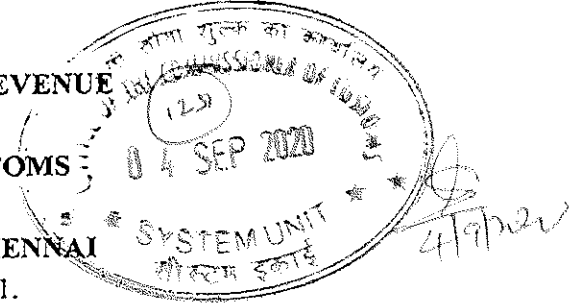




भारत सरकार
 GOVERNMENT OF INDIA
 वित्त मंत्रालय, राजस्व विभाग
 MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
 आयुक्त सीमा शुल्क का कार्यालय,
 OFFICE OF THE COMMISSIONER OF CUSTOMS
 सीमा शुल्क निर्यात आयुक्तालय चेन्नै
 CUSTOMS EXPORT COMMISSIONERATE CHENNAI
 सीमा शुल्क भवन, 60, राजाजी सालै, चेन्नै-600 001.
 CUSTOM HOUSE, 60, RAJAJI SALAI, CHENNAI-600 001.



फा.सं. एस. विविध 10/2020-(स्था.)-ई-कार्यालय
 F.No.S.Misc.10/2020-(Estt.)-e-Office

दिनांक/Date: 02.09.2020

OFFICE ORDER No. 44 of 2020

Sub: Launch of e-Office in office of the Customs Export Commissionerate Chennai,
 Custom House, Chennai on 2nd September, 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 office of the Customs Export Commissionerate Chennai, Custom House, Chennai on 2nd September, 2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

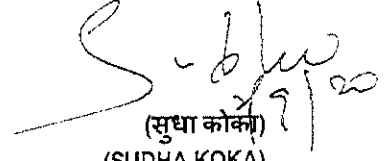
2. It is expected that adoption of e-Office to carry out our office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process would benefit us and the public in terms of enhanced transparency, 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. With effect from 02.09.2020 the office of the Customs Export Commissionerate Chennai, Custom House, Chennai, 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 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 Joint Commissioner (Customs Export Commissionerate Chennai).



(सुधा कोका)

(SUDHA KOKA)

आयुक्त सीमा शुल्क

COMMISSIONER OF CUSTOMS

सीमा शुल्क निर्यात आयुक्तालय

CUSTOMS EXPORT COMMISSIONERATE

To:

1. All Sections of Customs Export Commissionerate
2. All Officers and staff of Customs Export Commissionerate, Custom House, Chennai
3. The Asst./Dy. Commissioner (EDI) for uploading of the same on website
4. Notice Board / Hindi Cell

Copy to:

- i. The Principal Chief Commissioner of Customs, Chennai Customs Zone, Chennai
- ii. The Principal Commissioner/ Commissioner of Customs, (ChI/II/III/VII/VIII/AUDIT/Appeals- I & II,) Custom House, Chennai