


भारत सरकार वित्त मंत्रालय राजस्व विभाग प्रधान आयुक्त सीमा शुल्क का कार्यालय		GOVERNMENT OF INDIA MINISTRY OF FINANCE DEPARTMENT OF REVENUE OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
सीमाशुल्क-विमान-आयुक्तालय-चेन्नई, मीनमबाक्कम, चेन्नई -27 <b>Customs-Airport-Commissionerate-Chennai, Meenambakkam, Chennai-27</b>		
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Date:27.08.2020

## **OFFICE ORDER No.56/ 2020**

**Sub: Launch of e-Office in the Office of the Principal Commissioner of Customs, Customs-Airport-Commissionerate-Chennai-reg.**

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This is for information of all officers and staff of this 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 Principal Commissioner of Customs, Customs-Airport-Commissionerate-Chennai on 27th August, 2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

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. eOffice is expected to be a huge transformation in work culture and ethics within the department.

In view of launch of e-Office, it is directed that: w.e.f. today, the Office of the Principal Commissioner of Customs, Customs-Airport-Commissionerate-Chennai shall move to e-Office application and all new files shall be opened electronically on the application only. 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.

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. Difficulties traced in following these orders may be brought to the notice of the undersigned.



(RAJAN CHAUDHARY)

COMMISSIONER OF CUSTOMS

CUSTOMS-AIRPORT-COMMISSIONERATE-CHENNAI

*Copy to:*

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