



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

**PUBLIC NOTICE No. 54/2020**

**Sub: Launch of e-office in the Office of Commissioner of Customs Import-II,  
Mumbai Zone-I -reg.**

This is for information of all taxpayers that e-office, an application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology, Govt of India, to carry out office work electronically, has been launched in the office of Commissioner of Customs Import-II, Mumbai Zone-i. The application is designed to establish a paperless environment in Government Offices, increase efficiency, transparency, effectiveness, employee convenience and accountability and to give better services to the taxpayers.

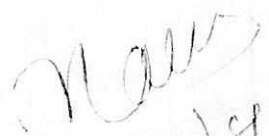
2. It is expected that adoption of e-office to carry out office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective, and transparent inter and intra governmental transactions. The process will benefit the public in terms of enhanced transparency, increased accountability, assured data security and integrity and is also expected to be a huge transformation in work culture and ethics within the department.

3. With launch of e-office, taxpayers are encouraged to utilize electronic means of communication with the Department. In this regard, it may be noted that since e-office application requires pdf files, it would be convenient if communications/letters sent to the Department by electronic means are in pdf

format, better still if they are in searchable mode, for faster processing by the Commissionerate.

4. Taxpayers are also encouraged to mention their mobile number and email in their communications to facilitate immediate acknowledgement by mail and SMS through the application. They will receive the Diary Number allotted to their communications, which can be used as reference by them while communicating with the Department in future.

5. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State of Maharashtra are requested to circulate this Public Notice among their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to the notice of undersigned.

  
(Manoj Kumar Kedia)

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

To,

The members of RAC/ Trade Associations/ Chambers of Commerce in Maharashtra.

Copy 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-II), Mumbai Zone-I.
4. Notice Board, Mumbai, Zone-I.
5. AC/DC EDI for uploading on website.
6. Office Copy.