



केन्द्रीय कर, जीएसटी पूर्व के आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CENTRAL TAX, GST EAST  
सी आर विल्लिंग, आई. पी. एस्टेट, नई दिल्ली - 110002  
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002.  
Tel. 011-23370995; Fax. 011-23378839, Email- Commr-cexdel2@nic.in

C.No. IV(16)52/T/ADM/D-II/16-17

5932  
OFFICE ORDER


Dated:- 13/08/2020

**Sub: Designating official email id for communicating with CGST, Delhi East Commissionerate – reg.**

In view of the Trade Notice No. 03/2020 Dated 11.08.2020 launching e-Office an electronic application to carry out office work electronically in the CGST, Delhi East Commissionerate, this is for information of all concerned that the email id mentioned below has been designated as the official email id and single point of contact with the Commissionerate for all communication:

Commr-cexdel2@nic.in

2. Therefore, it is requested that electronic communication to the Commissionerate may be sent only to the designated email id as above. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate.

  
(Dr. Prem Verma)  
Commissioner

Copy to for information to:

1. The Principle Chief Commissioner, Delhi Zone.
2. The Principal Commissioner/Commissioner, Delhi Zone- All.
3. All the officers and staff of CGST, Delhi-East Commissionerate, Delhi,
4. The Superintendent (Systems), for uploading of the same on website.
5. Notice Board.



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OFFICE OF THE COMMISSIONER OF CENTRAL TAX, GST EAST  
सी आर बिल्डिंग, आई. पी. एस्टेट, नई दिल्ली - 110002  
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002.

Tel. 011-23370995; Fax. 011-23378839; Email- Commr-cexdel2@nic.in

C.No. IV(16)52/T/ADM/D-II/16-17 / 5962

Dated:-13/08/2020

**OFFICE ORDER**

**Subject: Launch of e-Office in CGST, Delhi East Commissionerate on 11.08.2020 - reg.**

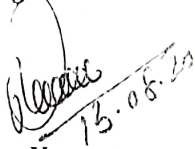
This is for information of all officers and staff of the Commissionerate that in compliance to the directions of the Board, e-Office, an electronic application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology (MEITY), Govt. of India, to carry out our office work electronically has been launched in CGST, Delhi East Commissionerate on 11.08.2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

2. It is expected that adoption of eOffice 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. eOffice is expected to be a huge transformation in work culture and ethics within the department.

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

- i. W.e.f. 11.08.2020, the CGST, Delhi East Commissionerate 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 [www.punjabnic.gov.in](http://www.punjabnic.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.

Difficulty faced in following these orders may brought to the notice of the undersigned.

  
(Dr. Prem Verma)  
Commissioner

Copy To:

1. The Principle Chief Commissioner, CGST and CX Delhi Zone, Delhi.
2. The Principle Commissioner/Commissioner, Delhi Zone-All.
3. All officers and staff of CGST, Delhi-East Commissionerate, Delhi
4. Supdt. Systems- For uploading on the website



केन्द्रीय कर, जीएसटी पूर्व के आयुक्त का कार्यालय  
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C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002.

Tel. 011-23370995; Fax. 011-23378839; Email- Commr-cexdel2@nic.in

C.No.IV(16)08/T/Delhi East/Trade Notice/17-18/6078 Dated:-13/08/2020

Trade Notice No.04/2020

Sub: Designating official email id of CGST, Delhi-East Commissionerate,  
- reg.

In continuation to Trade Notice No. 03/2020 Dated 11.08.2020 informing the launch of e-Office, an electronic application to carry out office work electronically in the CGST, Delhi East Commissionerate, this is for information of all taxpayers, trade and industry that the email id mentioned below has been designated as the official email id and single point of contact of Commissionerate:

**Commr-cexdel2@nic.in**

Therefore, it is requested that all communication to the Commissionerate may be sent only to the designated email id as above and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate.

2. All the members of the Regional Advisory Committee and Trade Associations and Chamber of Commerce in Delhi are requested to circulate this Trade Notice amongst their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to notice and sent to this email id.

  
13.08.20  
(Dr. Prem Verma)  
Commissioner

Copy forwarded for information and necessary action  
to-

1. The Trade Associations.
2. The Pr. Chief Commissioner, GST & CX, Delhi Zone.
3. The Principal Commissioners/Commissioners, Delhi Zone – All.
4. Officer and Staff of CGST, Delhi-East Commissionerate, Delhi;
5. The Superintendent (Systems), for uploading of the same on Website.
6. Notice Board.