



का र्या लय प्रधान आयुक्त सीमा शुल्क (निवारक)

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PREVENTIVE)

नवीनसी माशुल्क भवन, इंदिरागांधी अंतर्राष्ट्रीय हवाई अड्डा केनज़दीक, नई दिल्ली-११००३७

New Custom House, Near I.G.I. Airport: New Delhi - 110037

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C. No. VIII (Cus.Prev.) 12/Tech./Public Notice & Circular/31/2019/Pt.- I

Dated 01/09/2020

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TRADE NOTICE NO. 01/2020

Sub: Launch of e-Office in Customs Preventive Commissionerate, Delhi on 01.09.2020 - reg.

This is for information of all taxpayers that eOffice, 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 the Principal Commissioner of Custom (Preventive), Delhi. 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 eOffice 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 eOffice, 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 future.

5. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State/UT of Delhi 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.



(Gurdeep Singh)

Pr. Commissioner of Customs Preventive

To:

The Members of RAC/ Trade Associations/Chambers of Commerce in the State/UT of Delhi.

Copy for information to:

- i. The Chief Commissioner, Custom Preventive, Delhi Zone.
- ii. All the Commissioners of Custom Preventive, Delhi Zone.
- iii. All officers and staff of Custom Preventive, Delhi
- iv. Notice Board.