



Govt. of India

Ministry of Finance

O/o the Pr. Chief Controller of Accounts

Central Board of Indirect Taxes and Customs

(Expenditure Coordination Section)

1<sup>st</sup> Floor, DGACR, Building, I.P. Estate, New Delhi-110002

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No.Pr.CCA/CBIC/Expdr-Coord./e-Office/2023-24/176

Dated: 06.08.2023

06.09.2023

**Subject: Implementation of e-office in all the PAOs working under O/o Pr.CCA, CBIC –reg.**

As the implementation of e-office is lauched vide Office Order even no. 213-22 dated 23.12.2022 from 01.01.2023 in Pr. Accoutns Office, O/o Pr.CCA, CBIC, New Delhi. Now a step towards the implementation of e-office to all the field PAOs working under O/o Pr.CCA, CBIC is desired by the competent authority. The implementation of e-office is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

For implementation of e-office this office needs to create Organisational Unit (OU) of all the Zonal Heads. For this, all the Zonal Heads are requested to submit EMD form duly filled-in, in respect of all the officers/officials in PAOs working under their administrative control, must be submitted to this office in excel sheet as well as hard copy latest by 06.09.2023 to this office.

This issues with the approval of the Competent Authority.

(Poorva Meena)

Dy. Controller of Accounts

To:

1. The Dy.CA O/o CA (WZ), CBIC, Mumbai.
2. The ACA O/o DCA(EZ), CBIC, Kolkata.
3. The Dy. CA O/o DCA(SZ), CBIC, Chennai.
4. The Dy. CA,(NZ), O/o Pr.CCA, CBIC.
5. All PAOs of NZ, CBIC
6. The Sr. AO (Admin), CBIC

Copy for information:

1. Sr. PS to Pr.CCA (CBIC)
2. PS to CCA (CM), CBIC
3. PA to DCA, CBIC
4. Sr. AO (ITD) requested to upload this circular on the ARPIT portal.