayed.

Monthly Performance Report (Annexure 1)
NAC Unit Performance Analytics and Record Management

① Assessment Statistics Overview ➕ Create New Record

▼ Date Range Filter

From Period: January 2025 To Period: June 2026 Filter Records

SUMMARY REPORT Export Excel

SR.	ASSESSMENT CATEGORY	TAKEN UP	RESOLVED	REFERRED	PENDING
1	Valuation	1	0	1	1
2	Uniformity in Classification	0	0	1	1
3	Exemption benefit and compliance with import policy conditions	1	1	0	0
4	Restrictions & Prohibitions	0	0	0	0
5	Others	2	2	0	0

Steps for Accessing the Report already updated by the NAC Convenor:

- Select the desired **From Period** and **To Period**, and click “**Filter Records**” to view the report for the selected period.
- Upon applying the filter criteria, a category-wise summary of issues under the **Taken Up**, **Resolved**, **Referred**, and **Pending** columns is displayed for the selected period.
- Click on the numerical value displayed under any of the respective columns to view detailed issue records and associated supporting documents, wherever available.

Annexure-1: File Repository
Reviewing sectoral uploads for Taken up cases

▼ NAC Unit 8 | Category: Others | Period: January 2025 — June 2026 Adjust Filters

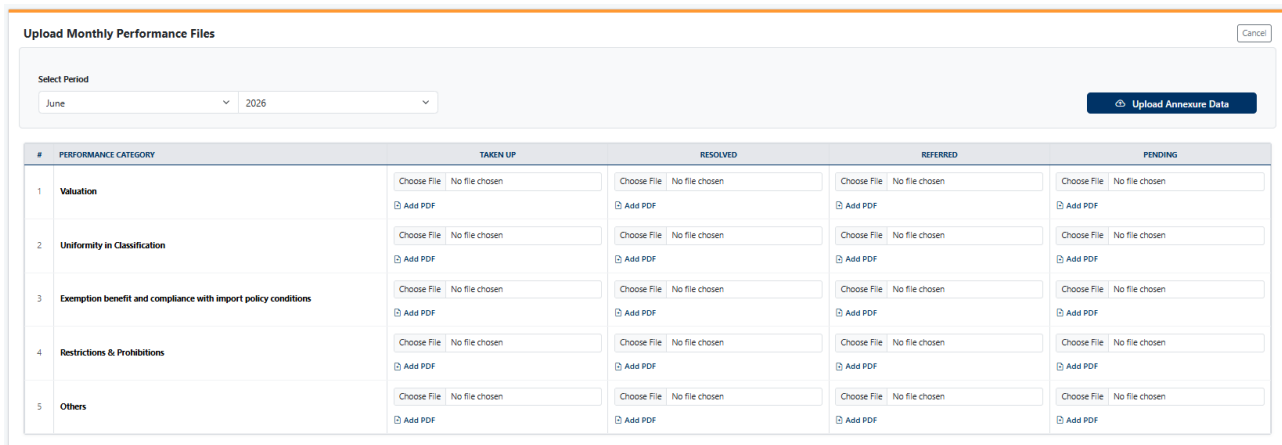
UPLOADED DOCUMENTS (2) Search CTH or File Name...

#	UNIT	MONTH/YEAR	CTH	FILE NAME	TIMESTAMP	ACTION
1	NAC 8	November 2025	N/A	BE recalled PAG to FAG.pdf	11 Feb 2026 11:34	Download
2	NAC 8	October 2025	N/A	IGST on MRO.pdf	11 Feb 2026 11:29	Download

- Upon clicking, a detailed issue repository page given above will open, providing information relating to the individual issues along with supporting documents and references uploaded in respect of the concerned cases, wherever available.

Steps to submit a new Record:

- To submit a new Monthly Performance Report (Annexure-I), click the  button available on the top-right corner of the Monthly Performance Report page. Upon clicking, the **Upload Monthly Performance Files** page given below will be displayed, allowing the NAC Convenor to upload issue-wise details and supporting documents for the selected reporting period.

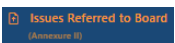


#	PERFORMANCE CATEGORY	TAKEN UP	RESOLVED	REFERRED	PENDING
1	Valuation	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF
2	Uniformity in Classification	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF
3	Exemption benefit and compliance with import policy conditions	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF
4	Restrictions & Prohibitions	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF
5	Others	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF	Choose File No file chosen Add PDF

- Select the **Month** and **Year** for which the report is to be submitted.
- Under each **Performance Category** (Valuation, Uniformity in Classification, Exemption Benefit & Compliance with Import Policy Conditions, Restrictions & Prohibitions, and Others), upload the relevant data files under the appropriate status columns (Taken Up, Resolved, Referred, and Pending).
- Where multiple documents are required for a particular category/status, click **“Add PDF”** to upload additional supporting documents.
- After uploading all required files, click **“Upload Annexure Data”** to submit and save the Monthly Performance Report for the selected period.

4.2.1.2 Issues Referred to the Board:

This module enables NAC Convenors to maintain and monitor issues referred to the Board for guidance, clarification, or policy-level intervention. It provides a consolidated record of all references made by the NAC along with their current status and supporting documents.

On the **NAC Convenor Dashboard**, click the  option available in the left-side navigation panel. The **Issues Referred to the Board (Annexure-II)** page given below will be displayed, showing the records submitted by the NAC.

Issues Referred to Board (Annexure 2)
Grouped Analysis of Board Correspondence

Data Management

Create New Record

Search & Filters

Search CTH, Wing, or Keywords...

Period Range

January 2020 to August 2026

Apply Filters

#	PERIOD	CTH	TYPE	DESCRIPTION / FILE INFO	WING	DOC
Valuation						
1	October 2025	-	content	Hurdles being faced by Indian ship-owners in respect of "First entry" processes and valuation aspect	OSD (Customs & EP)	View PDF
2	July 2025	-	attachment	PDF Document	N/A	-
Uniformity in Classification						
3	October 2025	CTH 9016/9027	attachment	PDF Document	Tariff unit	View PDF
4	July 2025	9027.1000/9031.	attachment	NOx sensors	N/A	View PDF
Exemption benefit and compliance with import policy conditions						
5	February 2026	8711 or 8714	attachment	Question of rate of IGST of e-vehicle as CKD/SKD or parts 8711 or 8714	N/A	View PDF
6	October 2025	-	content		N/A	-
7	July 2025	-	content		N/A	-
Restrictions & Prohibitions						
8	October 2025	-	content		N/A	-
9	July 2025	-	content		N/A	-
Others						

Step-by-Step Instructions for Accessing the Issues referred to the Board:

- Select the required **From Period** and **To Period**, and click **"Apply Filters"** to view records for the selected period.
- Use the **Search Bar** available at the top-right corner to search records using keywords, CTH numbers, Board Wings, or issue descriptions.
- Browse the records organized under assessment categories such as Valuation, Uniformity in Classification, Exemption Benefit and Compliance with Import Policy Conditions, Restrictions & Prohibitions, and Others.
- Review the details available under the columns Period, CTH, Type, Description/File Information, and Wing to identify the relevant issue.
- Click the **"View PDF"** button under the Doc column to open or download the supporting document associated with the selected record, wherever available.

Create New Record for Accessing the Issues referred to the Board:

To submit a new issue under Annexure-II, click the [Create New Record](#) button available on the top-right corner of the page. The issue submission form page below will be displayed:

Entry Form - Policy Matters

Period

June 2026

Save All Rows Cancel

CATEGORY	CTH	DETAILS	WING	DATE
Valuation		☒ Text ☐ PDF		dd-mm-yyyy
Uniformity in Classification		☒ Text ☐ PDF		dd-mm-yyyy
Exemption benefit and compliance with import policy conditions		☒ Text ☐ PDF		dd-mm-yyyy
Restrictions & Prohibitions		☒ Text ☐ PDF		dd-mm-yyyy
Others		☒ Text ☐ PDF		dd-mm-yyyy

Step-by-Step Instructions

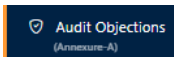
- Select the applicable **Month** and **Year** for the reporting period.

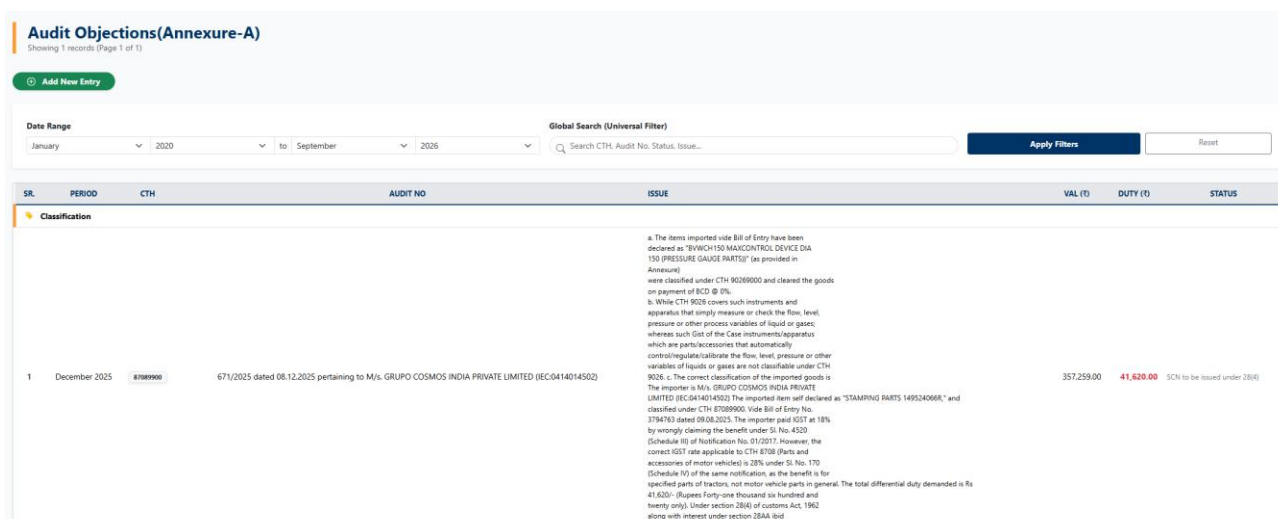
- Upload the relevant CTH, Customs Wing, Date, Issue details and supporting documents under the appropriate assessment category.
- After completing all required fields and uploads, click **“Save All Rows”** to save and submit the record.

4.2.1.3 Audit Objections (Annexure-A)

This module enables NAC Convenors to maintain and monitor audit objections pertaining to their respective NAC. It provides a consolidated repository of audit observations categorized by assessment area, along with details such as CTH, Audit Number, issue description, revenue implication, and current status.

Accessing the Module

- On the **NAC Convenor Dashboard**, click the  option available in the left-side navigation panel.
- The **Audit Objections Repository** page given below will be displayed.



Audit Objections(Annexure-A)
Showing 1 records (Page 1 of 1)

[Add New Entry](#)

Date Range: January 2020 to September 2026

Global Search (Universal Filter): Search CTH, Audit No, Status, Issue...

SR	PERIOD	CTH	AUDIT NO	ISSUE	VAL (₹)	DUTY (₹)	STATUS
1	December 2025	87089900	671/2025 dated 08.12.2025 pertaining to M/s. GRUPO COSMOS INDIA PRIVATE LIMITED (EC-0414014502)	a. The items imported vide Bill of Entry have been declared as "WINCH-150 MANCONTROL DEVICE DIA 150 (PRESSURE GAUGE PARTS)" (as provided in Annexure) b. While CTH 9028 covers such instruments and apparatus that simply measure or check the flow, level, pressure or other process variables of liquid or gases; whereas such Gist of the Case instruments/apparatus which are parts/accessories that automatically control/regulate/calibrate the flow, level, pressure or other variables of liquids or gases are not classifiable under CTH 9028. c. The correct classification of the imported goods is The importer is M/s. GRUPO COSMOS INDIA PRIVATE LIMITED (EC-0414014502) The imported item self declared as "STAMPING PARTS 1495240668," and classified under CTH 87089900. Vide Bill of Entry No. 3794763 dated 09.08.2025. The importer paid IGST at 18% by wrongly claiming the benefits under SI No. 4520 (Schedule III) of Notification No. 01/2017. However, the correct IGST rate applicable to CTH 8708 (Parts and accessories of motor vehicles) is 28% under SI No. 170 (Schedule IV) of the same notification, as the benefit is for specified parts of tractors, not motor vehicle parts in general. The total differential duty demanded is Rs 41,620/- (Rupees Forty-one thousand six hundred and twenty only). Under section 28A(4) of Customs Act, 1962 along with interest under section 28AA. Ibid	357,259.00	41,620.00	SCN to be issued under 28A(4)

Step-by-Step Instructions to access the existing records:

- Select the required **From Period** and **To Period**, and click **“Apply Filters”** to view records for the selected period.
- Use the **Global Search** field to search records using CTH, Audit Number, Status, or keywords related to the issue.
- Browse the records categorized under **Valuation, Classification, Exemption Benefit and Compliance with Import Policy Conditions, Restrictions and Prohibitions**, and **Any Other Category**.
- Review the details available under the columns **CTH, Audit Number, Issue, Value, Duty**, and **Status**.

Create New Audit Entry:

To create a new Audit Objection record, click the **“Add New Entry”** button available on the top-left corner of the repository page. Upon clicking, the **Create New Audit Entry** form given below will be displayed.

Create New Audit Entry

Month

Year

Port Code

Enter Port Code

Save All

CATEGORY	CTH	AUDIT NO	ISSUE	VAL	DUTY	STATUS
Valuation				0	0	
Classification				0	0	
Exemption benefit and compliance with import policy conditions				0	0	
Restrictions and Prohibitions				0	0	
Any other category				0	0	

Step-by-Step Instructions

- Select the applicable **Month** and **Year**, and enter the relevant **Port Code**.
- For each assessment category, enter the details relating to **CTH**, **Audit Number**, **Issue Description**, **Value (Val)**, **Duty**, and **Status**, as applicable.
- Repeat the process for all relevant categories requiring reporting during the selected period.
- After entering all details, click **“Save All”** to save and submit the Audit Objection record.

4.2.1.4 CAAR Rulings (Annexure-B)

This module enables NAC Convenors to maintain and access records of relevant rulings issued by the Customs Authority for Advance Rulings (CAAR). The repository serves as a centralized reference for classification, valuation, and other customs-related issues that may aid in ensuring uniformity in assessment practices across NACs.

Accessing the Module

- On the **NAC Convenor Dashboard**, click the  option available in the left-side navigation panel.
- The **CAAR Decisions Repository** page given below will be displayed.

CAAR Rulings(Annexure-B)

Central Authority for Advance Rulings - Tracking Dashboard

Add Record

Timeline Filter

January

2020

to

December

2025

Global Search

CTH, Order No, Port, or Keywords...

Apply Filter

Reset

#	PERIOD	PORT	CTH	ORDER NO.	ISSUE SUMMARY	FILE	VIS
Classification							
1	September 2025	INDIA	INDIA	CAAR/Mum/ARC/76/2025-26 dated 18.09.2025	Balloons made from latex rubber for festive seasons/party decoration are toy balloons and merit classification is CTH 95030020.	External View	
2	April 2024	INDIA	INDIA	CAAR/Mum/ARC/ 63 /2024 DATED 24.04.2024	Goods i.e. ECU (Electronic Control Units) used in the ABS (Anti-Lock Braking System) is classifiable under CTH 8708 and more particularly under sub-heading 87083000	External View	
3	April 2023	INDIA	INDIA	CAAR/CUS/APPL/77/2023 dt 23.4.24	Classification of Bronze cladding Panels	External View	
4	April 2020	INDIA	INDIA	KAR/AAAR/07/2019-20 DATED 10.01.2020	The filters supplied for railway applications have been classified under tariff heading 8421 instead of the correct classification under 8414.	External View	

Step-by-Step Instructions to access the existing records:

- Select the required **From Period** and **To Period**, and click **“Apply Filter”** to view records for the selected period.
- Use the **Global Search** field to search rulings using CTH, Order Number, Port Code, or relevant keywords.

- Review the details available under the columns **Period**, **Port**, **CTH**, **Order Number**, and **Issue Summary**.
- Click the **PDF icon** under the **File** column to open or download the complete CAAR ruling document.
- To add a new CAAR ruling entry, click the **“Add Record”** button available at the top-left corner of the page.

Create New CAAR Decisions Entry:

To create a new CAAR Decisions record, click the **“Add Record”** button available on the top-left corner of the repository page. Upon clicking, the **Add Record** form given below will be displayed.

New CAAR Decision Entry

Period

June
2026

Port Code

e.g. INBOM1

Save All Categories

Category	CTH	Order No.	Issue Summary	PDF Upload	Yes
Valuation				Choose File No file chosen	☒
Classification				Choose File No file chosen	☒
Any other category				Choose File No file chosen	☒

Step-by-Step Instructions to add a new record:

- Select the applicable **Month**, **Year** and **Port Code** for which the CAAR ruling is to be recorded.
- Enter the relevant details such as, **CTH**, **Order Number**, and **Issue Summary** in the designated fields.
- Upload the complete CAAR ruling document in PDF format using the **PDF Upload** option.
- Click **“Save All Categories”** to create and store the CAAR ruling record in the repository.

4.2.1.5 Legal Decisions (Annexure-C)

This module enables NAC Convenors to maintain and monitor Judicial and Quasi-Judicial Orders pertaining to issues relevant to the concerned NAC. The repository serves as a centralized database of important legal decisions categorized under various assessment-related subjects, thereby facilitating uniformity in assessment practices and providing ready reference for officers.

Accessing the Module

- On the NAC Convenor Dashboard,

Legal Decisions
(Annexure-C)

 click the option available in the left-side navigation panel.
- The Legal **Fora Cases Repository** page given below shall be displayed.

Legal Fora Cases(Annexure-C)						
Tracking Judicial Judgments						
Add Entry						
Period Range		Auto-Search				
January	2020	to	December	2026	Keywords...	Filter Reset
#	PERIOD	PORT	CTH	JUDGED BY	ORDER NO.	ISSUE
Classification						
1	August 2026	INBOM1	8708 and other	CESTAT	A / 11149 /2023 dt 10.05.2023	classification of import parts of vehicle imported for manufacture of motor vehicle under the specific heading of those components whereas the revenue is seeking to classify the same under the heading of 8708 as parts of the motor vehicle. Suzuki Motor Gujarat P Ltd Vs CC Ahmedabad by CESTAT Ahmedabad
2	April 2026	INBOM1	9027 8096 9018 90	Supreme Court (SC)	2164 OF 2026	Issue regarding correct Classification of Glucometers
3	August 2025	INBOM1	9032 or 8537	CESTAT	40800/2025 DT 07.08.2025	"Unit Assy - BCM" (B.C.M. - Body Control Module) , Mobis India Ltd.
4	February 2025	INBOM1	9027 8096 9018 90	CESTAT	86944 of 2023	Issue regarding correct classification og Glucometers.
Restrictions and Prohibitions						
5	October 2025	INDEL4	9019090	High Court (HC)	M/s Techsync W.P.(C) 3542/2025 dt 09.12.2025	misdeclaration of the imported products and that the same are prohibited products

Step-by-Step Instructions to access the previously existing records:

- Select the required Period Range by choosing the applicable From Month/Year and To Month/Year.
- Enter the relevant keyword, CTH, Order Number, Issue description, or Judicial Authority in the “Auto-Search” field.
- Click the **“Filter”** button to display records matching the selected criteria.
- Click the **“Reset”** button to clear the applied filters and restore the default view.
- Browse the records categorized under Valuation, Classification, Exemption Benefit and Compliance with Import Policy Conditions, Restrictions and Prohibitions, and Any Other Category, wherever applicable.
- Review the details available under the columns Period, Port, CTH, Judged By, Order No., and **Issue**.
- Click the  PDF icon available under the File column to open or download the corresponding Judicial or Quasi-Judicial Order document.

Step-by-Step Instructions to add a existing records:

To create a new Legal Fora Case record, click the  **Add Entry** button available on the top-left corner of the repository page. Upon clicking, the Entry Form page given below will be displayed.

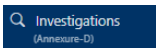
Entry Form					
Month	Year	Port	Bulk Save		
June	2026	INBOM1			
CATEGORY	CTH	JUDGED BY	ORDER NO.	ISSUE SUMMARY	PDF
Valuation		--Select--			Choose File No file chosen
Classification		--Select--			Choose File No file chosen
Exemption benefit and compliance with import policy conditions		--Select--			Choose File No file chosen
Restrictions and Prohibitions		--Select--			Choose File No file chosen
Any other category		--Select--			Choose File No file chosen

- Select the applicable Month, Year, and Port Code.
- Enter the relevant details under the applicable assessment category including CTH, Authority Judged By, Order Number, and Issue Summary.
- Upload the corresponding Judicial or Quasi-Judicial Order document in PDF format.
- After entering all required details, click **“Bulk Save”** to save and submit the record.

4.2.1.6 Investigations (Annexure-D)

This module enables NAC Convenors to maintain and monitor cases pertaining to investigations conducted by various investigating agencies. It provides a consolidated repository of investigation-related matters categorized under different assessment areas along with details such as CTH, Agency, Issue Summary, Revenue Implication, and current status.

Accessing the Module

- On the NAC Convenor Dashboard,  click the option available in the left-side navigation panel.
- The Investigating **Agency Cases Repository** page given below will be displayed.

Investigating Agency Cases(Annexure-D)
Specialized Investigation & Revenue Objection Database

[+ Add New Entry](#)

Timeline Filter: January 2020 to December 2025 | Global Auto-Search: Keywords, Agency, Issue, Port... [Refresh View](#) [Reset](#)

#	PERIOD	PORT	CTH	AGENCY	ISSUE SUMMARY	DUTY (₹)	PAID (₹)	STATUS
Classification								
1	December 2025	MUMBAI	9022 H99	DRI, Nellore	Re-classification of goods viz., Raycell M2 (Blood Irradiator) under CTH 9020 1000 with BCD 7.5%. However, the subject goods are X-ray machines falls under CTH 9022 1990 and further, SI No. 563A of Notification No. 50/2017. Customs clearly excludes X-ray machines. Accordingly, the correct payable BCD @13%.	2,627,349.00	0.00	Closure proceedings under Section 28(2) is under process
Any other category								
2	October 2025	MUMBAI (INDCOM)	84295100	SIB(I), MUMBAI-I	Anti-Dumping Duty (ADD) imposed under Notification No. 17/2023-Customs (ADD) dated 27.12.2023.	20,000,000.00	0.00	SCN Issued on 31-07-26

Step-by-Step Instructions to access the existing records:

- Select the required From Period and To Period, and click **“Refresh View”** to view records for the selected period.
- Use the Instant Auto-Search field to search records using keywords, agency name, CTH, or issue description.
- Browse the records categorized under Valuation, Classification, Exemption Benefit and Compliance with Import Policy Conditions, Restrictions and Prohibitions, and Any Other Category.
- Review the details available under the columns Period, Port, CTH, Agency, Issue Summary, Duty, Paid, and Status.
- Use the **“Reset”** button to clear the applied filters and restore the default view.

Create New Investigation Case Entry:

To create a new Investigation Case record, click the [+ Add Entry](#) button available on the top-left corner of the repository page. Upon clicking, the **New Case Entry** form given below will be displayed.

New Case Entry

Month

June

Year

2026

Port Code

e.g. INBOM1

Submit All Rows

CATEGORY	CTH	AGENCY	ISSUE INVOLVED	DUTY (₹)	PAID (₹)	STATUS
Valuation				0	0	
Classification				0	0	
Exemption benefit and compliance with import policy conditions				0	0	
Restrictions and Prohibitions				0	0	
Any other category				0	0	

Step-by-Step Instructions

- Select the applicable Month, Year, and enter the relevant Port Code.
- Enter the relevant details under the applicable assessment category including CTH, Agency, Issue Involved, Duty involved, Duty Paid, and Status of the investigation.
- After entering all required details, click **“Submit All Rows”** to save and submit the record.

4.2.1.7 Upload Minutes of Meetings

This module enables NAC Convenors to upload, maintain, and manage Minutes of Meetings (MoMs), presentations, and other meeting-related records of meetings conducted in the past pertaining to their respective NAC. The module serves as a centralized repository for storing meeting records and facilitating their retrieval for future reference.

Accessing the Module

On the NAC Convenor Dashboard, click the [Upload Minutes of Meetings](#) option available in the left-side navigation panel. Upon clicking, the **Meeting Management (MOM)** page given below will be displayed.

Meeting Management (MOM)

Showing 17 records | Page 1 of 2

Upload / Edit Meeting

Type of Meeting

Outreach Meetings

Description

Brief about meeting

Meeting Date

mm/dd/yyyy

Upload PPT ONLY (Max 5MB)

Choose File

No file chosen

Upload MOM PDF (Max 5MB)

Choose File

No file chosen

Public View

Clear

MEETING ACTIVITY DIRECTORY

Search meeting records...

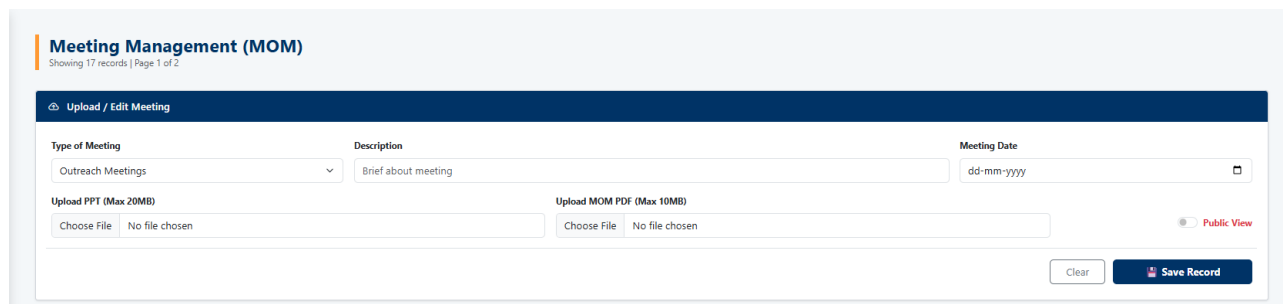
#	DESCRIPTION	DATE	TYPE	VISIBILITY	PPT	MOM	ACTION
1	Minutes of the Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through hybrid mode chaired by the NAC Convenor with Sectoral Associations, Trade members and Stakeholders on 29.07.2026 at 11:45 AM.	29-07-2026	Outreach Meetings	External	-		
2	Minutes of Outreach Programme NAC (Automobile and Instruments & Miscellaneous Products) by NAC Convenor on 29-01-2026 at 11:00AM. IGST on Electric vehicle in CKD/SKD condition, Classification of Glucometers, Uniformity in assessment of goods namely Sex To	29-01-2026	Outreach Meetings	External	-		
3	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 16.01.2026 at 11:00 AM CTH - 8711.	16-01-2026	Outreach Meetings	External	-		
4	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 31.12.2025 at 11:30 AM.	31-12-2025	Outreach Meetings	External	-		
5	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 26.11.2025 at 11:00 AM. CTH - 8711	26-11-2025	Outreach Meetings	External	-		
6	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 14.11.2025 at 11:30 AM CTH - 8711	14-11-2025	Outreach Meetings	External	-		
7	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 15.10.2025 at 11:00 AM. CTH-8711	15-10-2025	Outreach Meetings	External	-		
8	Minutes of Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through Hybrid Mode chaired by NAC Convenor with Sectoral Associations, Trade members and stakeholders on 15.10.2025 at 11:00 AM. CTH-8711	15-10-2025	Outreach Meetings	External	-		

Step-by-Step Instructions to access the existing records:

- Use the tab available on the top-right corner of the Meeting Activity Directory section to search meeting records using relevant keywords or descriptions.
- Review the details available under the columns Meeting Description, Date, Type, Visibility to trade, respective PPT and MOM.
- Click the respective document icon available under the PPT or MOM columns to open or download the file corresponding to that particular meeting, wherever available.
- Under the Action column, authorized users may use the  button to edit the existing meeting records and use the  button to delete the records respectively.

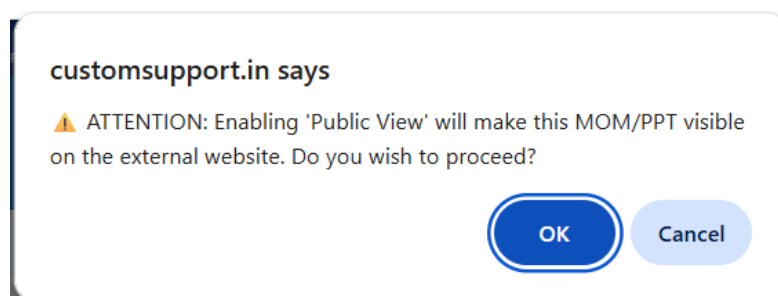
Create New Meeting Record:

To create a new Meeting Record, enter the required details in the **Upload / Edit Meeting** section available at the top of the page displayed below.



Step-by-Step Instructions to add a new record:

- Select the applicable **Type of Meeting** from the dropdown menu.
- Enter the **Meeting Description** and specify the **Meeting Date**.
- Upload the relevant Presentation (PPT only) and Minutes of Meeting (pdf only) documents, wherever applicable.
- To make the uploaded record visible on the Homepage of the NAC portal (available to all users), enable the  **Public View** option. Upon enabling the option, the confirmation message given below will be displayed.

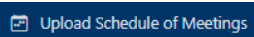


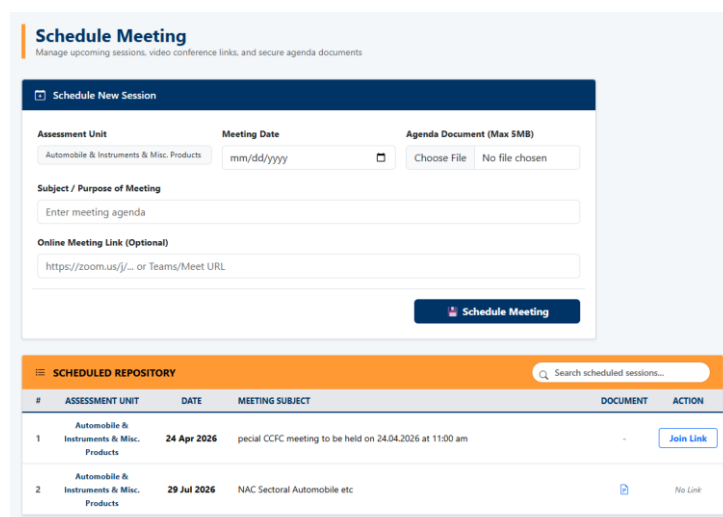
- Click **“OK”** to proceed with publishing the uploaded record on the external website or click **“Cancel”** to return to the Meeting Management page without enabling public visibility.
- After entering all required details, click  to save and submit the record.

4.2.1.8 Upload Schedule of meetings

This module enables NAC Convenors to schedule meetings and manage upcoming sessions pertaining to their respective NAC. The module facilitates creation of meeting schedules, recording of meeting subjects, and sharing of online meeting links for virtual participation by stakeholders and officers. These schedules and meeting links are also available at the Home Page of the NAC Portal for all users to have direct access to the meeting schedule and links.

Accessing the Module

- On the NAC Convenor Dashboard, click the  option available in the left-side navigation panel. Upon clicking, the **Schedule Meeting** page given below will be displayed.



#	ASSESSMENT UNIT	DATE	MEETING SUBJECT	DOCUMENT	ACTION
1	Automobile & Instruments & Misc. Products	24 Apr 2026	special CCFC meeting to be held on 24.04.2026 at 11:00 am	-	Join Link
2	Automobile & Instruments & Misc. Products	29 Jul 2026	NAC Sectoral Automobile etc		No Link

Step-by-Step Instructions to access the existing records:

- Review the details available in the **Scheduled Repository** section which displays details such as NAC Unit, Meeting Date, and Meeting Subject for all meetings which are already scheduled.
- Click the  button available under the Action column to have direct link access to the online meeting, wherever a meeting link has been provided.

Schedule New Meeting:

To schedule a new meeting, enter the required details in the  section available at the top of the page displayed below.

Schedule New Session

Assessment Unit

Meeting Date

Agenda Document (Max 5MB)

Automobile & Instruments & Misc. Products

mm/dd/yyyy

Choose File No file chosen

Subject / Purpose of Meeting

Enter meeting agenda

Online Meeting Link (Optional)

https://zoom.us/j/... or Teams/Meet URL

Schedule Meeting

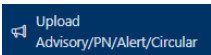
Step-by-Step Instructions to add a new record:

- Verify the **Assessment Unit** displayed by the system.
- Select the applicable **Meeting Date**.
- Enter the Subject / Purpose or Agenda of Meeting in the designated field.
- Enter the online meeting URL in the Online Meeting Link field, wherever applicable.
- After entering all required details, click “**Schedule Meeting**” to create and save the meeting schedule.

4.2.1.9 Upload Advisory/PN/Alert/ Circular

This module enables NAC Convenors to upload, maintain, and manage Advisories, Circulars, Public Notices, and other important communications pertaining to their respective NAC. The module serves as a centralized repository for dissemination and retrieval of notices and advisory documents.

Accessing the Module

On the NAC Convenor Dashboard, click the  option available in the left-side navigation panel. Upon clicking, the Advisory & Notice Management page given below will be displayed.

Advisory & Notice Management

Upload / Edit Advisory

Issued By

Type

Notice Number

Date

CBIC

Select

mm/dd/yyyy

Upload Document (PDF ONLY - Max 5MB)

Description

Choose File No file chosen

Save Advisory

Reset

Published Advisories / Notices

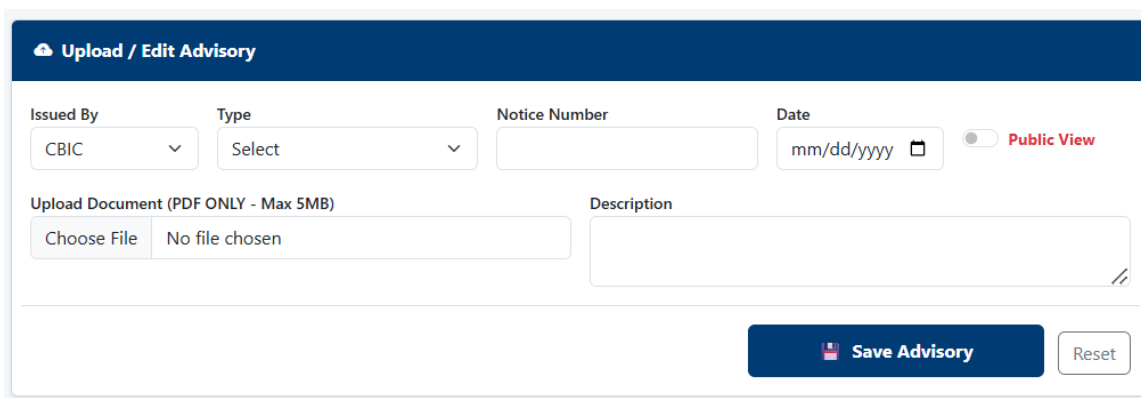
#	Issued By	Type	Number	Date	Visibility	Description	File	Action
1	CBIC	Public Notice	CUS/AG/PN/8/2021-A/G	18 Mar 2026	External	Standard Operating Procedure for Handling of Diverted Break Bulk Cargo for International Transshipment at Mumbai Port		
2	NAC	Advisory	CCCO/1092/2025-TECH	03 Oct 2025	External	Advisory with respect to issues viz. Requirement of CE Certificate & End use Bond for ships imported for breaking up		
3	NAC	Advisory	CCCO/1092/2025-TECH DT 03-10-2025	03 Oct 2025	External	Waiver of CE Certificate for ship for breaking-up NAC Automobile		
4	CBIC	Circular	13/2023-Cus	31 May 2025	External	Board Circular for Re-constitution of NAC		
5	CBIC	Circular	Circular No.40/2020-Customs	04 Sep 2020	External	All India roll-out of Faceless Assessment		

Step-by-Step Instructions to access the existing records:

- Review the records available in the **Published Advisories / Notices** section.
- The repository displays details such as Authority by which the Advisory/PN/Alert/ Circular has been issued, Type of document, Number of PN/Advisory or Circular, Date, Visibility (whether viewable to trade or not), and Description of the Advisory.
- Click the  icon available under the File column to open or download the corresponding document.
- Authorized users may edit  or delete  existing records using the options available under the **Action** column.

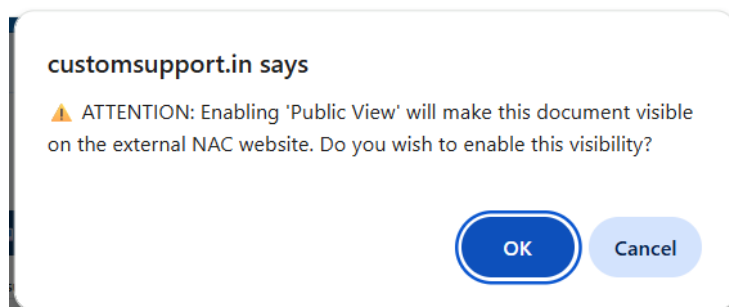
Create New Advisory / Notice Record:

To create a new Advisory or Notice record, enter the required details in the **Upload / Edit Advisory** section available at the top of the page as displayed below.



Step-by-Step Instructions to add a new record:

- Select the applicable **Issued By** authority and **Type** of document.
- Enter the **Notice Number**, **Date**, and **Description** in the designated fields.
- Upload the corresponding document in PDF format using the **Upload File (PDF)** option.
- To make the uploaded record visible on the NAC public portal Homepage (available to all users), enable the **Public View** option. Upon enabling the option, the confirmation message given below will be displayed.



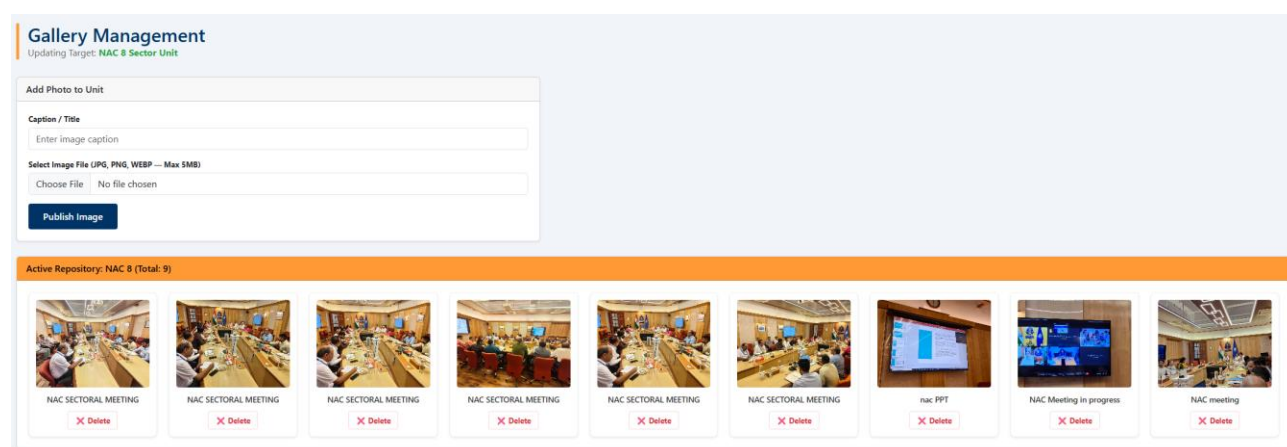
- Click **“OK”** to proceed with publishing the uploaded record on the external website or click **“Cancel”** to return to the page without enabling public visibility.
- After entering all required details, click **“Save Advisory”** to save and submit the record.

4.2.1.10 Update Gallery

This module enables NAC Convenors to upload, maintain, and manage photographs pertaining to NAC meetings, outreach programmes, conferences, and other official activities. The module serves as a centralized repository for displaying photographs and visual highlights associated with the respective NAC.

Accessing the Module

On the NAC Convenor Dashboard, click the  **Update Gallery** option available in the left-side navigation panel. Upon clicking the **Gallery Management** page given below will be displayed.



Step-by-Step Instructions to access the existing images:

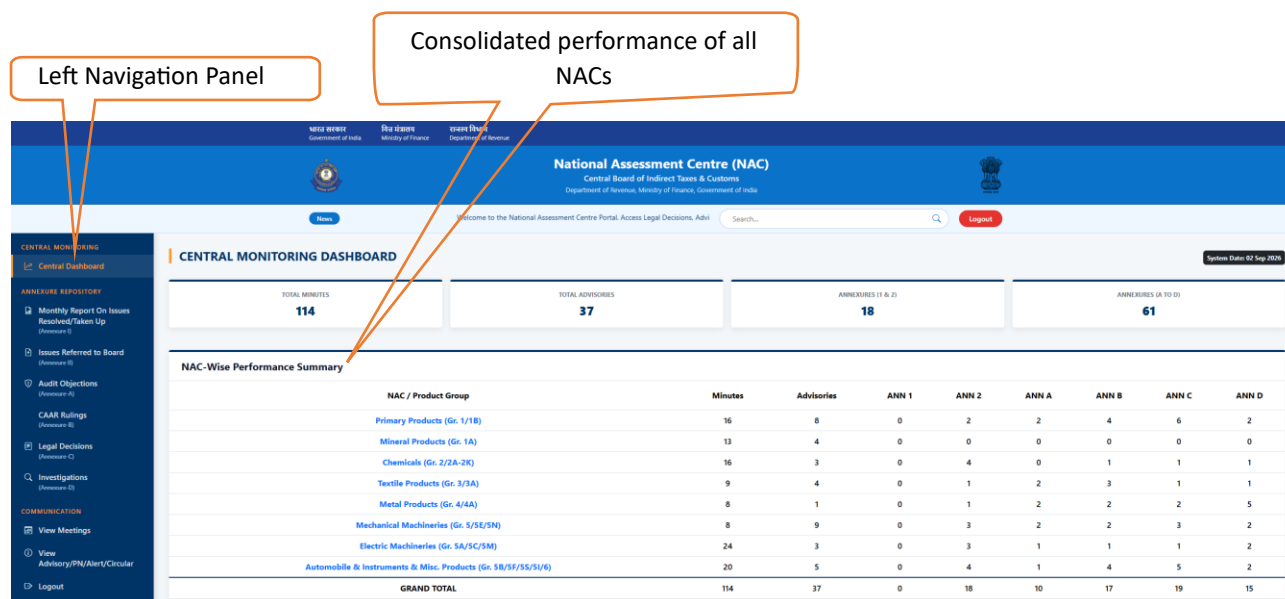
- Review the photographs available in the Active Repository section along with their respective captions.
- Authorized users may remove an existing photograph by clicking the  button available below the respective image.

Step-by-Step Instructions to add a new image:

- Enter the **Caption / Title** to be displayed with the image, select the required image file, and click **“Publish Image”**.
- The uploaded image will be displayed in the Active Repository section for the selected NAC.

4.3 Central User Dashboard (for CBIC)

Upon successful login, the CBIC Central User (Board) is redirected to the **NAC Central Monitoring Dashboard** given below, which serves as the primary interface for centralized monitoring of NAC-related activities across all National Assessment Centres. The dashboard provides consolidated repository statistics, NAC-wise performance summaries, and quick access to various monitoring and repository modules through the navigation panel. The features and functionalities available under each module are explained in detail in the subsequent sections of this User Manual.



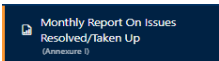
4.3.1 Functionalities of Central User Dashboard

The NAC Central User Dashboard comprises multiple modules designed to facilitate centralized monitoring and review of NAC-related activities at the Board level. The functionalities of these modules are explained in the following section.

4.3.1.1 Monthly Report on Issues Resolved/ Taken up

This module enables CBIC Central Users at the Board level to monitor and review Monthly Reports on Issues Resolved/Taken Up submitted by various National Assessment Centres (NACs). The module provides consolidated category-wise summaries and facilitates access to supporting documents uploaded by various NACs under Annexure-I.

Accessing the Module

- On the NAC Central User Dashboard, click the  option available in the left-side navigation panel. Upon clicking the Annexure-I – **Issues Summary View** page given below will be displayed.

Annexure 1 Issues Summary View					
FILTER PARAMETERS					
ASSESSMENT UNIT	FROM MONTH	FROM YEAR	TO MONTH	TO YEAR	
All Assessment Units	September	2026	September	2026	VIEW SUMMARY
CATEGORY-WISE PERFORMANCE (September 2026 - September 2026)					
#	ISSUE CATEGORY	TAKEN UP	RESOLVED	REFERRED	PENDING
1	Valuation	0	0	0	0
2	Uniformity in Classification	1	1	1	0
3	Exemption benefit and compliance with import policy conditions	0	0	0	0
4	Restrictions & Prohibitions	0	0	0	0
5	Others	2	0	0	0

Step-by-Step Instructions to access the existing records:

- Select the required NAC Jurisdiction and Period Range and Click **“View Summary”** to display the category-wise summary.
- Click the [Excel](#) tab to generate a printable version of the summary report.
- Click the corresponding numerical value under any category to view the supporting records uploaded by NACs.
- Upon clicking the numerical value, the page given below will be displayed.

ANNEXURE-1 REPOSITORY — TAKEN UP

BACK TO SUMMARY

CURRENT DATA FILTER

NAC: All Jurisdictions

Category: Others

Period: September 2024 — September 2026

Records Found: 10

DOCUMENT LISTING (TOTAL: 10)

PRINT LIST

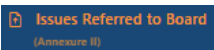
#	NAC	PERIOD	FILE NAME	UPLOADED ON	ACTION
1	NAC 5	September 2026	FFFAI_Representation_08_09_25.pdf	01-Sep-2026 14:45	OPEN PDF
2	NAC 5	September 2026	FFFAI_Repres_Apr_26.pdf	01-Sep-2026 14:43	OPEN PDF
3	NAC 5	June 2026	MAIL_FROM_SAMA_WITH_EXCEL_MERGED.pdf	01-Sep-2026 14:42	OPEN PDF
4	NAC 8	November 2025	BE recalled PAG to FAG.pdf	11-Feb-2026 11:34	OPEN PDF
5	NAC 8	October 2025	IGST on MRO.pdf	11-Feb-2026 11:29	OPEN PDF
6	NAC 2	September 2025	letter_to_DG_system_dated_190925.pdf	31-Aug-2026 07:17	OPEN PDF
7	NAC 4	August 2025	August_2025_1_.pdf	01-Sep-2026 11:57	OPEN PDF
8	NAC 5	July 2025	FFFAI_representation_30_7_25.pdf	01-Sep-2026 14:45	OPEN PDF
9	NAC 4	June 2025	Report_June_2025.pdf	01-Sep-2026 11:53	OPEN PDF
10	NAC 4	January 2025	January_2025_1_.pdf	01-Sep-2026 11:49	OPEN PDF

- Review the records displayed in the repository for the selected NAC, category, and period, along with details such as NAC, Period, File Name, and Uploaded On.
- Click the [OPEN PDF](#) button available under the **Action** column to view the corresponding document.
- Click the [BACK TO SUMMARY](#) tab available on the top right corner to return to the Annexure-I Summary View page.
- Click the [PRINT LIST](#) button to generate a printable version of the repository records.

4.3.1.2 Issues Referred to the Board:

This module enables CBIC Central Users at the Board level to monitor and review issues referred to the Board for guidance, clarification, or policy-level intervention by various National Assessment Centres (NACs). The module provides a consolidated repository of records along with supporting documents uploaded under Annexure-II.

Accessing the Module

On the NAC Central User Dashboard, click the  tab available in the left-side navigation panel. Upon clicking the **Annexure-II – Issues Referred to Board & Pending** page given below will be displayed.

Annexure 2 Issues Referred to Board & Pending

FILTER PARAMETERS

ASSESSMENT UNIT: All Assessment Units | MONTH: All Months | YEAR: All Years | **APPLY FILTERS** | **Reset**

RECORD DIRECTORY (Total: 10) | Search description... | **Excel**

#	ASSESSMENT UNIT	PERIOD	CATEGORY & DESCRIPTION	FILES
1	Mechanical Machineries	August 2026	Others	
2	Primary Products	August 2026	Uniformity in Classification	
3	Mechanical Machineries	August 2026	Uniformity in Classification	
4	Metal Products	August 2026	Restrictions & Prohibitions	
5	Textile Products	July 2026	Restrictions & Prohibitions	
6	Chemicals	June 2026	Uniformity in Classification	
7	Chemicals	June 2026	Restrictions & Prohibitions	
8	Chemicals	May 2026	Uniformity in Classification	
9	Chemicals	May 2026	Restrictions & Prohibitions	
10	Automobile & Instruments & Misc. Products	February 2026	Exemption benefit and compliance with import policy conditions	

Prev 1 2 Next

Step-by-Step Instructions to access the existing records:

- Select the required NAC Jurisdiction, Month, and Year, and click **“Apply Filters”** to display the records matching the selected criteria.
- Review the records displayed in the repository along with details such as NAC, Period, and Category & Description.
- Use the  tab to locate specific records and click the  button available under the Files column to view the corresponding supporting document.
- Click the  tab on the top right corner to export the displayed records or **“Reset”** to clear the applied filters.

4.3.1.3 Audit Objections (Annexure-A)

This module enables CBIC Central Users at the Board level to monitor and review Audit Objections reported by various National Assessment Centres (NACs). The module provides a consolidated repository of audit-related records along with details pertaining to issue category, audit number, assessable value, differential duty, payment status, and remarks.

Accessing the Module

On the NAC Central User Dashboard, click the **Audit Objections (Annexure-A)** tab available in the left-side navigation panel. Upon clicking the **Annexure-A – Audit Objections (C&AG) Monitoring** page given below will be displayed.

Annexure A – Audit Objections (C&AG) Monitoring

FILTER PARAMETERS

ASSESSMENT UNIT: All Assessment Units MONTH: All Months YEAR: All Years **APPLY FILTERS** **Reset**

RECORD DIRECTORY (Total: 10)

#	ASSESSMENT UNIT	PERIOD	CATEGORY & AUDIT NO.	ISSUE INVOLVED	ASSESSABLE VALUE (₹)	DIFF. DUTY (₹)	PAYMENT (₹)	COMMENTS
1	Textile Products	August 2026	Any other category Audit No: T3A2VQ/1084789	Non levy of ADC	95.11	18.52	0.00	—
2	Electric Machines	July 2026	Classification Audit No: AUDIT REPORT No. RA-AR-28-2951	AC/DC ADAPTOR MODEL NO: DM250-2401000-F	0.00	0.00	0.00	—
3	Textile Products	February 2026	Any other category Audit No: 18/CBS-23951346	Non levy of ADC	43.33	10.88	0.00	—
4	Metal Products	February 2026	Classification Audit No: NIL	—	0.00	0.00	0.00	—
5	Metal Products	February 2026	Any other category Audit No: NIL	—	0.00	0.00	0.00	—
6	Automobile & Instruments & Misc. Products	December 2025	Classification Audit No: 471/2025 dated 08.12.2025 pertaining to M/s. GRUPO COSMOS INDIA PRIVATE LIMITED (B2C5474014382)	a. The items imported vide Bill of Entry have been declared as "TEWCH150 MAXICONTROL DEVICE DIA150 (PRESSURE GAUGE PARTS)" (as provided in Annexure-2).	357,259.00	41,620.00	0.00	—
7	Primary Products	February 2025	Classification Audit No: 78/MIBD No. 36 Dated: 14-02-2025, OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), CHENNAI	Short payment of duty due to misclassification of Quick Lime in CTH25210000 (BCD 5% KST 5%) by the importer M/s. Horizon Commodities. The imported goods.	122,496,321.00	20,809,296.00	0.00	—
8	Primary Products	January 2025	Any other category Audit No: FNO/GEN/ADT/PC/A/12/2025-ADT- CUG- COMAR- CUG dated 08.07.2025	During Post Clearance Audit of the Bills of Entry/690328/6905366/6911237/6912842/6910918/6913323ak.27.11.2024, filed by the importer M/s. ECOM Agro.	0.00	0.00	0.00	—
9	Mechanical Machines	April 2021	Exemption benefit and compliance with import policy conditions Audit No: 18-07-2021	Short levy of KST on imports of Machinery and mechanical appliances having individual functions	75,100,000.00	4,849,000.00	0.00	—
10	Mechanical Machines	April 2021	Classification Audit No: 18-07-2021	Ball bearings mis-classified as parts of helicopters and aeroplanes under 8803 instead of correct CTH 8407	78,700,000.00	10,500,000.00	0.00	—

Step-by-Step Instructions to access the existing records:

- Select the required NAC Jurisdiction, Month, and Year, and click “Apply Filters” to display the records matching the selected criteria.
- Review the records displayed in the repository along with details such as NAC, Period, Category & Audit No., Issue Involved, Assessable Value, Differential Duty, Payment, and Comments.
- Use the **Search Bar** to locate specific records using the issue description or audit number.
- Click **Excel** to export the displayed records or “Reset” to clear the applied filters.

4.3.1.4 CAAR Rulings (Annexure-B)

This module enables CBIC Central Users at the Board level to monitor and review Customs Authority for Advance Rulings (CAAR) orders uploaded by various National Assessment Centres (NACs). The module provides a consolidated repository of CAAR rulings along with details pertaining to category, order number, CTH, issue involved, and current status.

Accessing the Module

On the NAC Central User Dashboard, click the “**CAAR Rulings (Annexure-B)**” option available in the left-side navigation panel. The **Annexure-B – CAAR Advance Rulings Monitoring** page given below will be displayed.

Annexure B — CAAR Advance Rulings Monitoring

Y

FILTER PARAMETERS

ASSESSMENT UNIT

All Assessment Units

▼

MONTH

All Months

▼

YEAR

All Years

▼

APPLY FILTERS

Reset

10

RECORD DIRECTORY (Total: 17)

Search Order # or Issue...

Exst

#	ASSESSMENT UNIT	PORT	PERIOD	CATEGORY & ORDER NO.	CTH	ISSUE INVOLVED	CURRENT STATUS	PDF
1	Mechanical Machineries	INMAA1	September 2026	Classification Order: CAAR/Mum/ARC/23/0024-27	84561100	Notification No. 15/2023-Customs (ADO) dated 22.12.2023 is applicable for leviability of Anti-Dumping duty for the product of - Laser Engraving Mac...	—	PDF
2	Chemicals	INNSA1	August 2026	Classification Order: CAAR/Mum/ARC/137/2025-26 dated 08/07/2025	3402	Classification of CO2 Sustain a Non ionic Organic Surface Active Agent under Sub Heading 34024200	—	PDF
3	Textile Products	INDEL4	August 2026	Classification Order: CAAR/Del/Tyoda Tsusho/06/2025-27	54076190	The Applicant imports a uniform grade of Polyethylene Terephthalate (PET) woven fabric coated with silicone, commonly referred to as Coated Polyester...	—	PDF
4	Mechanical Machineries	INBLR4	June 2026	Classification Order: CAAR/Mum/ARC/18/0024-27	84733020	Classification of CKD kits of Motherboard under 8473	—	PDF
5	Textile Products	INBOM1	January 2026	Classification Order: C AAR/Mum/ARC/141, 142/2025-26 dated 27/3/1/2025	6815	Carbon Pultruded Plates	—	PDF
6	Automobile & Instruments & Misc. Products	INNSA1	September 2025	Classification Order: CAAR/Mum/ARC/78/2025-26 dated 18/09/2025	95030020	Balloons made from latex rubber for festive seasons/party decoration are toy balloons and merit classification is CTH 95030020.	—	PDF
7	Primary Products	INNSA1	August 2025	Classification Order: CAAR/Mum/ARC/6084/1/2025-28	20081910	Classification of roasted cashew nut	—	PDF
8	Primary Products	INNSA1	July 2025	Classification Order: CAAR/Mum/ARC/41/2025-28	23091000	Classification of dog and cat feed	—	PDF
9	Metal Products	INNSA1	May 2025	Classification Order: CAAR/Mum/ARC/22/2025-26 dated 30/05/2025	7160	Whether Aluminium Formwork (imported in sets, with or without accessories) used to mould and support wet concrete on construction sites	—	PDF
10	Electric Machineries	INMAA4	May 2025	Classification Order: CAAR/Del/Apna/06/0025	85045090	Ferrite Beads	—	PDF

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Step-by-Step Instructions to access the existing records:

- Select the required NAC Jurisdiction, Month, and Year, and click “Apply Filters” to display the records matching the selected criteria.
- Review the records displayed in the repository along with details such as NAC, Port, Period, Category & Order No., CTH, Issue Involved, and Current Status.
- Use the Search Bar to locate specific records using the order number or issue description.
- Click the PDF button available under the PDF column to view the corresponding ruling document.
- Click  to export the displayed records or “Reset” to clear the applied filters.

4.3.1.5 Legal Decisions (Annexure-C)

This module enables CBIC Central Users at the Board level to monitor and review Judicial and Quasi-Judicial Orders uploaded by various National Assessment Centres (NACs). The module provides a consolidated repository of legal decisions along with details pertaining to category, order/judgement number, issue involved, and current status.

Accessing the Module

On the NAC Central User Dashboard, click the “**Legal Decisions (Annexure-C)**” option available in the left-side navigation panel. The **Annexure-C – Cases from Legal Fora Monitoring** page given below will be displayed.

Annexure C – Cases from Legal Fora Monitoring

FILTER PARAMETERS

ASSESSMENT UNIT: All Assessment Units MONTH: All Months YEAR: All Years **APPLY FILTERS** **Reset**

RECORD DIRECTORY (Total: 19) **Excel**

#	ASSESSMENT UNIT	PORT	PERIOD	CATEGORY & ORDER/JUDGEMENT	ISSUE INVOLVED	STATUS	PDF
1	Mechanical Machineries	INBLR4	September 2026	Classification No: 21435 of 2023	CESAT Order in the matter of Enterprise Software Solutions Lab Vs The Commissioner of Customs, City Customs- Bangalore for classification of 'Preg...	---	PDF
2	Primary Products	LUDHANA	August 2026	Classification No: CMP No. 17963 of 2023 (OSAM) & two connected cases	Whether imported area nuts declared as "roasted area nuts" could be treated by Customs as "dried area nuts" on the basis of CRCL test reports, t...	---	PDF
3	Chemicals	INBGA1	August 2026	Restrictions and Prohibitions No: Common Order for W.P.No.28261, 28278 & 28286 of 2026 dtd 27.07.2026	Provisional/Provisional Assessment of Flexible Statstock Polyol and Poly Vinyl Chloride	---	PDF
4	Automobile & Instruments & Misc. Products	INBOM1	August 2026	Classification No: A / 11149 /2023 dt 10.05.2023	classification of import parts of vehicle imported for manufacture of motor vehicle under the specific heading of those components whereas the rev...	---	PDF
5	Textile Products	INBOM1	April 2026	Classification No: 85580/2026 dt 27.04.2026	declared marble department contested M/s Gamco International	---	PDF
6	Automobile & Instruments & Misc. Products	INBOM1	April 2026	Classification No: 2184 OF 2026	Issue regarding correct Classification of Glucometers	---	PDF
7	Metal Products	INBUN1	December 2025	Exemption benefit and compliance with import policy conditions No: Final Order No: 85085-85087/2026	The Tribunal set aside the reclassification, valuation rejection, and confiscation of imported drapery tubes/curtain accessories. It held that Chap...	---	PDF
8	Electric Machineries	INMAA4	November 2025	Valuation No: F.O. 41324-41330/2025	Non-inclusion of royalty and license fee (paid by Xiaomi India under exclusive agreements with IPR holder) to the assessable value of the goods im...	---	PDF
9	Primary Products	INMAA1	October 2025	Classification No: W.P.No.36557 of 2025	Classification of Roasted Area Nuts	---	PDF
10	Automobile & Instruments & Misc. Products	INDEL4	October 2025	Restrictions and Prohibitions No: M/s Techsync W.P.(C) 3542/2025 dt 09.12.2025	misdeclaration of the imported productand that the same are prohibited products	---	PDF

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Step-by-Step Instructions to access the existing records:

- Select the required NAC Jurisdiction, Month, and Year, and click “Apply Filters” to display the records matching the selected criteria.
- Review the records displayed in the repository along with details such as NAC, Port, Period, Category & Order/Judgement, Issue Involved, and Status.
- Use the Search Bar to locate specific records using the order number, judgement details, or issue description.
- Click the PDF button available under the PDF column to view the corresponding supporting document.
- Click  to export the displayed records or “Reset” to clear the applied filters.

4.3.1.6 Investigations (Annexure-D)

This module enables CBIC Central Users at the Board level to monitor and review investigation-related cases reported by various National Assessment Centres (NACs). The module provides a consolidated repository of records pertaining to investigations conducted by different agencies along with details relating to issue involved, revenue implication, payment status, and current status of the case.

Accessing the Module

On the NAC Central User Dashboard, click the “**Investigations (Annexure-D)**” option available in the left-side navigation panel. The **Annexure-D – Investigating Agencies Monitoring** page given below will be displayed.

Annexure D – Investigating Agencies Monitoring

FILTER PARAMETERS

ASSESSMENT UNIT: All Assessment Units MONTH: All Months YEAR: All Years **APPLY FILTERS** **Reset**

RECORD DIRECTORY (Total: 15) **Excel**

#	ASSESSMENT UNIT	PORT	PERIOD	CATEGORY & AGENCY	ISSUE INVOLVED	ASSESSABLE VALUE (₹)	DIFF. DUTY (₹)	PAYMENT (₹)	STATUS
1	Mechanical Machineries	IND044	August 2026	Classification Agency: DRI	Misclassification of Network Interface Card under CTH 8473 instead of correct CTH 8517	0.00	40,894,648.00	40,894,678.00	DUTY RECOVERED
2	Electric Machineries	IND6A1	July 2026	Exemption benefit and compliance with import policy conditions Agency: DRI, Mumbai Zonal Unit	eligibility of BCD exemption under S.I. Nos. 509 and 511 of Notification No. 50/2017-Customs dated 30.06.2017 and S.I. Nos. 292 and 294 of Notification...	0.00	0.00	0.00	DRI has sought certification from the Board
3	Chemicals	IND6A1	June 2026	Exemption benefit and compliance with import policy conditions Agency: DRI, ACC (IMPORT) DELHI	DRUGS/C3/ENG-19/2026/HARMONY/884 Import of Urea under description "Technical Grade Urea- for Industrial use" under HSN 3102 1300 while actual...	0.00	5,086,344.00	8,681,821.00	IMPORTER REQUESTED FOR CLOSURE OF CASE U/S 28(6) OF CA, 1962
4	Textile Products	IND6L4	June 2026	Classification Agency: SBL, ACC (IMPORT) DELHI	Misclassification of goods under CTH 71131919 in place of correct CTH 71131913 which are Restricted in terms of DGFT NN 17/2024 dated 11.06.2024.	0.00	0.00	0.00	Adjudicated vide OIO No. 35/2026-27/ACC-Import dated 28.07.2026. Goods re-exported back to origin on payment of RP and Penalty.
5	Primary Products	INDC01	May 2026	Classification Agency: Approving Group I, Kolkata Customs Port Commissionerate	Misclassification of imported Rotik Juers beverages under CTH 23029020 as Fruit juice based drinks instead of CTH 2302 1010 as aerated/carbonated water	0.00	642,451.00	0.00	SCN issued.
6	Primary Products	INDC01	March 2026	Classification Agency: DRI-HQ	Misclassification of vitamins as raw material for animal feeds	0.00	45,802,497.00	6,000,000.00	SCN ISSUED. ADJUDICATION UNDER PROCESS.
7	Metal Products	—	December 2025	Valuation Agency: NIL	—	0.00	0.00	0.00	—
8	Metal Products	—	December 2025	Classification Agency: NIL	—	0.00	0.00	0.00	—
9	Metal Products	—	December 2025	Exemption benefit and compliance with import policy conditions Agency: NIL	—	0.00	0.00	0.00	—
10	Metal Products	—	December 2025	Restrictions and Prohibitions Agency: NIL	—	0.00	0.00	0.00	—

Step-by-Step Instructions to access the existing records:

- Select the required NAC Jurisdiction, Month, and Year, and click “Apply Filters” to display the records matching the selected criteria.
- Review the records displayed in the repository along with details such as NAC, Port, Period, Category & Agency, Issue Involved, Assessable Value, Differential Duty, Payment, and Status.
- Use the Search Bar to locate specific records using the agency name or issue description.
- Click  to export the displayed records or “Reset” to clear the applied filters.

4.3.1.7 View Meetings

This module enables Central Users to monitor and review Minutes of Meetings (MoMs) uploaded by various National Assessment Centres (NACs). The module provides a consolidated repository of meeting records along with details relating to meeting description, meeting type, date, and supporting documents.

Accessing the Module

On the NAC Central User Dashboard, click the “**View Meetings**” option available in the left-side navigation panel. The **Minutes of Meetings (MOM) – Central Monitoring** page given below will be displayed.

Minutes of Meetings (MOM) — Central Monitoring				
FILTER PARAMETERS				
ASSESSMENT UNIT	MEETING TYPE	FROM DATE	TO DATE	
All Assessment Units	All Types	mm/dd/yyyy	mm/dd/yyyy	APPLY FILTERS Reset
RECORD DIRECTORY (Total: 114)				
SR. NO.	MEETING DESCRIPTION	HELD ON	TYPE	REPOSITORY FILES
1	NAC meeting Mechanical Machineries Monitoring	21-Aug-2026	Performance Review	MOM
2	Minutes of meeting - August 2026 Electric Machineries Monitoring	19-Aug-2026	Performance Review	MOM
3	Sectoral Associations of the Electrical Machinery - AP & ACC, Bengaluru Electric Machineries Monitoring	13-Aug-2026	Outreach Meetings	MOM
4	Record of Discussion of NAC Chemicals with Industry Associations Chemicals Monitoring	12-Aug-2026	Outreach Meetings	MOM
5	MEETING OF NAC 4 & 4A (METAL PRODUCTS) - PERIODIC CONSULTATION WITH SECTORAL ASSOCIATIONS CONVENED BY THE CONVENOR OF GROUP 4 & 4A (METAL PRODUCTS) / CHIEF COMMISSIONER OF CUSTOMS, AHMEDABAD ZONE Metal Products Monitoring	10-Aug-2026	Outreach Meetings	MOM
6	MINUTES OF THE MEETING OF NAC ON PRIMARY PRODUCTS HELD ON 04.08.2026 AT 11:30 AM Primary Products Monitoring	04-Aug-2026	Performance Review	MOM
7	Minutes of CCFC meeting dated 04082026 Primary Products Monitoring	04-Aug-2026	Outreach Meetings	MOM
8	Minutes of the Outreach Programme conducted by NAC (Automobile and Instruments & Miscellaneous Products) through hybrid mode chaired by the NAC Convenor with Sectoral Associations, Trade members and Stakeholders on 29.07.2026 at 11:45 AM. Automobile & Instruments & Misc. Products Monitoring	29-Jul-2026	Outreach Meetings	MOM
9	Minutes of meeting - July 2026 Electric Machineries Monitoring	24-Jul-2026	Performance Review	MOM
10	Record of Discussion of NAC Chemicals with FAGs and trade associations Chemicals Monitoring	23-Jul-2026	Outreach Meetings	MOM

Step-by-Step Instructions to access the existing records:

- Select the required NAC, Meeting Type, From Date, and To Date, and click **“Apply Filters”** to display the records matching the selected criteria.
- Review the records displayed in the repository along with details such as Meeting Description, Held On, and Type.
- Use the Search Bar to locate specific meeting records using relevant keywords or descriptions.
- Click the **“MOM”** button available under the Repository Files column to view the corresponding Minutes of Meeting document.
- Click to export the displayed records or **“Reset”** to clear the applied filters.

4.3.1.8 View Advisory/PN/Alert/ Circular

This module enables CBIC Central Users at the Board level to monitor and review Advisories, Circulars, Public Notices, and other communications uploaded by various National Assessment Centres (NACs). The module provides a consolidated repository of notices along with their category, reference details, date of issue, and supporting documents.

Accessing the Module

On the NAC Central User Dashboard, click the **“View Advisory/PN/Alert/Circular”** option available in the left-side navigation panel. The **Advisories / Notices Repository** page given below will be displayed.

Advisory / Public Notice — Central Monitoring				
FILTER RECORDS				
ASSESSMENT UNIT	CATEGORY	FROM DATE	TO DATE	
All Assessment Units	All Types	mm/dd/yyyy	mm/dd/yyyy	
				APPLY FILTERS Reset
RECORD DIRECTORY (Total: 37)				
Search notice or description...				
Excel				
SR. NO.	NOTICE DESCRIPTION	DATED	TYPE	REPOSITORY FILE
1	Modalities for payment of exempted GST at the time of import of Raw Sugar actually imported under Advance Authorisation (AA) Scheme to be converted into Tariff Rate Quota (TRQ) Scheme – Reg. <i>Primary Products Ref: Circular No. 33/2026-Cus</i>	27-Aug-2026	Circular	PDF
2	Constitution of Committee for examination of the issue raised by SAMA regarding alleged mis-declaration of Tinned Copper Interconnect ("PV Ribbon") imported from China under CTH 7409 31 00 for availing APTA concessional duty benefits <i>Metal Products Ref: OFFICE ORDER</i>	12-Aug-2026	Advisory	PDF
3	Advisory to all F&Bs regarding Inclusion of Natural Camphor and other new items in the Schedule to the Insecticides Act, 1968 <i>Chemicals Ref: CUS/AG/CCO/19/2023-A/MSJ-Cus Comm- CUS-Nhsua Shewa-I</i>	30-Jul-2026	Advisory	PDF
4	Advisory on Examination of consignments under CTH 4801 (Newsprint) in view of DRI Alert Circular No. 19/2015-CI dated 18.09.2015 <i>Chemicals Ref: GEN/3262/2023-Office Of Comm-Cus-Nhsua Shewa-I-Part(II)</i>	07-May-2026	Advisory	PDF
5	Alert in respect of Under Valuation in imports of Glass Beads (Pile/Cylindrical) from China <i>Textile Products Ref: Dated: 07/04/2026</i>	07-Apr-2026	Alert	PDF
6	Standard Operating Procedure for Handling of Diverted Break Bulk Cargo for International Transshipment at Mumbai Port <i>Automobile & Instruments & Misc. Products Ref: CUS/AG/PM/6/2021-A/MS</i>	18-Mar-2026	Public Notice	PDF
7	Advisory for Trade regarding Revision of Entries post clearance under section 18A of the Customs Act,1962 <i>Mechanical Machines Ref: -</i>	15-Dec-2025	Advisory	PDF
8	Streamlining and Expediting Assessment in Faceless Assessment Groups <i>Electric Machines Ref: PN 16/2025</i>	17-Oct-2025	Public Notice	PDF
9	Waiver of CE Certificate for ship for breaking up NAC Automobile <i>Automobile & Instruments & Misc. Products Ref: CCOG/190/2023-TECH DT 03-10-2025</i>	03-Oct-2025	Advisory	PDF
10	Advisory with respect to issues viz. Requirement of CE Certificate & End use Bond for ships imported for breaking up <i>Automobile & Instruments & Misc. Products Ref: CCOG/190/2023-TECH</i>	03-Oct-2025	Advisory	PDF

Step-by-Step Instructions to access the existing records:

- Select the required **NAC Jurisdiction**, **Category**, **From Date**, and **To Date**, and click **“Apply Filters”** to display the records matching the selected criteria.
- Review the records displayed in the repository along with details such as **Notice Description**, **Date**, and **Type**.
- Use the **Search Bar** to locate specific records using relevant keywords or descriptions.
- Click the **PDF** button available under the Repository Files column to view and download the corresponding document.
- Click to  export the displayed records or **“Reset”** to clear the applied filters.

4.4 Admin User Dashboard

Upon successful login, the Admin User is redirected to the **Admin Dashboard** given below, which serves as the primary interface for administration and monitoring of activities available on the Portal. The dashboard provides a consolidated overview of advisories, meetings, upcoming events, and recent activities, while also facilitating access to various administrative modules through the navigation panel. The features and functionalities available under each module are explained in detail in the subsequent sections of this User Manual.

Dashboard Monitoring
Performance Overview — NAC Unit 0

ADVISORIES
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MEETINGS
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UPCOMING
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Recent Activity Totak 13

[All Records](#) [Today](#) [Scheduled](#)

NAC Unit	Date	Agenda / Subject	Link	raw_date
NAC3	23-09-2026	Meeting of NAC with Trade and FAGs Commissioner-NS-I & NAC	N/A	2026-09-23
NAC3	09-09-2026	Meeting of NAC with chemical associations Commissioner-NS-I & NAC	N/A	2026-09-09
NAC6	28-08-2026	Sectoral Meeting NAC Mechanical Machinery CTH 84 and 85 details to be shared in due course	N/A	2026-08-28
NAC7	28-08-2026	Sectoral Outreach Meeting with stakeholders of NAC Machineries on 28.08.2026 at 03:00 PM	Open Link	2026-08-28
NAC5	10-08-2026	Representations received from the Solar Ancillary Manufacturers Association (SAMA) regarding continued import of non-BIS certified Solar Aluminium Frames under the QICD on IS 1285/IS 733 (HSN 78)	Open Link	2026-08-10
NAC1	04-08-2026	NAC Meeting on Primary Products (FAG-1/1B)	N/A	2026-08-04
NAC8	29-07-2026	NAC Sectoral Automobile etc	N/A	2026-07-29
NAC4	10-06-2026	NAC Meeting dated 10.06.2026	N/A	2026-06-10
NAC5	25-05-2026	Federation of Freight Forwarders Association in India (FFFA) regarding value enhanced without giving any query or a chance to be heard - BoE no.8886274 Dt 25.04.2026	Open Link	2026-05-25
NAC4	20-05-2026	CCFC MEETING	N/A	2026-05-20
NAC8	24-04-2026	pecial CCFC meeting to be held on 24.04.2026 at 11:00 am	Open Link	2026-04-24
NAC4	05-03-2026	CCFC MEETING DATED 05.03.2026	N/A	2026-03-05
NAC4	22-01-2026	NAC Meeting dated 22.01.2026	N/A	2026-01-22

4.4.1 Functionalities of Admin Dashboard

The Admin Dashboard comprises multiple modules designed to facilitate administration, monitoring, and management of activities available on the Portal. The functionalities available under each module are explained below.

4.4.1.1 User Management

This module enables the Admin User to create, modify, and manage user accounts on the Portal. The module provides facilities for assigning user roles, mapping users to the appropriate NAC or Commissionerate, and controlling account status.

Accessing the Module

On the Admin Dashboard, click the **“User Management”** option available in the navigation panel. The User Management page given below will be displayed.

User Management						
Superadmin Control Panel						
Add New Officer						
#	Name / Designation	User ID (Login)	Role	Jurisdiction	Status	Action
1	Chennai Customs Deputy Commissioner	ccfgtfc@chennai	Create user	Chennai	Active	Edit Delete
2	Ahmedabad Customs Deputy Commissioner	ccfgtfc@ahmedabad	Create user	Ahmedabad	Active	Edit Delete
3	Delhi CUSTOMS Deputy Commissioner	ccfgtfc@delhi	Create user	Delhi	Active	Edit Delete
4	Mumbai ZONE-III Deputy Commissioner	ccfgtfc@mum-III	Create user	Mumbai-III	Active	Edit Delete
5	Mumbai ZONE-II Deputy Commissioner	ccfgtfc@mum-II	Create user	Mumbai-II	Active	Edit Delete
6	Bhuvnesh Kumar	ccfgtfc@mum-I	Create user	Mumbai-I	Active	Edit Delete
7	METAL PRODUCTS Deputy Commissioner	metalproducts@gov.in	Create user	NAC 5	Active	Edit Delete
8	CBIC BOARD Deputy Commissioner	central@nac.gov	Create user	All NACs	Active	Edit Delete
9	ELECTRIC MACHINERIES Deputy Commissioner	electricmachineries@gov.in	Create user	NAC 7	Active	Edit Delete
10	MECHANICAL MACHINERIES Deputy Commissioner	mechanicalmachineries@gov.in	Create user	NAC 6	Active	Edit Delete

Step-by-Step Instructions to access the existing records:

- Review the user accounts displayed in the repository along with details such as **Name/Designation**, **User ID (Login)**, **Role**, **Jurisdiction**, and **Status**. Use the available controls to navigate through additional records.
- Click the **Delete** icon available under the **Action** column to remove a user account, wherever permitted. Use the [Edit](#) option under the **Action** column to edit officer profile.

Register New User:

To create a new user account, click the [Add New Officer](#) button available on the top-right corner of the page. Upon clicking, the **Register New Officer** form given below will be displayed.

Register New Officer

First Name

Last Name

Mobile

Designation

Role

NAC Unit

Email (Login ID)

admin@nac.gov

Password

Confirm Password

Active Account

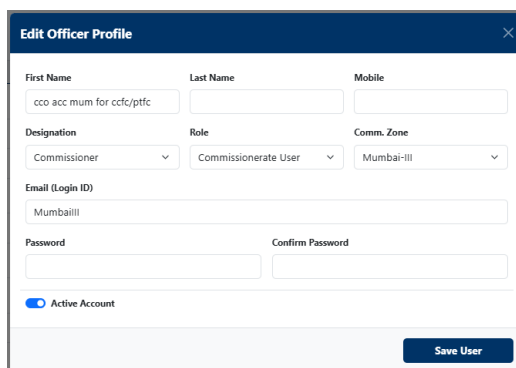
Save User

Step-by-Step Instructions to add a new record:

- Enter the required officer details including Name, Mobile Number, Designation, Role, and the applicable NAC Unit.
- Enter the Email (Login ID) and specify the account password.
- Enable or disable the Active Account option, as required.
- After entering all required details, click **“Save User”** to create the user account.

Edit User Profile

To modify an existing user account, click the  icon available under the **Action** column. Upon clicking, the **Edit Officer Profile** form given below will be displayed.



The 'Edit Officer Profile' form contains the following fields:

- First Name:** cco acc mum for cdc/ptfc
- Last Name:** (empty)
- Mobile:** (empty)
- Designation:** Commissioner (dropdown)
- Role:** Commissionerate User (dropdown)
- Comm. Zone:** Mumbai-III (dropdown)
- Email (Login ID):** MumbaiIII
- Password:** (empty)
- Confirm Password:** (empty)
- Active Account:** ☒
- Save User:** (button)

Step-by-Step Instructions to modify an existing record:

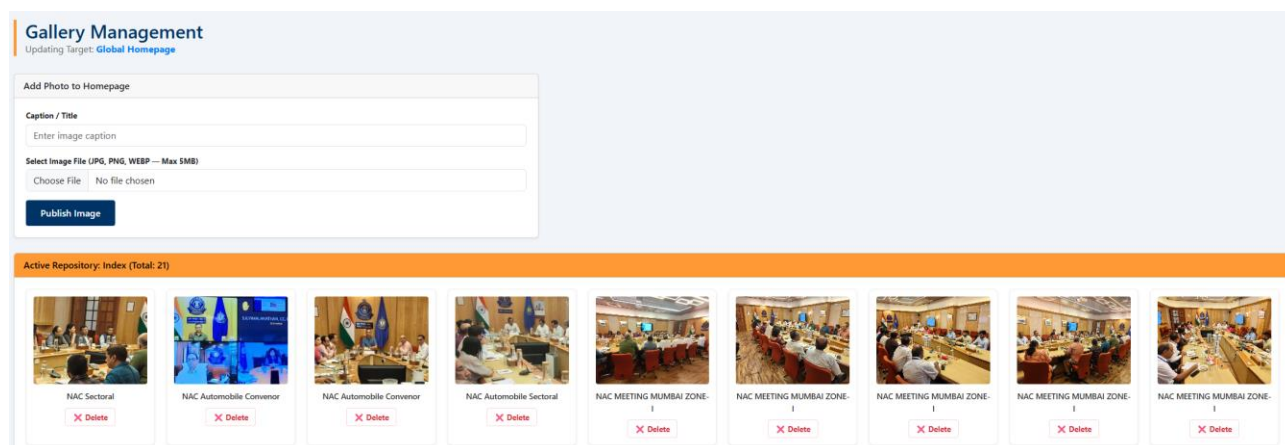
- Update the required details including **Designation, Role, Jurisdiction, login credentials, or account status**, as applicable.
- Enable or disable the **Active Account** option, as required.
- After making the necessary changes, click **“Save User”** to update the user profile.

4.4.1.2 Update Gallery

This module enables the **Admin User** to upload, maintain, and manage photographs displayed on the Portal homepage. The module serves as a centralized repository for publishing and managing images displayed to users on the Portal.

Accessing the Module

- On the Admin Dashboard, click the **“Gallery Management”** option available in the navigation panel. The Gallery Management page given below will be displayed.



The 'Gallery Management' page includes the following sections:

- Header:** Gallery Management, Updating Target: Global Homepage
- Add Photo to Homepage:**
 - Caption / Title:** Enter image caption
 - Select Image File (JPG, PNG, WEBP – Max 5MB):** Choose File (No file chosen)
 - Publish Image:** (button)
- Active Repository: Index (Total: 21)**
 - Grid of 10 image thumbnails with captions and 'Delete' buttons.

Step-by-Step Instructions to access the existing records:

- Review the photographs available in the Active Repository section along with their respective captions.
- Authorized users may remove an existing photograph by clicking the “**Delete**” button available below the respective image.

Add New Gallery Image

To upload a new photograph, enter the required details in the **Add Photo to Homepage** section available at the top of the page.

Step-by-Step Instructions to add a new record:

- Enter the **Caption / Title**, select the required image file, and click “**Publish Image**”.
- The uploaded image will be displayed in the **Active Repository** section and made available on the Portal homepage.

Importance of Timely and Comprehensive Updation of the NAC Portal:

The NAC Portal has been developed as a centralized repository and Management Information System (MIS) for assessment-related information across National Assessment Centres. In order to derive the full benefit of the Portal, all concerned NACs should ensure the timely, accurate and comprehensive uploading and regular updation of relevant data, records and supporting documents pertaining to assessment-related matters. This includes, inter alia, Monthly Reports on Issues Resolved/Taken Up, Issues Referred to the Board, Audit Objections, CAAR Rulings, Judicial and Quasi-Judicial Decisions, Investigation-related records, Minutes of Meetings, meeting presentations and schedules, Advisories, Public Notices, Alerts, Circulars and other relevant assessment-related documents. USER MANUAL - Version 1 (03.09.2026).pdf

Comprehensive availability of the underlying records and supporting PDF documents is essential for effective utilisation of the Portal. Timely and complete documentation will enable Customs officers and other authorised users to readily access past decisions, rulings, audit observations, investigation findings, meeting deliberations, advisories and other relevant references through the Portal's search and repository facilities. This will facilitate better-informed assessment, classification and valuation decisions, greater consistency and uniformity in assessment practices, effective coordination among NACs, Commissionerates and the Board, and avoidance of repetitive examination of issues already considered or decided. At the same time, availability of relevant information, advisories, notices and other documents through the Portal will provide greater transparency, predictability and ease of access to relevant assessment-related information for the trade and other stakeholders, wherever such information is intended for public dissemination.

Accordingly, all concerned NAC Mini-Secretariats and designated users are encouraged to treat the timely uploading, accurate indexing and periodic updation of data and supporting PDFs as an integral part of the NAC Portal workflow. A comprehensive and current repository will strengthen institutional knowledge-sharing, coordination and communication amongst NACs, field formations, the Board and trade, facilitate effective monitoring and follow-up of assessment-related issues, and support the broader objectives of Faceless, Paperless and Contactless Customs and Ease of Doing Business.

“The effectiveness of the NAC Portal as a common knowledge, information-sharing and assessment platform is directly dependent upon the completeness, accuracy and timely updation of information and supporting documents by all concerned. A comprehensive and up-to-date repository will enable better assessment and coordination, while facilitating greater transparency, consistency and ease of access to relevant information for Customs officers, trade and other stakeholders.”

NAC PORTAL: User Support and Document Information

Created and Maintained By:

Mumbai Customs Zone-I, Central Board of Indirect Taxes & Customs, Government of India

The NAC Portal and this User Manual are created and maintained by Mumbai Customs Zone-I for facilitating effective access to and better utilization of the various features and functionalities of the NAC Portal.

Support & Assistance

For technical assistance, portal-related queries, or other support relating to the NAC Portal, users may use the “**Contact Administrator**” option available on the NAC Portal to access the relevant support and contact information or they may contact the NAC Support Desk through the following:

Office Address

2nd Floor, New Custom House,
Ballard Estate, Mumbai-1

Official Email

ccu-cusmum1@nic.in

Direct Contact

022-22620091

National Assessment Centre (NAC) Portal

<https://naccustoms.gov.in/>

Manual Version: 1

Date: 03.09.2026

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