

**OFFICE OF THE COMMISSIONER OF CUSTOMS, (NS-AUDIT),  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,  
TAL: URAN, DIST: RAIGAD, MAHARASHTRA-400 707.  
Tel. 022 27241257; Fax: 022 27242395; Email- audit-jnch@gov.in**

---

F.No. S/2-Audit-Gen-14/2020-21/JNCH

Date: 10.09.2020

**TRADE NOTICE NO. 107/2020**

**DIN-20200978NY00004SB977**

**Sub: Launch of eOffice in Audit Commissionerate, Jawaharlal Nehru Custom House, Nhava Sheva.**

This is for information of all taxpayers that eOffice, an application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology, Govt. of India, to carry out office work electronically, is being launched in Audit Commissionerate, Jawaharlal Nehru Custom House, Nhava Sheva from 11.09.2020. The application is designed to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability and to give better services to the taxpayers.

2. It is expected that adoption of eOffice to carry out office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process will benefit the public in terms of enhanced transparency, increased accountability, assured data security and integrity and is also expected to be a huge transformation in work culture and ethics within the department.

3. Taxpayers are also encouraged to mention their mobile number and email in their communications to facilitate immediate acknowledgement by mail and SMS through the application. They will receive the Diary Number allotted to their communications, which can be used as a reference by them while communicating with the Department in future.

4. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State of Maharashtra are requested to circulate this Trade Notice among their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to notice.

5. With launch of eOffice, taxpayers are encouraged to utilize electronic means of communication with the Department. In this regard, it may be noted that since e-Office application requires pdf files, it would be convenient if communications / letters sent to the Department by electronic means are in pdf format, better still if they are in searchable mode, for faster processing by the Commissionerate.

6. Difficulties being faced, if any, may be brought to the notice of this office at email id audit-jnch@gov.in.

-SD-

(Sunil Kumar Mall)

**Commissioner of Customs  
Audit Commissionerate, JNCH**

To: The members of RAC/ Trade Associations/ Chambers of Commerce in the State of Maharashtra.

**Copy for information to:**

- i. The Chief Commissioner, Mumbai Customs Zone-II
- ii. All the Commissioners of Mumbai Customs Zone-II
- iii. Notice Board.