भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**
केन्द्रिय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह विलिन्गटण आइलैण्ड, कोचीन-682009
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Website: www.cochincustoms.gov.in	**Control Room: 0484-2666422**
E-mail: commr@cochincustoms.gov.in	**Fax: 0484-2668468**
	DID No. 2835100

File No. EDP/09/2020 Cus   **Date : 04/09/2020**

OFFICE ORDER No. 54/2020

Sub:- Launch of e-office in the O/o The Commissioner of Customs, Cochin on 04/09/2020 - reg.

This is for information of all officers and staff of the Commissionerate that in compliance with the directions of the Board, e-office, an electronic application developed by National Informatics Centre under the Ministry of Electronics and Information Technology (MEITY), Govt. of India, to carry out our office work electronically is launched in the O/o The Commissioner of Customs, Cochin on 04/09/2020. 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 the launch of e-office, it is directed that:-

I.   W.e.f. 04/09/2020, the O/o The Commissioner of Customs, Cochin shall move on 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 Resource 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.   The responsibility to access and diarize emails received on designated email ID of the office of Commissioner of Customs, Custom House, Cochin is assigned as under:

CHARGE	Handling of designated email cochincustoms@nic.in
Regular Officer	Shri Ritesh Kumar Singh, Superintendent of Customs
Link Officer	Shri K. K. Thankachan, Administrative Officer

5.   Brief description of functions and responsibilities of the charge:

i.   The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner of Customs, Custom House, Cochin. The designated person will diarize the email and send it on e-office to the officer to whom it is addressed.

ii.   In case the email contains attachments other than pdf such as word document, excel sheet, ppt etc., which may be required by a user, the email, besides being diarized in e-office, shall be forwarded to the user on their email after entering comments in 'Remarks' column in e-office that it has been sent to them.

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

मो. युसफ MOHD. YOUSAF

आयुक्त COMMISSIONER

Copy submitted to:

The Chief Commissioner of Central Tax & Cetral Excise, Thiruvananthapuram Zone

Copy to:
1. All Sections in Custom House, Cochin
2. Air Cargo Complex, Cochin International Airport
3. Air Customs, Cochin International Airport
4. All Wharves & CFSs
5. Postal Appraising Department
6. EDI for uploading on website