

भारत सरकार
वित्त मंत्रालय, राजस्व विभाग
केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
निर्यात संवर्धन महानिदेशालय
8वां तल, टॉवर 2, जीवन भारती बिल्डिंग,
कनॉट प्लेस, नई दिल्ली - 110001
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Government of India
Ministry of Finance, Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Export Promotion
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F. No. DGEP/Admn/44/2020

Dated: 06/10/2020

OFFICE ORDER No. 01/10 /2020

Subject: Launch of e-Office in Directorate General of Export Promotion on October 6th, 2020 - reg.

This is for information of all officers and staff of the Directorate 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), Govt. of India, to carry out our office work electronically has been launched in DGEP on October 6th, 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.

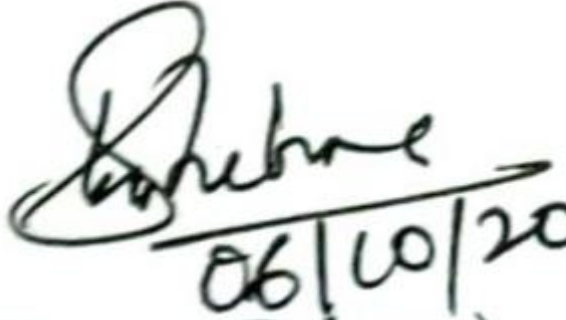
3. In view of launch of e-Office, it is directed that:-

i. W.e.f. today, DGEP 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 be brought to the notice of the undersigned.
5. This issues with the approval of competent authority.


06/10/20
(Saroj Kumar Behera)
Additional Director

To:

All Officers/Staff of DGEP, New Delhi.

Copy for information to-

1. All Pr. Chief Commissioners/Chief Commissioners, CGST & Customs
2. All Pr. Director General/Director General of Directorates under CBIC
3. Supdt. (Systems), O/o DG Systems, New Delhi for uploading on the website
4. Notice Board