

OFFICE OF THE COMMISSIONER OF CUSTOMS, NS-V
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F. No.S/26-Misc-74/2020-21/JNCH/Gr.VI

Date: 11.09.2020

STANDING ORDER No. 29/2020

Sub:-Launch of e-Office in Nhava Sheva-V Commissionerate, JNCH – reg.

This is for information of all officers and staff that in compliance of the directions of the Board, e-Office Application to carry out our office work electronically is launched with effect from 11.09.2020 in Nhava Sheva-V Commissionerate, JNCH.

2. Training material is available on the Application portal for the benefit of the users. Learning Resources including videos are also available on the website of Punjab NIC <https://eofficeportal.punjab.gov.in>. These can be referred to in case of any difficulty in using the Application. Further, the 'Central Secretariat Manual on e-Office Procedure' issued by the Department of Administrative Reforms and Public Grievances in the Ministry of Personnel, Public Grievances and Pensions, Govt. of India may also be seen on the link <https://darpg.gov.in/relatedlinks/rules-and-manuals>.

3. The Application is designed with an objective to establish a paperless environment in offices and increase effectiveness and employee convenience. With effect from 11.09.2020, NS-V Commissionerate shall move to e-office application and new files shall be opened electronically on the application. Henceforth physical files shall not be opened, except with prior concurrence of the Commissioner, NS-V. Legacy files should be migrated to the Application on priority for carrying out office work on the Application.

4. Use of e-Office to carry out our office work is expected to usher in more efficient and transparent transactions, increased accountability, assured data security and integrity. E-Office is expected to transform work culture and ethics and bring attitudinal shift within the department.

6. Any difficulty in following these orders should be resolved in consultation with the Additional/Joint Commissioner, NS-V.

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(Rajesh Kumar Mishra)
Commissioner, NS-V, JNCH

Copy to:-

1. The Chief Commissioner of Customs, Zone – II, JNCH, Nhava Sheva.
2. The Commissioner of Customs, NS-G/NS-I/NS-II/NS-III/NS-Audit/NS-V/NS-Appeal,Zone-II.
3. All Officers and staff of NS-V.
4. DC, EDI - For urgent uploading on JNCH website.