



सत्यमेव जयते

भारत सरकार

GOVT OF INDIA

वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

सतर्कता महानिदेशालय, अप्रत्यक्ष कर व सीमा शुल्क

Directorate General of Vigilance, Central Board of Indirect Taxes & Customs

सम्राट होटल, चाणक्यपुरी, नई दिल्ली-110021

Samrat Hotel, Chankyapuri, New Delhi-110021

Tel: 011-21610897 Fax: 011-26175726 Email: dgvig@icegate.gov.in

ASL
17/9
D/S
19/09

ASL (AS)
29/9/20
To A.O. (Meena)

F No. : V-500/64/2020/8219

Dated: 09.09.2020

10

OFFICE ORDER No. 01 of 2020

Subject: Launch of e-Office in Directorate General of Vigilance (Headquarter), Central Board of Indirect Taxes and Customs on 07.09. 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 Directorate General of Vigilance (Headquarter), Central Board of Indirect Taxes and Customs on 07.09.2020. 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 Directorate General of Vigilance (Headquarter) 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'



सत्यमेव जयते

भारत सरकार
GOVT OF INDIA

वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

सतर्कता महानिदेशालय, अप्रत्यक्ष कर व सीमा शुल्क

Directorate General of Vigilance, Central Board of Indirect Taxes & Customs

सम्राट होटल, चाणक्य पुरी, नई दिल्ली-110021

Samrat Hotel, Chankyapuri, New Delhi-110021

Tel: 011-21610897 Fax: 011-26175726 Email: dgvig@icegate.gov.in

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.


(Ms Aruna N. Gupta)

Principal Additional Director General

To:

1. All officers and staff of Directorate General of Vigilance (Headquarter), Central Board of Indirect Taxes and Customs, New Delhi

Copy for information to-

1. The Member (Admin), CBIC, New Delhi
2. Pr ADGs/ADGs, All Zonal Units of DGoV
3. Notice Board
4. Joint Director, DG Systems, CR Building, IP Estate, New Delhi