

**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-II),  
MUMBAI-II, JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,  
TALUKA: URAN, DISTRICT: RAIGAD, MAHARASHTRA, PIN-400 707  
Email- ns2-jnch@gov.in**

F. No. S/12-GEN-11/2020-21/AM(X)/JNCH

Date: 11.09.2020

**PUBLIC NOTICE NO. 118/2020  
DIN No.20200978NT00000RDAB4**

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

E-Office, an Application developed by the National Informatics Centre, Govt. of India, to carry out office work electronically, has been launched in Nhava Sheva–II Commissionerate, JNCH. This Application is designed to establish a paperless environment in this office, increase efficiency, transparency, effectiveness, convenience and accountability and for better services.

2. Stakeholders are encouraged to utilize electronic means of communication with the Nhava Sheva–II Commissionerate, JNCH. Since e-Office application requires PDF files, it would be convenient if letters sent to the NS-II by electronic means are in PDF format and better if they are in searchable mode. The stakeholders are also requested to mention mobile number and email in the communications so as to receive the Diary Number allotted to the communication. This can be used as a reference for future communication.

3. In this regard, it is informed that the E-mail ID **ns2-jnch@gov.in** has been designated as the official E-mail ID and single point of contact of this Commissionerate, for official communication.

4. Stakeholders who wish to submit the hard copy of documents / letter etc. shall submit the same in Central Receipt Unit (CRU) situated at Ground Floor, J.N.C.H. Building.

5. Difficulties faced or suggestions, if any, may be brought to notice of the undersigned.

Sd/-  
**(SANJAY MAHENDRU)**  
**Commissioner of Customs (NS-II)**

**Copy for information to:-**

1. AIIEA, FIEO and other Trade Associations/BCBA/MANSA/CSLA/CFSAI, with a request to circulate this Public Notice among their constituent members for wide dissemination.
2. Port Terminals (JNPT/GTI/BMCT/NSICT & NSIGT).
3. The Commissioner of Customs, NS-G/NS-I/NS-II/NS-III/NS-Audit/NS-V/NS-Appeal, Zone-II.
4. All Officers and staff of NS-II, JNCH.
5. All Officers and staff in Mumbai Zone-II, via website.
6. DC, EDI - For urgent uploading on JNCH website.