

**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-G),  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,  
TALUKA URAN, DIST. RAIGAD, MAHARASHTRA-400 707.**

**Email id: nsg-jnch@gov.in**

F. No. S/5-Gen-03/2020-21P&E JNCH

Date: 11.09.2020

**STANDING ORDER NO. 28 /2020**

**DIN No. 20200978 NU00005M3C88**

**Sub: Launch of e-Office in Nhava Sheva-General 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 in Nhava Sheva-General 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 in this regard.

3. The application is designed with an objective to establish a paperless environment in offices and increase effectiveness and employee convenience. From today, NS-G 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-G). 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 designated email id [nsg-jnch@gov.in](mailto:nsg-jnch@gov.in) may be used for official communication.

5. Further, Central Registry Unit (CRU) has been established in the Nhava Sheva-General Commissionerate, JNCH. The email id of CRU section is [cru-jnch@gov.in](mailto:cru-jnch@gov.in). CRU will retain all physical dak chronologically in a file folder. At periodical intervals, the folder will be stiched & kept safely by CRU in its custody. If any physical copy of dak is required by a branch or section, it will be collected by them from CRU. In such a case, CRU shall keep a photo copy of the first page of the dak and take receipt on it from the person receiving the dak. Dispatch in physical mode will also be done by CRU, who will 'receive' dak sent to it by the users through option "Dispatch by CRU" for further dispatch.

6. Any difficulty in following these orders should be resolved in consultation with the Additional Commissioner of Customs, P&E, JNCH.

  
11-09-2020

**(Sanjay Mahendru)**

Commissioner of Customs,  
NS-G, JNCH

**Copy for information to:-**

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