



भारत सरकार
Government of India
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue
कार्यालय आयुक्त सीमा भुलक (निवारक), उत्तर प्रदेश एवम् उत्तराखण्ड
Office of the Commissioner, Customs (Prev) Uttar Pradesh & Uttarakhand
पांचवा तल, केन्द्रीय भवन, सेक्टर एच, अलीगंज, लखनऊ
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17.08.2020

OFFICE ORDER No. 01/e-Office /2020


Subject: Launch of e-Office in Customs (Prev) Commissionerate Lucknow on 17.08.2020 - reg.

This is for information of all officers and staff of the Commissionerate 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 Customs (Prev) Commissionerate Lucknow on 17.08.2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

02. 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.

03. In view of launch of e-Office, it is directed that:-

- i. W.e.f. today, the Customs (Prev) Commissionerate Lucknow 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.
- iii. Difficulty faced in following these orders may brought to the notice of the undersigned.


(Ved Prakash Shukla)
Commissioner
17.8.2020

To:

All branches of Customs (Prev) Commissionerate Lucknow.

Copy for information to-

- i. The Principal Chief Commissioner, Zone, Customs (Preventive) Patna.
- ii. All the Commissioners of Customs (Preventive) Patna Zone.
- iii. All officers and staff of Customs (Prev) Commissionerate Lucknow.
- iv. Supdt. Systems- For uploading on the website
- v. Notice Board