



सतर्कतामहानिदेशालय, दक्षिणआंचलिकइकाई
DIRECTORATE GENERAL OF VIGILANCE, SOUTH ZONAL UNIT
अप्रत्यक्ष कर एवंसीमा शुल्क
INDIRECT TAXES & CUSTOMS
चतुर्थ एवंपंचमतल, कृष्णाब्लाक, सीमा शुल्कभवन
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दिनांक/Date : 31.08.2020.

OFFICE ORDER No. 05/2020

Subject: Launch of e-Office in the Office of the Additional Director General, Directorate General of Vigilance, Indirect Taxes and Customs, South Zonal Unit, Chennai on 31.08.2020 - reg.


This is for information of all officers and staff of this office that in compliance with 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 the **Office of the Additional Director General, Directorate General of Vigilance, Indirect Taxes and Customs, South Zonal Unit, Chennai on 31.08.2020**. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

2. In view of the above, it is directed that:-

- i. W.e.f. 31.08.2020, 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. All the staff must familiarize itself with the working of e-office. 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.


31-8-2020
मयंक कुमार/(Mayank Kumar)
Additional Director General
अपर महानिदेशक

To:

All the officers of the Office of the Additional Director General, Directorate General of Vigilance, Indirect Taxes and Customs, South Zonal Unit, Chennai.

Copy submitted to:

1. The Principal Director General, Dte. General Of Vigilance, New Delhi
2. The Principal Chief Commissioner / Chief Commissioner, Chennai GST and Central Excise Zone, Chennai Customs Zone, Thiruvananthapuram GST and Central Excise Zone, Trichy Customs Preventive Zone.

Copy for information to:

3. All the Principal Commissioners / Commissioners of Chennai GST and Central Excise Zone, Chennai Customs Zone, Thiruvananthapuram GST and Central Excise Zone, Trichy Customs Preventive Zone.