

Procedure to be followed for Approval of Other Government Agencies

INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTORATE.

SRI LANKA CUSTOMS

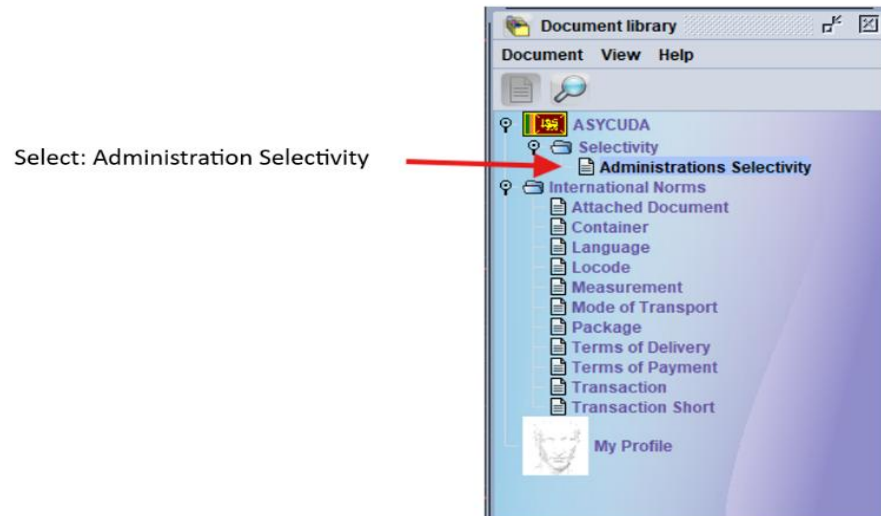


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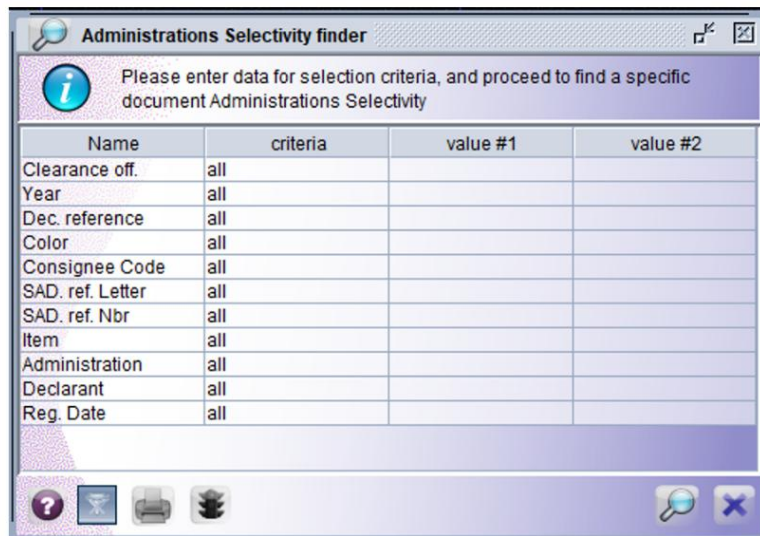
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1. View for Other Government Agencies

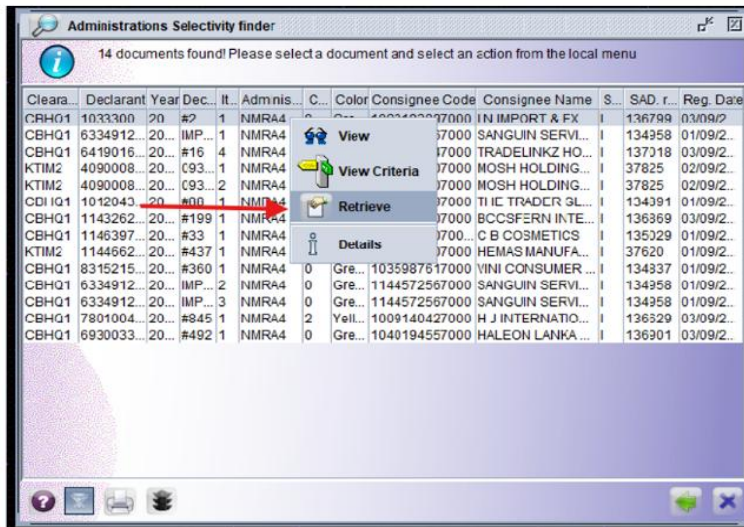
Customs declarations (CusDec) can be retrieved through the system interface. The “Other Administration Selectivity” tab in the CusDec reflects the status of any OGA approvals. To make the required changes, retrieve the CusDec and review the approval status as shown below.



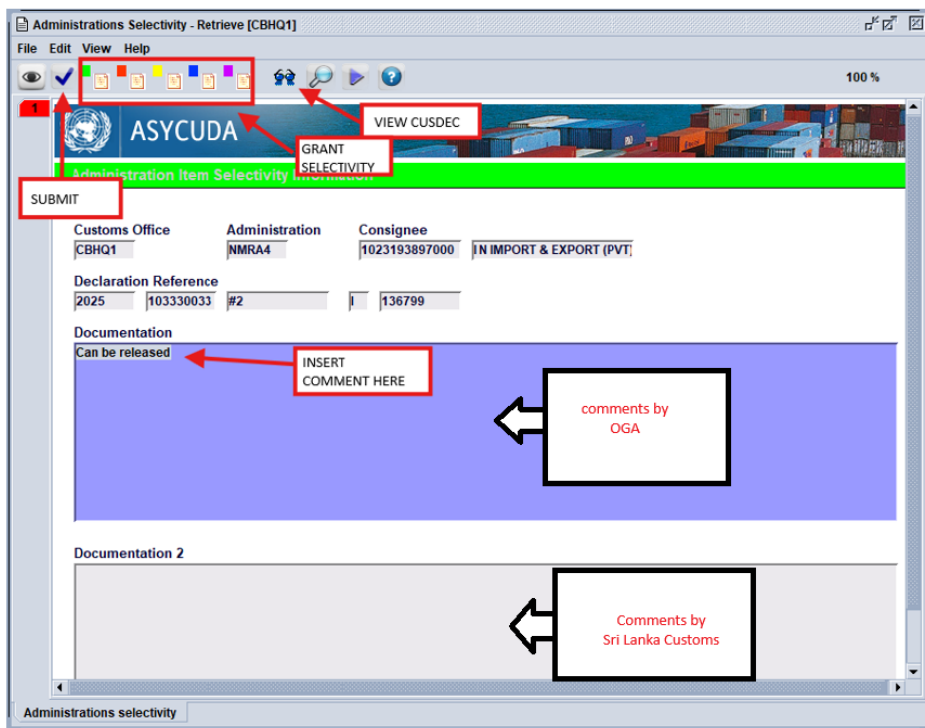
Input the Search criteria




Retrieve the Cusdec to make changes



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



1



Administration Item Selectivity Information

Customs Office	Administration	Consignee
CBHQ1	NMRA2	4090317652525 MEDICAL SUPPLIES DIVISIO

Declaration Reference

2025	103327911	#28	I	68659
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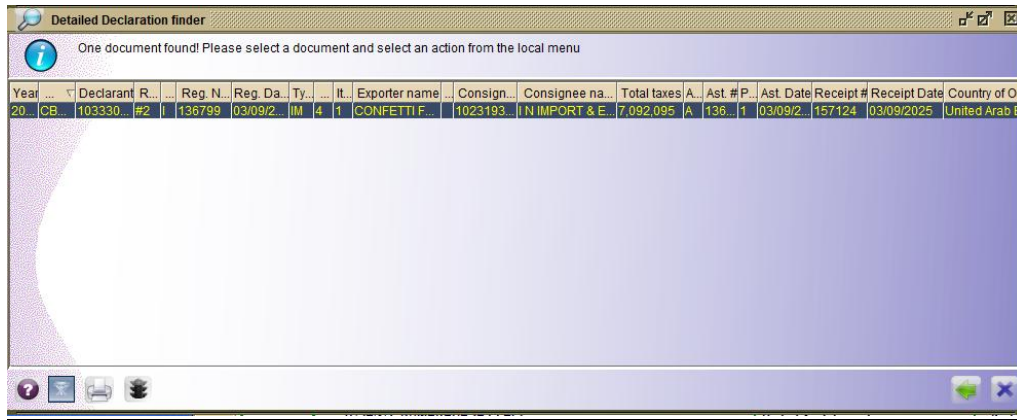
Documentation

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

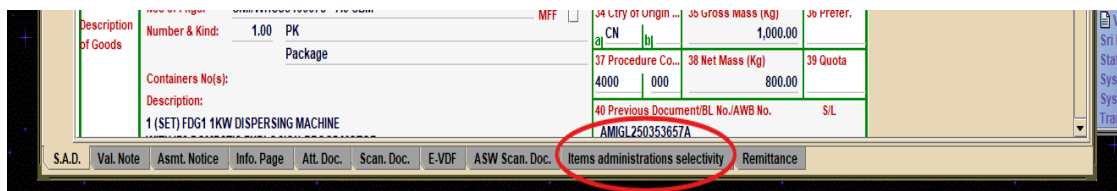
EXAMPLE

2. View for Customs staff

1. Retrieve the CusDec

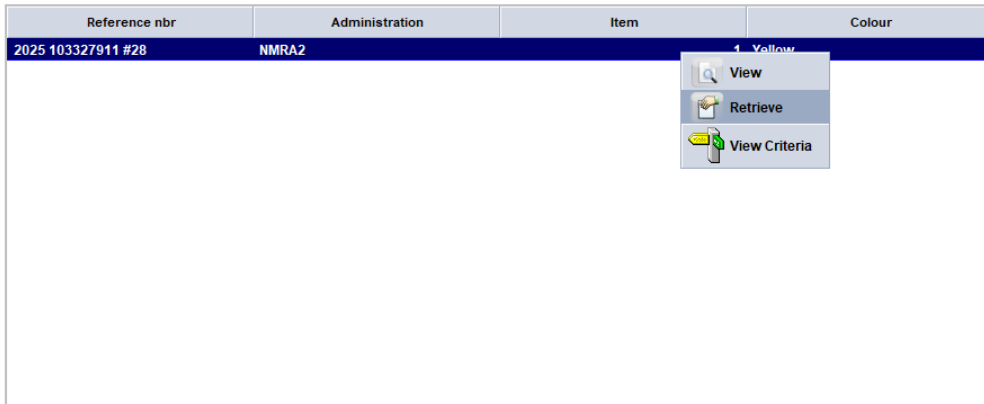


2. The other administration selectivity tab in the CUSDEC will reflect the status of any OGA approvals

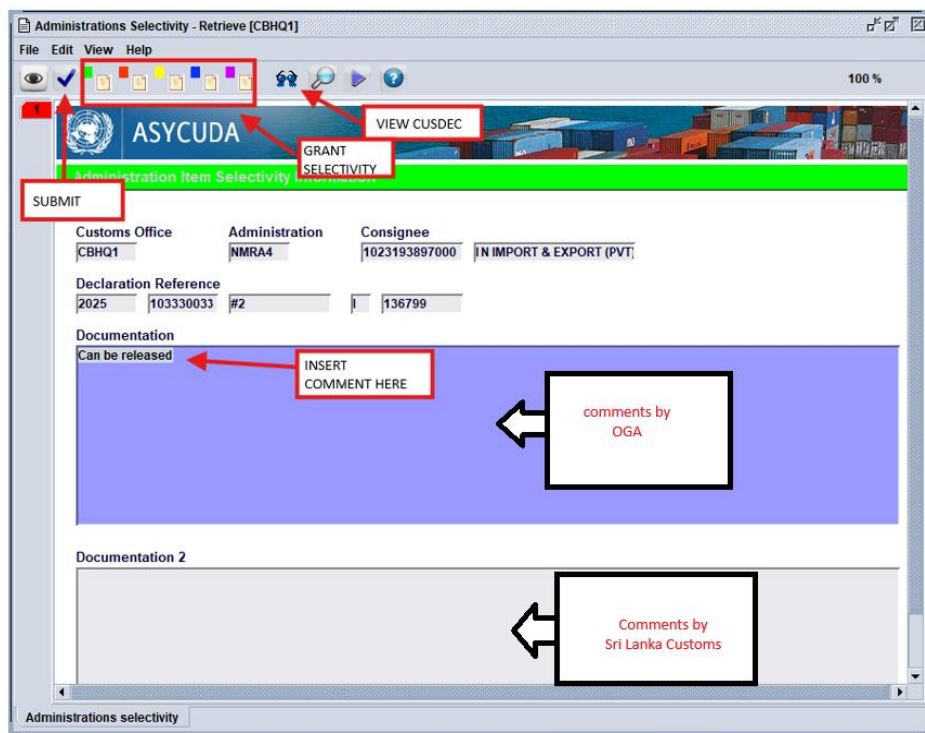


3. To make required changes, retrieve the CusDec

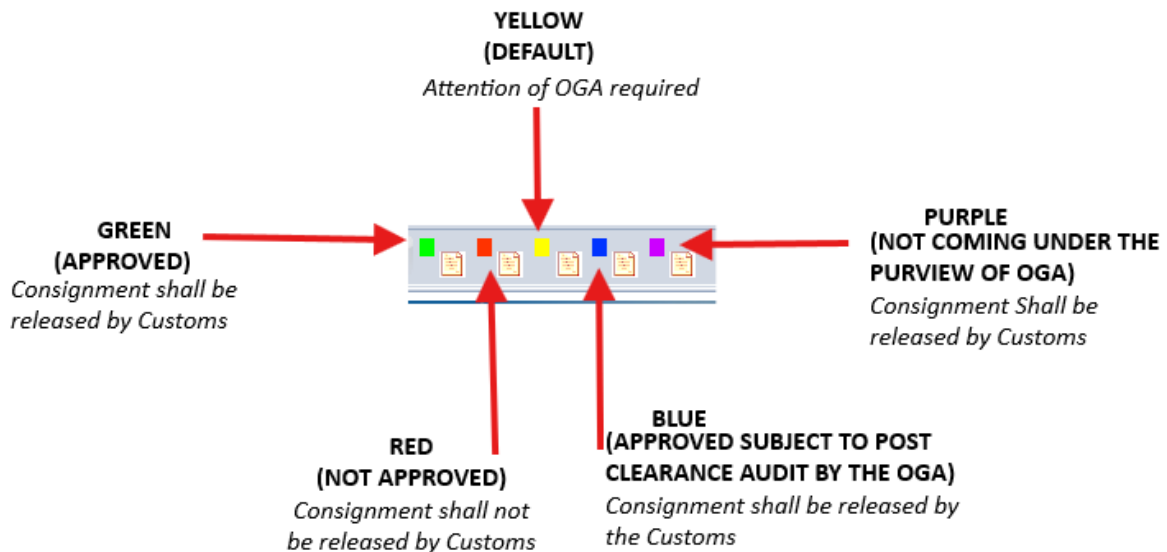
Reference nbr	Administration	Item	Colour
2025 103327911 #28	NMRA2	1	Yellow



4. Basic layout after retrieval



3. Approval Process- OGA



- The default selectivity status is "**YELLOW**".
- The Approval can be granted either by selecting "**GREEN**" – approved or "**BLUE**"- approved for release subject to post-audit.
- The Approval can be rejected by selecting "**RED**"
- If the subjected goods are not coming under the purview of the referred OGA, then the selectivity must be changed by selecting "**PURPLE**".
- If a consignment is to be released, the consignment must fulfill all regulatory requirements.
- If an Agency has not granted approval for a said item, then **the entire consignment will not be able to be released from Customs.**

Notes:

- If the Consignment has been granted **BLUE** Selectivity, this consignment is considered to have been approved by the OGA, However, this consignment is subjected to post Clearance Audit by the OGA and the OGA must change this selectivity to **GREEN** after the post clearance audit has been completed.
- If the Consignment has been granted **PURPLE** selectivity as it does not come under the purview of the OGA, Sri Lanka Customs shall release this consignment to the consignee under normal procedure.

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 or Purple 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
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”.

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ASYCUDA



Administration Item Selectivity Information

Customs Office	Administration	Consignee	
<input type="text" value="KTIM2"/>	<input type="text" value="NMRA2"/>	<input type="text" value="1340068037000"/>	<input type="text" value="SUNSHINE HEALTHCARE LA"/>
Declaration Reference			
<input type="text" value="2025"/>	<input type="text" value="114005940"/>	<input type="text" value="PCF25090328-AI"/>	<input type="text" value="I"/> <input type="text" value="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
- If the granted Selectivity is **PURPLE** , Customs shall release the consignment to the consignee under normal procedure.

5. Key Points to Remember

- Always verify OGA approvals before changing selectivity.
 - YELLOW – APPROVAL PENDING- Attention of OGA required
 - RED – NOT APPROVED - Consignment shall not be released by Customs if it's a single item, for consignments with multiple items, refer "4" in page 8.
 - GREEN- APPROVED- Consignment shall be released by Customs
 - BLUE- APPROVED SUBJECT TO POST AUDIT- Consignment shall be released by Customs
 - PURPLE- NOT COMING UNDER THE PURVIEW OF OGA- Consignment shall be released by Customs
- 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