

Procedure to be followed for Approval of Other Government Agencies

INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTORATE.

SRI LANKA CUSTOMS

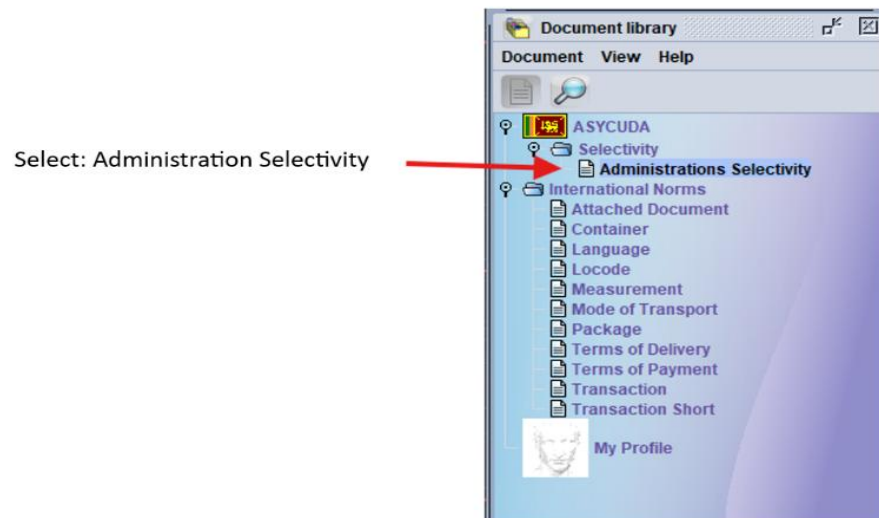


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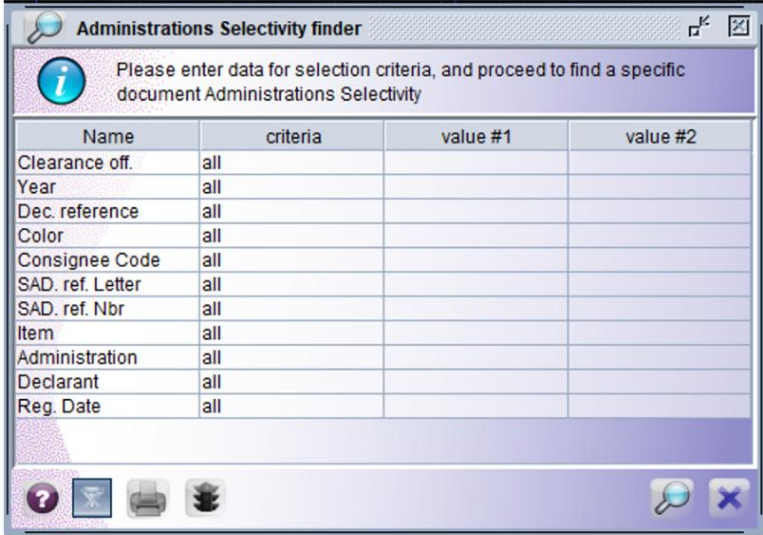
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1. View for Other Government Agencies

Customs declarations (CusDec) can be retrieved through the system interface. The “Other Administration Selectivity” tab in the CusDec reflects the status of any OGA approvals. To make the required changes, retrieve the CusDec and review the approval status as shown below.



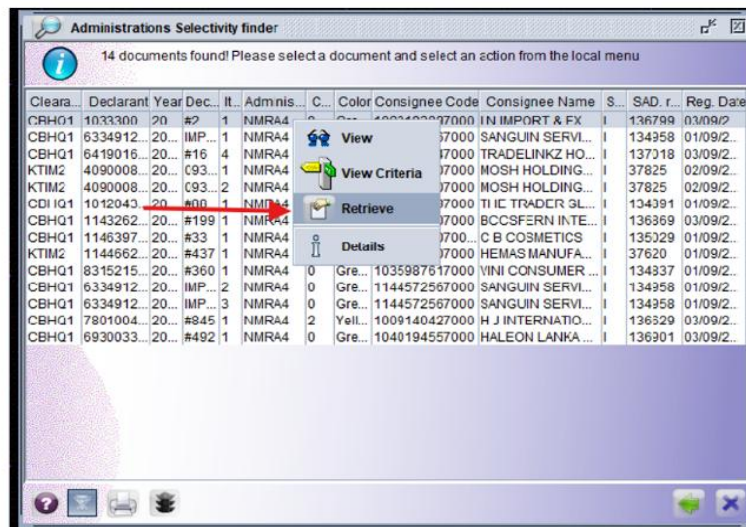
Input the Search criteria



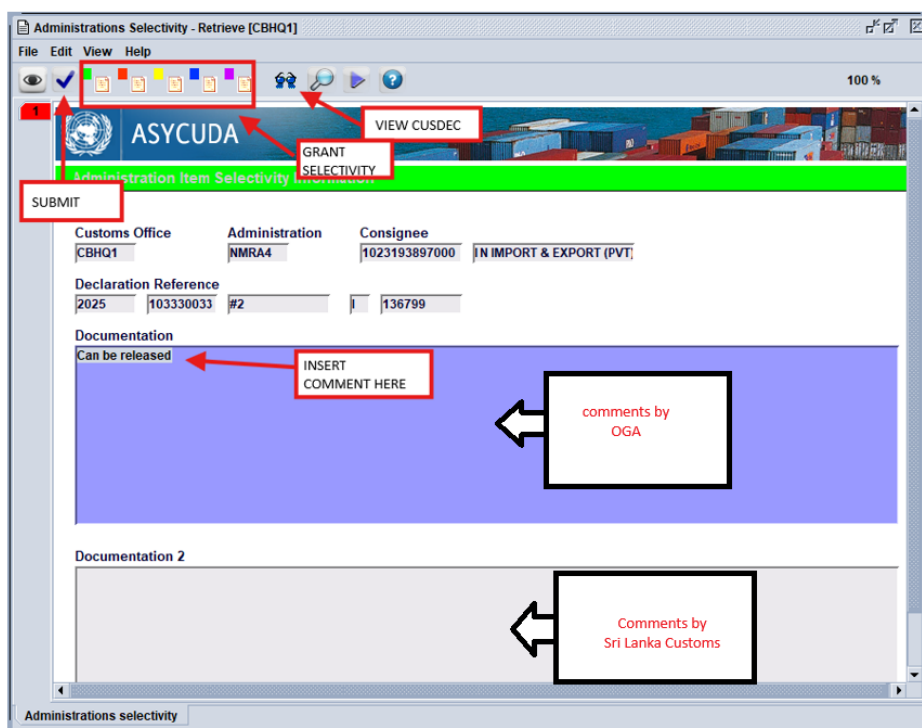
Please enter data for selection criteria, and proceed to find a specific document Administrations Selectivity

Name	criteria	value #1	value #2
Clearance off.	all		
Year	all		
Dec. reference	all		
Color	all		
Consignee Code	all		
SAD. ref. Letter	all		
SAD. ref. Nbr	all		
Item	all		
Administration	all		
Declarant	all		
Reg. Date	all		

Retrieve the Cusdec to make changes



View the declaration, insert a comment and grant the required selectivity.



1

 **ASYCUDA**



Administration Item Selectivity Information

Customs Office	Administration	Consignee
CBHQ1	NMRA2	4090317652525 MEDICAL SUPPLIES DIVISIO

Declaration Reference

2025

103327911

#28

I

68659

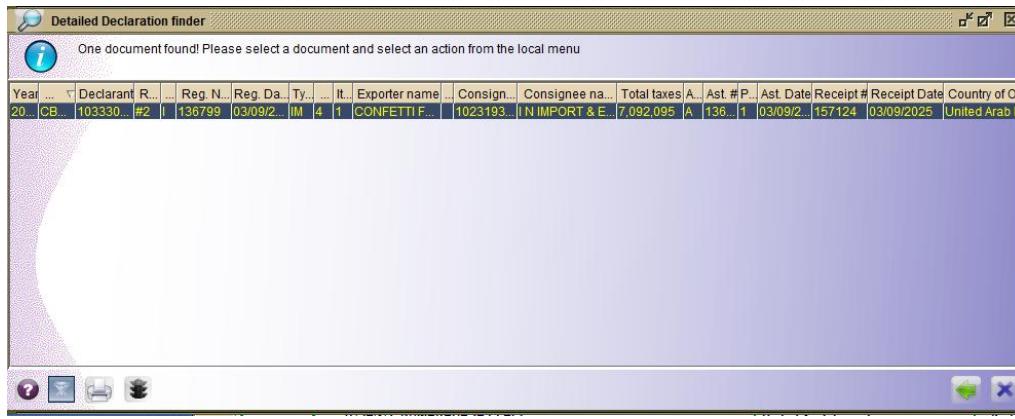
Documentation

Need NMRA certified invoice which is issuing along with the WOR letter. Until Hold.

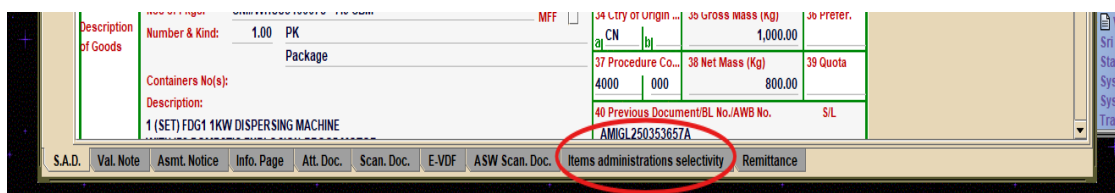
EXAMPLE

2. View for Customs staff

1. Retrieve the CusDec



2. The other administration selectivity tab in the CUSDEC will reflect the status of any OGA approvals



3. To make required changes, retrieve the CusDec

Reference nbr	Administration	Item	Colour
2025 103327911 #28	NMRA2	1 Yellow	

 View
 Retrieve
 View Criteria

4. Basic layout after retrieval

Administrations Selectivity - Retrieve [CBHQ1]

File Edit View Help

ASYCUDA

Administration Item Selectivity

SUBMIT

VIEW CUSDEC

GRANT SELECTIVITY

Customs Office: CBHQ1, Administration: NMRA4, Consignee: 1023193897000, IN IMPORT & EXPORT (PVT)

Declaration Reference: 2025 103330033 #2, 136799

Documentation: Can be released

INSERT COMMENT HERE

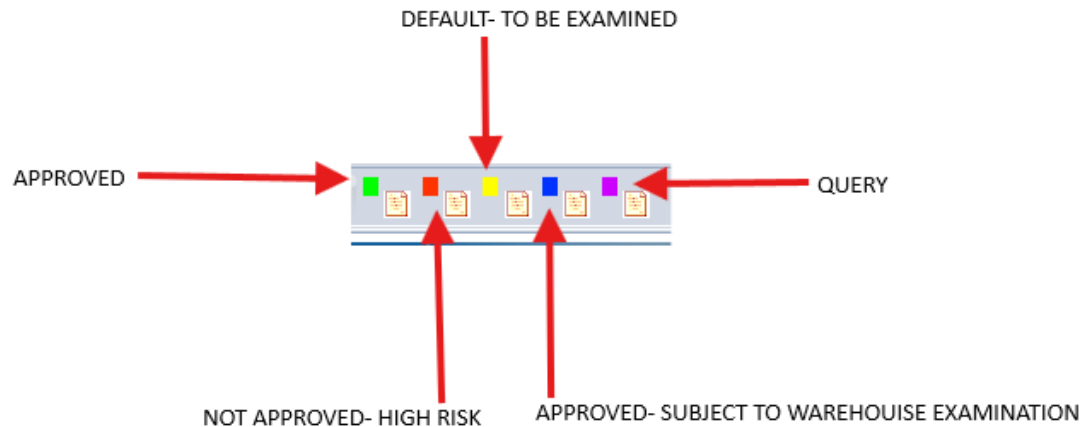
comments by OGA

Documentation 2

Comments by Sri Lanka Customs

Administrations selectivity

3. Approval Process- OGA



- The default selectivity status is “**YELLOW**”.
- The Approval can be granted either by selecting “**GREEN**” – approved or “**BLUE**” - approved for warehouse release/ Approval for release subject to post-audit.
- The Approval can either be rejected by selecting “**RED**” or can be selected for further Query by selecting “**AMBER**”.
- If a consignment is to be released, the consignment must fulfill all regulatory requirements.
- Thus, if an Agency has not granted approval for a said item, then **the entire consignment will not be able to be released from Customs.**

4. Release of a Consignment in which an item has not been given approval from an Other Government Agency

- For a consignment to be released from the Customs, the Other Administrations Selectivity, if selected, must be changed to Green or Blue from Yellow.
- However, at some instances, this is impossible, as the goods are not given approval from the Other Government Agencies (changed to Red).
- Officials from Other Government Agencies will be using the **1st Comment Box** as indicated above with their comments and will be changing the color of the Approval to “**RED**” to indicate that **approval is not given**.

For example:

“The goods marked in item number 2 has not been approved by NMRA, NMRA has no objection to release other items of this consignment.”

Administration Item Selectivity Information

Customs Office	Administration	Consignee
KTIM2	NMRA2	1340068037000 SUNSHINE HEALTHCARE LA

Declaration Reference

2025	114005940	PCF25090328-AI	39620
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Documentation

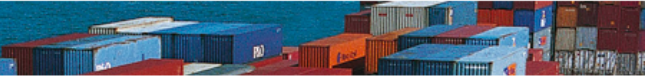
The goods marked in item number 2 has not been approved by NMRA, NMRA has no objection to release other items of this consignment

- In such an instance, the goods which are not approved, will have to be detained at the respective examination yard (RCT/GLI/GLII/ACT/BQ/JCT/E-commerce).
- When such goods are detained, a respective SR number will have to be issued corresponding to the goods.
- The details of such a detention must be entered in the **2nd Comment Box**.
- For example, *if the goods in item 2 are selected for NMRA approval but is not approved*, a comment similar to the below must be mentioned in comment box 2 by the SDDC of the examination yard After which the SDDC of the examination yard may Change the approval of the Other Government Agency to “**BLUE**”.

“The goods marked in item number 2 has been detained in SR number ACT/SR/2025/1234, due to not being approved from NMRA. The selectivity has been changed to BLUE to facilitate the release of the other goods from Customs on 15/09/2025”.

1

ASYCUDA



Administration Item Selectivity Information

Customs Office

Administration

Consignee

KTIM2

NMRA2

1340068037000

SUNSHINE HEALTHCARE LA

Declaration Reference

2025

114005940

PCF25090328-AI

I

39620

Documentation

The goods marked in item number 2 has not been approved by NMRA, NMRA has no objection to release other items of this consignment

Documentation 2

The goods marked in item number 2 has been detained in SR number ACT/SR/2025/1234, due to not being approved from NMRA. The selectivity

- The usual Release process can be followed thereafter

5. Key Points to Remember

- Always verify OGA approvals before changing selectivity.
- Use the appropriate comment boxes to document decisions.
- Only release goods once all compliance requirements are met.
- Call the 24*7 ICT Helpdesk on 071-0889935 for any clarifications or for any assistance needed