



OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT-I)  
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Date: 24.08.2020

**STANDING ORDER No. 27/2020**

**Sub: Launch of e-office in the Office of Commissioner of Customs  
(Import-I), Mumbai Zone-I on 24.08.2020 -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 Commissioner of Customs Import-I, Mumbai Zone-I. 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 Commissioner of Customs Import-I, Mumbai

Zone-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 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 be brought to the notice of the undersigned.



(Manoj Kumar Kedia)

**Commissioner of Customs, Import-I**  
**New Custom House, Mumbai Zone-I**

To:

All branches of Import-I Commissionerate

Copy for information to-

1. Pr. Chief Commissioner of Mumbai Customs Zone-I.
2. All Pr. Commissioners/Commissioners of Mumbai Customs Zone-I.
3. All Officers and Staff of O/o Commissioner of Customs (Import-I), Mumbai Zone-I.
4. Notice Board, Mumbai, Zone-I.
5. AC/DC EDI for uploading on website.
6. Office Copy.