



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue
सीमा शुल्क आयुक्त का कार्यालय (निवारक)
Office of the Commissioner of Customs (Preventive)
पूर्वोत्तर क्षेत्र, North Eastern Region
110 MG Road, Shillong, Meghalaya
फोन/Phone: 0364 - 2222597, 2225325, 2229005, 2210103
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Standing Order No. 04/2020

Dated Shillong, the 4th September, 2020

Subject: Launch of e-Office in the Customs Preventive Commissionerate, Shillong on 02/09/2020 - 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 Customs Preventive Commissionerate, Shillong on 01/09/2020. 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.

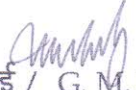
3. In view of launch of e-Office, it is directed that:-

- (i) W.e.f. today, the Customs Preventive Commissionerate, Shillong 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://e-Officeportal.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. The email id mentioned below has been designated as the official email id and single point of contact with the Commissionerate for all communications. Therefore, it is requested that electronic communication to the Commissionerate **may be sent only to the designated email id as below**. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate:

cus.shg-meg@nic.in

4. Difficulty faced in following these orders may brought to the notice of the undersigned.


[जी. एम. कामेई / G. M. Kamei]
आयुक्त / Commissioner

By E-mail/Speed Post

C. No. VIII(48)04/CUS/TECH/TN-PN-SO/2020


4 SEP 2020
Date:

Copy for information to:-

1. The Chief Commissioner, CGST & Customs, Guwahati Zone, Guwahati.
2. The Principal Commissioner/Commissioner, CGST, Agartala/Aizawl/Dibrugarh/Dimapur/Guwahati/Imphal/Itanagar/Shillong.
3. The Deputy/Assistant Commissioner, Customs Division, Agartala/ Aizawl/ Dhubri/ Dimapur/ Guwahati/ Imphal/ Karimganj/ Shillong/ Moreh LCS/ Agartala LCS/ ICD Amingaon with a request to bring to the notice of all concerned under their jurisdiction.
4. The Superintendent, Computer Cell, Customs (P), NER, Shillong for uploading the Standing Order in the Commissionerate's website.
5. The Hindi Translator, Customs Hqrs, Shillong to get Hindi version of this Standing Order issued.
6. Guard file.


[आई आर. खरकोंगर /I. R. Kharkongor]
संयुक्त आयुक्त (तकनीकी)/Joint Commissioner (Tech)