

No.30013/65/2016-Ad.IVA  
Government of India  
Ministry of Finance  
Department of Revenue  
(Central Board of Excise and Customs)

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Hudco Vishala Building, Bhikaji Cama Place,  
New Delhi, Dated the 21<sup>st</sup> March, 2017.

To

All Pr. Chief Commissioners/Chief Commissioners  
All Directors General /Commissioners  
under CBEC

Subject:- Implementation of e-office in Administration Wing of CBEC – reg.

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Sir/Madam,

I am directed to refer to Board's letter of even number dated 29<sup>th</sup> December, 2016 (copy enclosed) on the subject mentioned above requesting all the field formations under CBEC to send their proposals to the Board alongwith 'soft copy' of the same by email to facilitate smooth implementation of e-office. However, it is found that this instruction has not been adhered to by the field formations.

2. It is reiterated that, henceforth, all references/letters addressed to the Board should also be sent by e-mail to the concerned official after scanning the same in pdf format.

Yours faithfully,

  
(B. Ginkhan Mang) 21/3/2017

Under Secretary to the Govt. of India.

Encl.: As above.

Copy to: Webmaster, DG (Systems & Data Management), CBEC – with the request to upload the letter on CBEC Website.

Speed post

No.30013/65/2016-Ad.IVA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise and Customs

HUDCO Vishala Buliding, Bhikaji Cama Place,  
New Delhi, dated the 29 December, 2016.

All Chief Commissioners/Commissioners,  
All Directors General under CBEC.

Subject: Implementation of e-office in Admn. Wing of CBEC

Sir/Madam,

I am directed to state that it has been decided to implement e-office in the CBEC, Department of Revenue w.e.f. 01.01.2017. All the field formations under CBEC should send their proposals to the Boards, along with a 'soft copy' of the same while making a reference to the Board to facilitate smooth implementation of e-office.

2. Soft copy of the proposal may be sent to the Board at the e-mail of respective Under Secretaries/Deputy Secretaries/Directors.
3. Proposals sent by e-mail only will be put up for approval of Competent Authority.
4. This issues with the approval of Member(A).

Yours faithfully,

  
(B.Ginkhan Mang)

Under Secretary to the Govt. of India.  
Tel.No.011-26162673  
Email:[bg.mang@nic.in](mailto:bg.mang@nic.in)

Copy to:-

1. Sh. Sanjeev Kumar, Joint Director (HRM), DGHRD, CBEC, Rajendre Place, New Delhi - 110008.
5. Web Master, O/o DG System for uploading the letter on CBEC, webside
- ✓ 2. Webmaster, CBEC - With the request to upload the same on the CBEC's website.

o/c

  
(B.Ginkhan Mang)

Under Secretary to the Govt. of India  
Tel:011-26162673  
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