



कार्यालय: आयुक्त सीमाशुल्क, मुन्द्रा,

सीमाशुल्क भवन, मुन्द्रा बंदरगाह, कच्छ, गुजरात- 370 421

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS:
CUSTOM HOUSE, MUNDRA PORT, KUTCH, GUJARAT- 370 421.**

F. No. VIII/48- 42/AG-CHM/Public Notice/2019-20

Date: 29.09.2020

Public Notice No. 23/2020

Subject: Launch of e-office in the Office of the Commissioner of Customs, Mundra – 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, is being launched w.e.f. 30.09.2020 in the Office of the Commissioner of Customs, Mundra. 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 government 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 a reference by them while communicating with the Department in the future.

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

T. V. Ravi
(T.V.Ravi)
Commissioner 29/9/20

Copy to:-

1. The Chief Commissioner of Customs, Gujarat Zone, Ahmedabad
2. The Additional Commissioner of Customs Mundra
3. All the Deputy/Assistant Commissioner of Customs CH, Mundra
4. Mundra/Kandla Custom Brokers Association
5. Mundra Shipping Agent Association
6. M/s. MICT Terminal
7. M/s. All Adani Terminals
8. All Trade Associations
9. Notice Board/Website
10. EDI Section, for uploading on "Commissionerate" Website