

कार्यालय प्रधान आयुक्त सीमाशुल्क (आयात)
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (IMPORT)
इनलैंड कंटेनर डिपो, तुगलकाबाद , नई दिल्ली
INLAND CONTAINER DEPOT, TUGHLAKABAD, NEW DELHI
Phone No: 011-26369370, 26368848, Fax No. 26362264

PUBLIC NOTICE NO. 39/2020

DIN-20200974NE00001C593F

Sub: Launch of eOffice in ICD (Import) Commissionerate, Tughlakabad, New Delhi

This is for information of all importers, Custom Brokers, members of the trade and all other stake holders 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 ICD (Import) Commissionerate, Tughlakabad, New 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 importers, Custom Brokers, members of the trade and all other stake holders.

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, importers, Custom Brokers, members of the trade and all other stake holders 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. All importers, Custom Brokers, members of the trade and all other stake holders 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 are requested to circulate this Public Notice among their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to notice.



3/9/20

(Mohan Kumar Singh)
Principal Commissioner

To

- 1 The Delhi Customs Clearing Agents Association, 260-60, Anarkali Bazar, Jhandewalan extension, DDA Shopping Complex, New Delhi 110055.
- 2 The Principal Chief Commissioner of Customs, CGST & CX, Delhi Zone, New Delhi.
- 3 The Chief Commissioner of Customs, CCCU (DZ), NCH, New Delhi.
- 4 The Principal Commissioner / Commissioner of Customs, ICD (Export), Tughlakabad / ACC(Import) / ACC (Export) / ICD, PPG / Airport & General / Audit, New Delhi.
- 5 Officers and Staff of ICD (Import), Tughlakabad, New Delhi.
- 6 The Superintendent (Systems), ICD (Import), Tughlakabad, New Delhi for uploading the same on Website.
- 7 Notice Board.