



भारतसरकार/ GOVERNMENT OF INDIA

सीमाशुल्कप्रधानआयुक्तकाकार्यालय (विमानपत्तनवहवाईमालपरिसर)
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS(AIRPORT & A.C.C.)
सीमाशुल्कसदन, 15/1 स्ट्रैंडरोड,कोलकाता-700001 (प. ब.)
CUSTOM HOUSE,15/1, STRAND ROAD, KOLKATA-700001(W.B)

F.No. S(Misc) 04/2017 Pt.V Comp.Cell (A&A)

Dated:02.09.2020

PUBLIC NOTICE NO. 54 /2020

Sub:- Launch of e-Office in O/o the Airport & ACC Commissionerate.

This is for information of all exporters, importers, CBs, other stakeholders and general public that e-Office, 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 office of the Airport & ACC Commissionerate. 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 e-Office 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 e-Office, 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 Trade Facilitation Committee, Trade Associations and Chambers of Commerce in the State of West Bengal 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.

Deep Shekhar
2/9/20

(Deep Shekhar)
Pr. Commissioner of Customs,
Airport & ACC Commissionerate, Kolkata

To:

The Members of TFC/ Trade Associations/ Chambers of Commerce/BNCCI/CII/FICCI/
FIEO in West Bengal

Copy for information to:

- i. The Chief Commissioner, Kolkata Customs Zone.
- ii. All the Pr.Commissioners/Commissioners of Kolkata Customs Zone.
- iii. All officers and staff of Airport & ACC Commissionerate, Kolkata.
- iv. Notice Board.