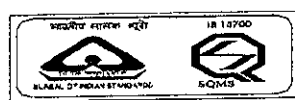
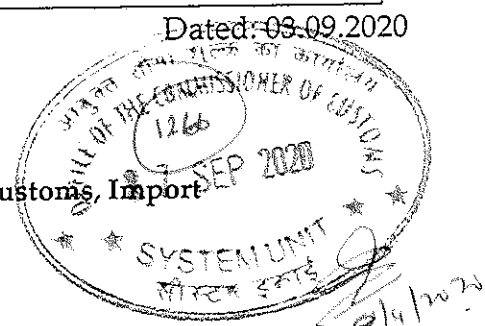
	IS15700:2005 Cft No.SQ/L-6000140		
	वित्त मंत्रालय	MINISTRY OF FINANCE	
	राजस्व विभाग	DEPARTMENT OF REVENUE	
आयुक्त सीमाशुल्क का कार्यालय, चेन्नई - II	OFFICE OF THE COMMISSIONER OF CUSTOMS, CHENNAI-II		
सीमाशुल्क गृह, 60, राजाजी साले, चेन्नई - 600001	CUSTOMS HOUSE, 60, RAJAJI SALAI, CHENNAI - 600001		
दूरभाष: 044 25230371, 044 25267778	Phone: 044 25230371, Fax: 044 25267778		

F.No.S.Misc.43/2020-AM-II

OFFICE ORDER No. :23/2020

Subject: Launch of e-Office in Office of the Commissioner of Customs, Import

Commissionerate Chennai from 04.09.2020 - 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 is going to be launched in Office of the Commissioner of Customs Import Commissionerate Chennai from 04.09.2020 in a phased manner. 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 eOffice 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. 04.09.2020, the Office of the Commissioner of Customs Import Commissionerate Chennai shall move to e-Office application in a phased manner as mentioned below:

S.No.	Name of the Section	Date of Launch
1	Review, Refund	04.09.2020
2	Groups- 5,5A,5B,6, Project Import	07.09.2020
3	Groups-1 to 4, EODC	11.09.2020
4	All Other Sections	14.09.2020

ii. All new files shall be opened electronically on the application from the date of launch of e-office in the concerned section. 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.

iii. 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.

4. Difficulty faced in following these orders may brought to the notice of the undersigned.


3/09/20
(R SRINIVASA NAIK)

COMMISSIONER OF CUSTOMS
IMPORT COMMISSIONERATE CHENNAI

To:

All Sections of the Office of the Commissioner of Customs, Import Commissionerate Chennai

Copy for information to-

1. Sr.PS to Commissioner of Customs, Chennai-II Commissionerate.
2. Sr. PS to the Chief Commissioner of Customs, Chennai
3. The Principal Commissioners / Commissioners,
CH-I, III, IV, VII, VIII, Audit and Appeals-I & II Commissionerate.
4. All the officers and staffs of this Commissionerate
5. The Supdt. EDI for uploading the same on website.
6. The Supdt. CHS for displaying at Notice Board.