

**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-II),  
MUMBAI-II, JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,  
TALUKA: URAN, DISTRICT: RAIGAD, MAHARASHTRA, PIN-400 707  
Email- ns2-jnch@gov.in**

F. No. S/12-GEN-11/2020-21/AM(X)/JNCH

Date: 11.09.2020

**STANDING ORDER NO. 32/2020**

**Sub: Launch of e-Office in Nhava Sheva-II Commissionerate, JNCH – reg.**

This is for information of all officers and staff that in compliance of the directions of the Board, e-Office Application to carry out our office work electronically is launched today in Nhava Sheva-II Commissionerate, JNCH.

2. 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://eofficeportal.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 on the link <https://darp.gov.in/relatedlinks/rules-and-manuals>.

3. The Application is designed with an objective to establish a paperless environment in offices and increase effectiveness and employee convenience. From today, NS-II Commissionerate shall move to e-office application and new files shall be opened electronically on the application. Physical files shall not be opened (except with prior concurrence of the Commissioner, NS-II) henceforth. Legacy files should be migrated to the Application on priority for carrying out office work on the Application.

4. In this regard, it is informed that the E-mail id [ns2-jnch@gov.in](mailto:ns2-jnch@gov.in) has been designated as the official E-mail id and single point of contact of this Commissionerate, for official communication.

5. Use of e-Office to carry out our office work is expected to usher in more efficient and transparent transactions, increased accountability, assured data security and integrity. E-Office is expected to transform work culture and ethics and bring attitudinal shift within the department.

6. Any difficulty in following these orders should be resolved in consultation with the Deputy Commissioner of Customs, NS-II.

SD/-  
**(SANJAY MAHENDRU)**  
**Commissioner of Customs (NS-II)**

**Copy for information to:-**

1. The Chief Commissioner of Customs, Zone – II.
2. The Commissioner of Customs, NS-G/NS-I/NS-II/NS-III/NS-Audit/NS-V/NS-Appeal, Zone-II.
3. All Officers and staff of NS-II.
4. DC, EDI - For urgent uploading on JNCH website.