



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
ज़ोनल परिसर, हैदराबाद
१ फ्लोर, कृष्ण ब्लॉक, डॉ० एम सी र एच र डी आई, रोड नंबर २५,
जूबिली हिल्स, हैदराबाद - ५०००३३

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,
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C.No.IX/04/08/NACIN/ZC/2020

Date. .08.2020

OFFICE ORDER NO.04 of 2020

Sub: Launch of e-Office in NACIN, Hyderabad on 03.08.2020 - Reg.

This is for information of all officers and staff of NACIN, ZC, Hyderabad that in compliance to the directions of the Board, e-Office, an electronic application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology (MEITY), Government of India, to carry out our office work electronically has been launched in NACIN, ZC, Hyderabad on 03.08.2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

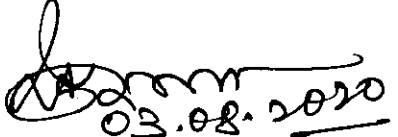
2. It is expected that adoption of eOffice to carry out our office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. eOffice is expected to be a huge transformation in work culture and ethics within the department.

3. In view of launch of e-Office, it is directed that:-

- i. w.e.f. today, the NACIN, ZC, Hyderabad shall move to e-Office application and new files shall be opened electronically on the application. Physical files shall not be opened without the concurrence of the undersigned. Legacy files shall be migrated to the application on priority so that they can be used to carry out office work on the application.

ii. 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.

4. Difficulty faced in following these orders may brought to the notice of the undersigned.



03.08.2020

(रकु रमण/ R. K. Raman)

अपर महानिदेशक/ Additional Director General

Copy for information to:

1. The Director General, National Academy of Customs, Indirect Taxes & Narcotics, Faridabad.
2. All the officers and staff of NACIN, ZC, Hyderabad.
3. Notice Board.