

CBIC e-Office

Role Assignment for Officers & Staff

Pr CC/CC/Pr. Commissioner/ Commissioner	a) ROLE_Officer b) ROLE_APPROVER c) ROLE_DRAFT_APPROVER d) ROLE_DOWNLOADER e) ROLE_HIERARCHY_CLOSED_VIEWER f) Role_Instance_Sender g) Role_Instance_Receiver
Additional/Joint Commissioner	a) ROLE_Officer b) ROLE_APPROVER c) ROLE_DRAFT_APPROVER d) ROLE_HIERARCHY_CLOSED_VIEWER e) Role_Instance_Sender f) Role_Instance_Receiver
Dy/Asstt. Commissioner/CAO etc.	a) ROLE_Officer b) ROLE_APPROVER c) ROLE_DRAFT_APPROVER d) ROLE_HIERARCHY_CLOSED_VIEWER
Superintendent/AO etc.	a) ROLE_Officer b) ROLE_APPROVER c) ROLE_DRAFT_APPROVER d) ROLE_HIERARCHY_CLOSED_VIEWER
Inspector/EA/TA and other dealing hands	a) ROLE_Officer b) ROLE_CLOSING
Private Secretary/PS/Steno / OSD etc.	a) ROLE_Officer
User posted to CRU	a) ROLE_CRU (Not to be given with role officer)
EMD Manager	a) ROLE_TRANSFER_WITHIN_DEPARTMENT in addition to other roles to be assigned as above.

(Sunil Singh Katiyar)

Head, Technical Committee for Implementation of e-Office in CBIC
On behalf of DGPM