

INSTRUCTION No. 30/2025

F. No. CBIC-21/35/2025-INV-CUSTOMS-CBEC

Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
(Investigation-Customs)

10th Floor, Tower-2, Jeevan Bharti Building,
Parliament Street, New Delhi – 110001
Email: inv-customs@gov.in
Date: 13.10.2025

To,

- (i) The Pr. Director General, Directorate of Revenue Intelligence (DRI), New Delhi.
- (ii) The Pr. Director General, Directorate General of GST Intelligence (DGGI), New Delhi.
- (iii) All Principal Chief /Chief Commissioners of CGST & Customs Zone,
- (iv) All Principal Chief / Chief Commissioners of Customs (P) Zone,
- (v) Webmaster, CBIC.

Sub:- Issuance of Look Out Circulars (LOC) - reg.

Madam/ Sir,

Kindly refer to CBIC Instruction F. No. 394/193/2015-Cus(AS) dated 16.12.2015, wherein guidelines regarding issuance of Look Out Circulars (LOC) in respect of Indian citizens and foreigners, were communicated.

2. In this regard, it is informed that an Online LOC Portal has been operationalised with effect from 1st of March 2024 and the LOC requests are now being processed only through the online portal. Thus, the earlier mechanism of routing the requests by letters or emails through DRI-Hqrs or DGGI-Hqrs is no more operational.

3. For access to online LOC portal, login credentials for nodal officers in field formations need to be created, which should be designation based. For this purpose, designated offices as indicated below, through their nodal officers, will be responsible for user creation, coordination and overall implementation of the online LOC portal for the field formations indicated against them-

Sl. No.	Designated Office	Concerned Field Formations	Contact email id
1.	Pr DG-DRI	DRI formations	drihqrs@nic.in
2.	Pr DG-DGGI	DGGI formations	prdg.dggihqrs@gov.in

3.	Pr. Chief Commissioner, CGST Delhi	all CGST field formations	ccu-cexdel@gov.in
4.	Chief Commissioner, Delhi Customs	all Customs and Customs (Prev) field formations	ccu-cusdel@nic.in

4. Accordingly, all concerned formations are requested to coordinate with the respective designated office to obtain procedural guidelines and for getting their online LOC portal access functional. Difficulties, if any, may be reported to the Board through the respective Nodal Offices.

Yours faithfully,

**Digitally signed by
Varun Yadav
Date: 13-10-2025
18:50:03 (Varun Yadav)
Deputy Commissioner (Inv-Cus)**