



OFFICE OF THE COMMISSIONER OF CUSTOMS

बेंगलूरु सिटी / BENGALURU CITY

सी .आर.बिल्डिंग ,पी.बी. नं.

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C. No. VIII/09/44/2020 City Cus Tech

Dated : 25.08.2020

**PUBLIC NOTICE NO. 43/2020 (e-Office)**

**( DIN No: 20200872MR00002R3C5E )**

Sub: Launch of e-Office in Offices of Commissioner of Bengaluru City Customs, on 25-08-2020

Kind attention is invited to all taxpayers that an e-Office application has been 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 the offices of the Commissioner of Customs, Bengaluru City Customs. 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. With the 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.

3. The 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.

4. Further, all taxpayers, trade and industry are informed that the below mentioned e-mail has been designated as the official e-mail id and single point of contact

Sl. No.	Name of Formation	Central Registration Unit	e-mail ID
1	Headquarters, Queens Road,	Headquarters	<a href="mailto:commr-citycusblr@gov.in">commr-citycusblr@gov.in</a>
3	Export Promotion Cell	EPC Central	<a href="mailto:epccentral-citycus@gov.in">epccentral-citycus@gov.in</a>

5. Therefore, it is requested that all communication to the Headquarters Office, Queens Road and EPCs, may be sent only to the designated email id as above and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate.

6. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State of Karnataka 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.

To: (Baswaraj Nalegave)  
Commissioner

The Members of RAC/Trade Associations/Chambers of Commerce in (Name of State/UT).

Copy for information to:

- i. The Principal Chief Commissioner, Central Tax & Central Excise, Karnataka Zone.
- ii. The Chief Commissioner of Customs, Bengaluru Customs Zone, Bengaluru.
- iii. The Notice Board.
- iv. The Webmaster to upload the Trade Notice on the Website.