

F.NoS/V-30-Misc-363/20-21/CCO-M-II

Date: 10/08/2020

Standing Order NO. 21 /2020

DIN No-20200878NW00008HD571

Sub: Launch of e-Office in the Chief Commissioner's Office, Mumbai Customs Zone-II, JNCH, Nhava Sheva-regarding.

This is for information of all officers and staff that in compliance to the directions of the Board, e-Office electronic application to carry out our office work electronically is launched today in Chief Commissioner of Customs Unit (CCCU).

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>. One can refer to these 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 in this regard.

3. The application is designed with an objective to establish a paperless environment in offices and increase effectiveness and employee convenience. From today, the CCCU shall move to e-office application and new files shall be opened electronically on the application. Physical files shall not be opened (except with prior concurrence of the Jt. Commissioner/Addl. Commissioner, CCCU). 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.

5. Any difficulty in following these orders should be resolved in consultation with the Joint/Addl Commissioner, CCCU.

-sd/

Dipin Singla
Joint Commissioner, CCCU

Copy for information to:-

1. The Chief Commissioner of Customs, Zone – II.
2. Commissioner of Customs, NS-G/NS-I/NS-II/NS-III/NS-Audit/NS-V/NS-Appeal, Mumbai Zone-II.
3. All Officers and staff of CCCU.
4. AC/DC. EDI for uploading on JNCH Website. Immediately.

