MOST IMPORTANT

Government of India
O/o Pr. Chief Controller of Accounts
Central Board of Indirect Taxes & Customs
Audit Bhawan, I.P. Estate, New Delhi-110002
Tele/FAX: 011-23702415, E-mail: admncbec@gmail.com

No. Admn/1(27)/Misc/2026/439 **Dated:**18 **.09.2026**

OFFICE MEMORANDUM

Sub: Compulsory registration of all officers/officials working under the administrative control of the DAO, CBIC in e-Office module –regarding.

It has been noticed that some of the officers/officials working under the administrative control of Departmentalized Accounting Organization of CBIC are not registered in the e-Office module. To enhance smooth functioning of the official works in an efficient manner, the following instructions are issued for strict compliance:-

a. All the officers/ officials shall mandatorily register in the e-Office module and concerned section in-charge/ Sr. AOs shall ensure that each officer/officials are registered in the e-Office module.
b. E-Office shall be used for file processing, wherever possible.

2. The compliance report to be submitted by the concerned Head of Office positively by 30.09.2026.

3. This issues with the approval of the Competent Authority.

(Shashi Kumar Bisht)
Sr. Accounts Officer (Admin-I)

Copy for information/necessary action to:

1. All Zonal Heads under O/o Pr. CCA, CBIC with the request to ensure compliance.
2. Sr. AO (GST & IT), O/o Pr. CCA, CBIC, New Delhi for uploading on website "www.arpit.gov.in"
3. All Sr. AOs/PAOs of CBIC.
4. Sr. PS/PS/PA to Pr. CCA/CCA/Sr. CA, CBIC, New Delhi.
5. Master Folder.

GST-IT/81
18.09.26