



भारत सरकार

GOVERNMENT OF INDIA

वित्त मंत्रालय : राजस्व विभाग

MINISTRY OF FINANCE : DEPT. OF REVENUE

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS

आंचलिक परिसर, कोलकाता::ZONAL CAMPUS : KOLKATA

पी-२७, सी.आई.टी. स्कीम VIII (एम), विधाननगर रोड, कोलकाता-७०००६७

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OFFICE ORDER No. 01/2020

Date: 31.07.2020

**Subject: Launch of e-Office in NACIN (ZC), Kolkata on 31.07.2020 - reg.**

This is for information to all officers and staff of NACIN Zonal campus, Kolkata 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 NACIN (ZC), Kolkata on 31.07.2020. 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 NACIN (ZC), Kolkata 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.
5. This issues with the approval of the Additional Director General.



**(D. N. Lama)**  
Assistant Director (Admin)

C. No. II (36) 2/ e-office/ NACIN/ Kol/ 20-21/ 207 - 12

Dated: 31.07.2020

Copy forwarded to:

1. The Director General, NACIN, Faridabad.
2. The Principal Chief Commissioner, CGST & Central Excise, Kolkata Zone.
3. The Chief Commissioner of Customs, Kolkata Zone.
4. The Principal ADG/ ADG, NACIN ZC/ ZTI, .....
5. All officers and staff of NACIN ZC, Kolkata
6. The Superintendent (Systems), Webmaster, CBIC for uploading the same on the website of CBIC.
7. Notice Board.