भारत सरकारGOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीयअप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्तकाकार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय करऔरकेन्द्रीय उत्पाद शुल्क,कोच्चि,
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई.एस.प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

CIRCULAR No. 10/2020 dt. 02-09-2020

Pursuant to the implementation of e-office in Central Tax & Central Excise and Customs, Thiruvananthapuram Zone, it is being brought to the notice that there is a very important role of EMD Manager in maintaining the e-office system and Master Data Management of all officers/ staff working in the respective Commissionerate.

For updating the data flow in the E-office system it is directed that in future, copies of the Joining/Relief/Handing over of charge/Relinquishment of charge reports shall be sent to both the EMD Managers of the formations from where the concerned officer was transferred or is joining, by the respective supervisory officers by E-mail alongwith the details in the enclosed format.

This is issued with the approval of the Principal Commissioner of Central Tax & Central Excise, Kochi Commissionerate.

Rajeswari

[Rajeswari R.Nair]
Joint Commissioner (P&V)

Copy submitted to:

1. **The Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.**

2. **The Commissioner of Central Tax & Central Excise, Trivandrum**
3. **The Commissioner of Central Tax & Central Excise, Kozhikode**
4. **The Commissioner of Central Tax & Central Excise, Audit, Kochi**
5. **The Commissioner of Customs (Preventive) Commissionerate, Kochi**
6. **The Additional Director General, NACIN Zonal Unit , Kochi.**
7. **The Additional Director General, DGGI Zonal Unit, Kochi**
8. **The Additional Director General, DGRI Zonal Unit, Kochi**

Copy to:

1. **The Assistant/ Deputy Commissioners holding the charge of all sections in Hqrs., Kochi.**
2. **The Assistant/ Deputy Commissioners in charge of Divisions under Kochi Commissionerate.**
3. **The Superintendent (EDP) – for uploading in website.**
4. **Hindi Cell – for Hindi version.**

PROFORMA TO CHANGE ROLE IN E-OFFICE

From:

To: The EMD Managers, (By e-mail)

Details of Formation/Division/Section/Range/Unit of which the request being sent	
Name of the Officer Relieved / Joined	
Name of the Supervisory Officer of the above officer	
Name of the officer to whom charge to be assigned (in respect of relieved officer)	
Name of the officer whose charge to be assigned (in respect of officer joined)	
Remarks, if any	

Signature , Name and Designation of the supervisory officer:

Enclosure: Joining repot/relief report/charge hand over report (Tick whichever is encclosed)

Note: Please furnish **e-mail Id, PFMS code and mobile phone no.** also in the column above meant for the name of the officer joined, in respect of newly joined officers or officers joining from outside the zone or from Directorates.