

मुनाफाखोरी-रोधी महानिदेशालय

(केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड)

राजस्व विभाग, वित्त मंत्रालय

दूसरी मंज़िल, भाई वीर सिंह साहित्य सदन

भाई वीर सिंह मार्ग, गोल मार्केट, नई दिल्ली -110001

Directorate General of Anti-Profitteering

(Central Board of Indirect Taxes and Customs)

Department of Revenue, Ministry of Finance

Second Floor, Bhai Vir Singh Sahitya Sadan

Bhai Vir Singh Marg, Gole Market, New Delhi-110001



सत्यमेव जयते



011-23741544-45

011-23741542

F.No.: - 19011/34/2020/AP / 31433205

Date : 25.08.2020

OFFICE ORDER NO. 57/2020

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Subject: Launch of e-Office in Directorate General of Anti-profitteering on August 7th, 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 Anti-profitteering on **August 7th, 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 Anti-profiteering 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.



(Rakesh Goyal)
Additional Director General

To:

All sections of Directorate General of Anti-profiteering.

Copy for information to-

1. All the Chief Commissioner CGST
2. All officers and staff of DGAP
3. CBIC & DGAP website
4. Notice Board