

15 SEP 2020

2381
OFFICE OF THE DIRECTORATE GENERAL OF ANALYTICS & RISK MANAGEMENT
10th Floor, Tower-2, Jeevan Bharti Building, 124, Connaught Circus, NEW DELHI,
Tel: 011-21400627; Fax: 011-21400628 Email: dgarm-cbec@gov.in

OFFICE ORDER No. 03/2020

Date :- 09.09.2020

Subject: Launch of e-Office in Directorate General of Analytics and Risk Management on 9th September 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 Analytics and Risk Management on 09.09.2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

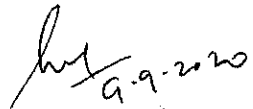
2. It is expected that adoption of e-Office to carry out our office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. E-Office 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 Analytics and Risk Management 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.


9.9.2020
(Sanjay Gupta)

Additional Director General

To:

All branches of Directorate General of Analytics and Risk Management, Delhi.

Copy for information to-

1. The Chief Commissioner, CGST & CX, Delhi Zone.
2. All the Commissioners of CGST & CX Delhi Zone.
3. All officers and staff of Directorate General of Analytics and Risk Management.
- ~~4.~~ Supdt. Systems- For uploading on the website
5. Notice Board