



ಭಾರತಸರ್ಕಾರ, ಹಣಕಾಸು ವಿಭಾಗ, ಕಂದಾಯ ಇಲಾಖೆ
भारतसरकार, वित्तमंत्रालय, राजस्वविभाग
Government of India, Ministry of Finance, Department of Revenue,
ಆಯುಕ್ತರ ಕಛೇರಿ, ನಗರ ಸೀಮಾ ಸಂಕ, 5400, ಬೆಂಗಳೂರು
ಅಂಚೆ ಸಂ. 5400, ಕೇಂದ್ರೀಯ ರಾಜಸ್ವ ಭವನ, ಕ್ವೀನ್ಸ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು
सीमाशुल्कआयुक्तकाकार्यालय, बेंगलुरु सिटी सीमाशुल्कआयुक्तालय, पी.बी.सं
5400, बेंगलूर

Office of the Commissioner of Customs, City Customs Commissionerate,
P.B. No. 5400, C.R. Building, Queen's Road, Bengaluru – 560 001
Phone : 080 22868574 e-mail mr.farooqui@nic.in

दि/DATED : 11.02.2022

STANDING ORDER NO. 01 /2022 Date: 11.02.2022

Sub.: Digitalization of documents including all files of Bangalore City Customs- Reg.

This office has completed the scanning of 9564 files and uploaded the same to e-office comprising of 9.50 lakh pages as on date. Further 4 lakh pages of digitization of physical files has been started and the same will be completed by 31.03.2022. The scanned data has been given to respective sections and procedure to be followed for migration of each file to be done by the respective sections has been intimated vide this office letter dated 21.01.2022.

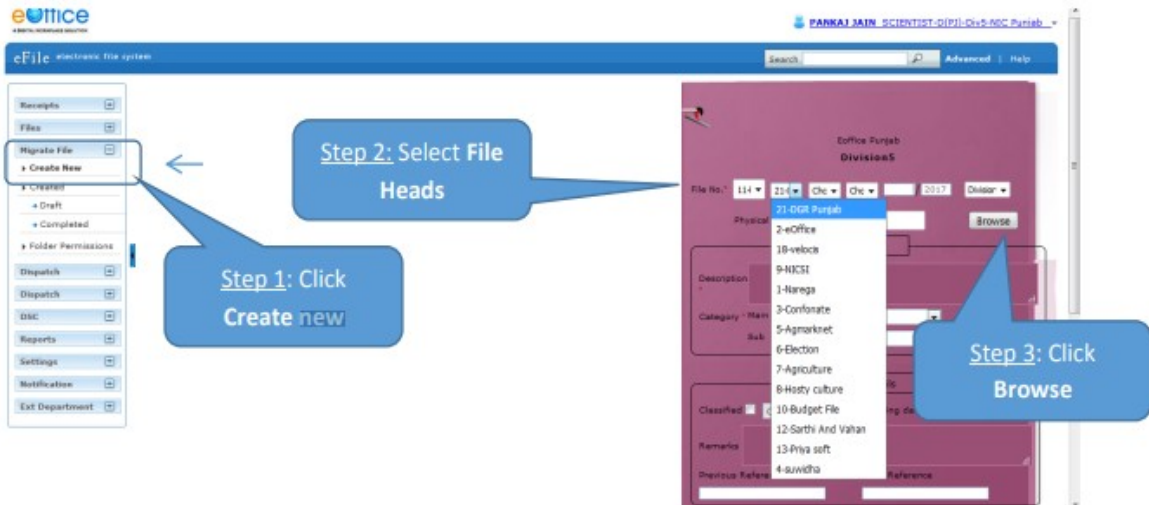
The procedure for migration of the files to e-office by the sections is as under :-



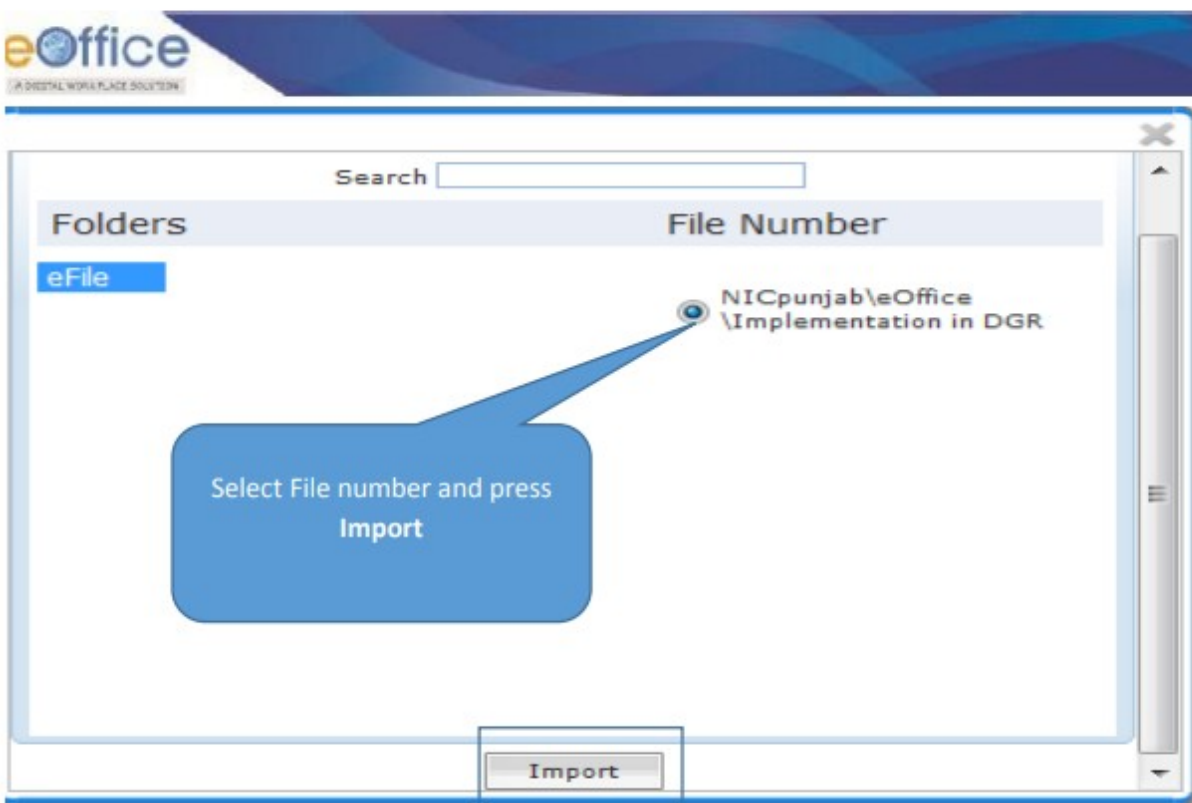
Step 5: Migrating Old files into eOffice account

Login to user account in eoffice and go to **Migration File -> Create new**

→ Choose file heads to create new file



After pressing Browse option , list will open showing folders with file numbers, select file number and press **Import** button.



After clicking import button Physical file number will be shown as below:

Next step is to select note and receipts and map with the arrow button highlighted below:

Step 1: select note folder

Step 2: select PDF notings

Step 3: select destination note folder

Step 4: Click on down arrow button to map all pdf's and check order too



Same procedure to be followed for Receipts

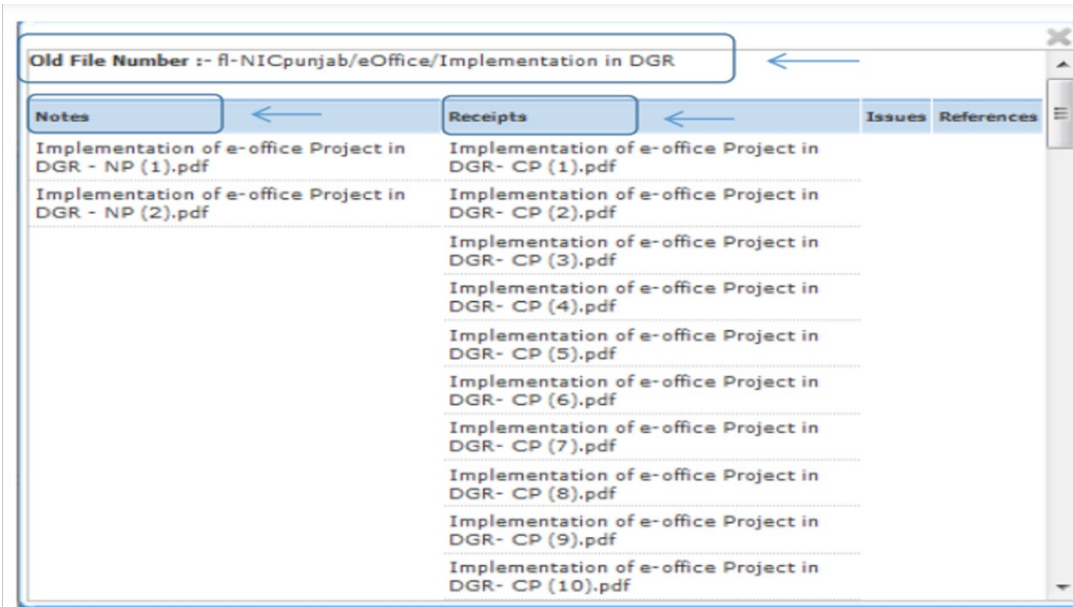
Step 1: select receipt folder

Step 2: select PDF receipts

Step 3: select destination receipt folder

Step 4: Click on down arrow button to map all receipt pdf's and check order too

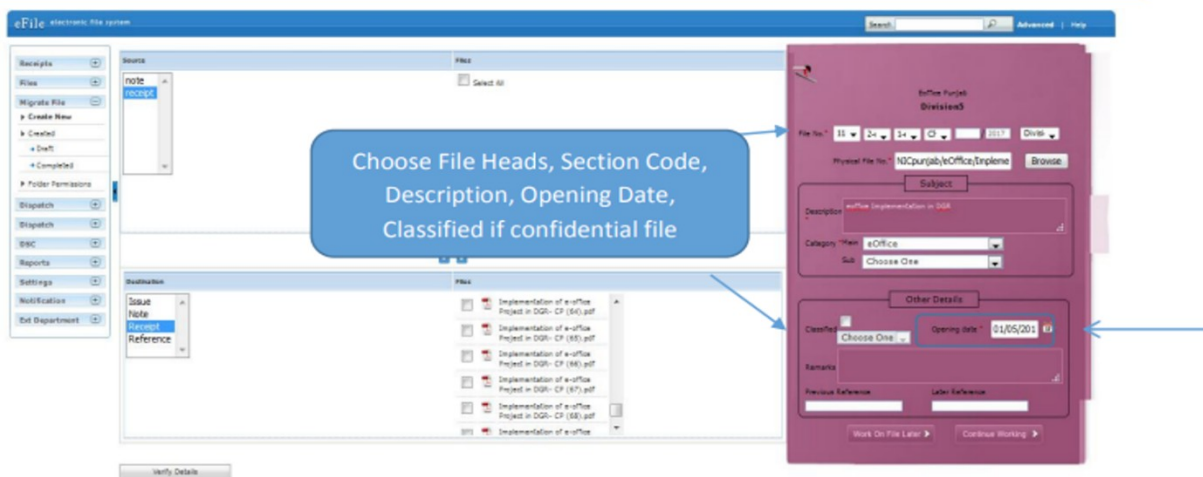
User can also check and verify details by clicking button to ensure Notings and Receipts are placed on the correct destinations. If the user finds the sequence is not correct then the user can send back the PDF to the correct source folder whether it is receipt of note by using the “up arrow map button” as shown above.



Verify PDF under Notes and Receipts



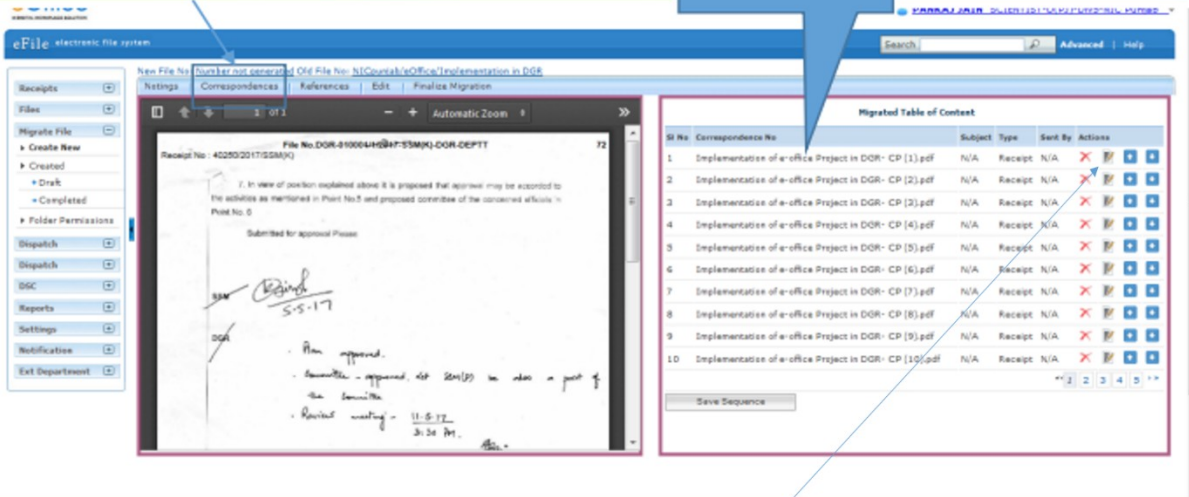
Next screen is as under



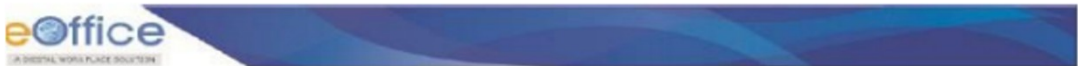
Press Continue working

Step 1 Click on Correspondence

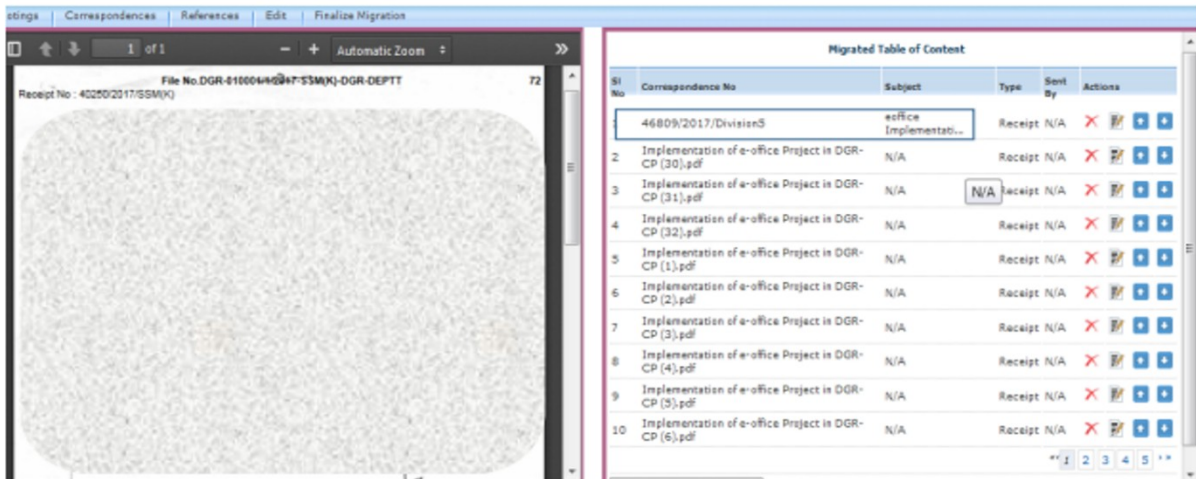
PDF link of receipts.



Step 2 Click on Edit and enter metadata for all the PDF files

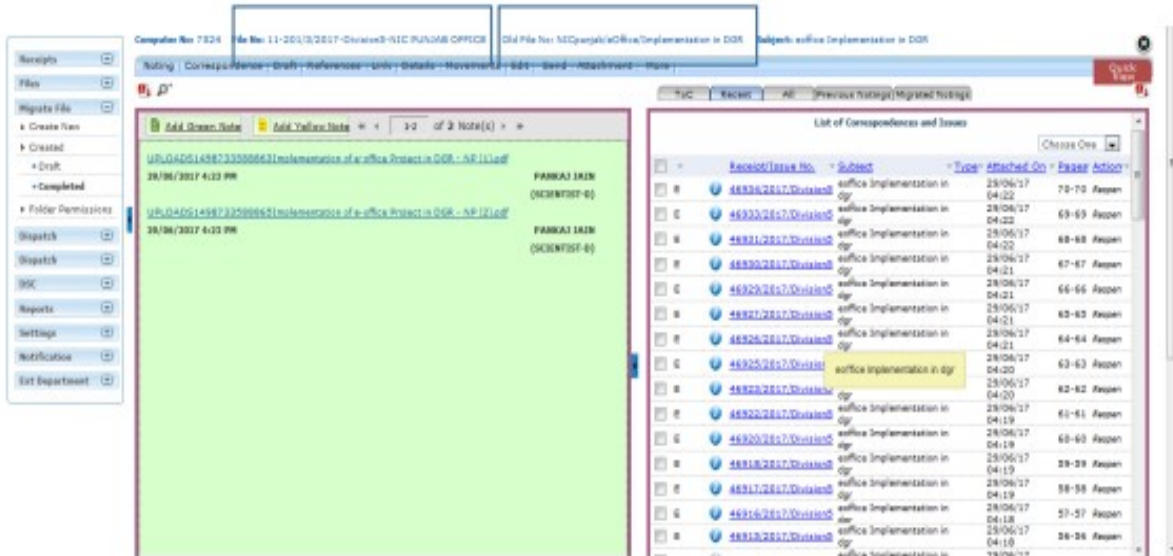


Now receipt number will change automatically as shown below:



When all the correspondence receipts metadata is filled, press 'Finalize Migration' - - - - - press 'OK'

The following screen will open up after doing **finalize migration**. Top row shows **Old file number and new electronic file number**.



Migrated file will be seen under Migrate File > Completed

2. Difficulties if any, in following the instructions may be brought to the notice of EMD manager, City Customs Commissionerate, Bengaluru.

(Dr. K Balamurugan)
Commissioner of City Customs

Copy to: -

1. The Additional Commissioner of Customs, ICD, Bengaluru.
2. All Sections and officers of City Customs Commissionerate, Bengaluru.