



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
नासिन कॉम्प्लैक्स, सैक्टर-29, फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
Government of India, Ministry of Finance, Department of Revenue
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F.No.III-(1)E-office/Nacin/2020/8886 to 8892 Dated 28.07.2020

OFFICE ORDER

Subject: Launch of e-Office in NACIN, Faridabad - reg.

This is for information of all officers and staff of NACIN, Faridabad 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, Faridabad on 28.07.2020. 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 of 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 decided that:-

- i. W.e.f. today i.e., 28.07.2020, the some Sections i.e., **Central Registration Unit (CRU), Systems, Establishment and ICT** of this office 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 concerned Additional Director General.. 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. W.e.f. 03.08.2020, all sections of this office shall move to e-Office application in terms of (i) above.
- iii. The 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 Deputy Director (Systems) and EMD Manager.


(Sophia Martin Joy)
Additional Director General
(E-Office)

28.7.2020

All branches of NACIN, Faridabad

Copy for information to-

1. PS, DG, NACIN, Faridabad;
2. PA, All ADGs. NACIN, Faridabad
3. Superintendent Systems- For uploading on the website
4. Notice Board


(EMD Manager)