



आयुक्त सीमा शुल्क (अपील्स-I) का कार्यालय,
OFFICE OF COMMISSIONER OF CUSTOMS (APPEALS-I),
60, राजाजी सालै, सीमा शुल्क भवन, चेन्नै-600001.
60, RAJAJI SALAI, CUSTOM HOUSE, CHENNAI-600001.

फा.सं.: S.Misc 09/2020-Appeals- I
F.NO.: CAPPL/MISC/6/2020

तारीख:
DATED: 14 /08/2020

OFFICE ORDER No. 01/2020

Sub: Launch of e-Office in the Office of the Commissioner of Customs (Appeals-I) on 14.08.2020- reg.

This is for information of all officers and staff of the Commissionerate that in compliance to the directions of the Board, e-Office, an electronic application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology (MEITY), Govt. of India, to carry out our office work electronically has been launched in **the Office of the Commissioner of Customs (Appeals-I) on 14.08.2020**. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

2. It is expected that adoption of e-Office to carry out our 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 would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. e-Office is expected to be a huge transformation in work culture and ethics within the department.

3. In view of launch of e-Office, it is directed that:-

- i. W.e.f. today, **the Office of the Commissioner of Customs (Appeals-I)** shall move to e-Office application and new files shall be opened electronically on the application. Physical files shall not be opened without

the concurrence of the undersigned. Legacy files shall be migrated to the application on priority so that they can be used to carry out office work on the application.

- ii. Training material is available on the application portal for the benefit of the officers. Learning Resources including videos are also available on the website of Punjab NIC <https://eofficeportal.punjab.gov.in>'. 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 referred in this regard.


(S. RAVI SELVAN)
COMMISSIONER (APPEALS-I)

To

All the officers and staff of Appeals-I.

Copy for information to:

1. The Chief Commissioner, Chennai Zone.
2. The Principal Commissioner/Commissioner, I, II, III, IV, VII, VIII & Audit) .
3. EDI for uploading of the same on website.
4. Notice Board.