



सत्यमेव जयते

कार्यालय प्रधानआयुक्त,
माल एवं सेवाकर, दिल्ली उत्तर, केंद्रीय राजस्व भवन,
इंद्रप्रस्थ इस्टेट, नई दिल्ली -110002



Tel: 011-23378637, Fax: 011-23370648, Email: commr-cexdel1@nic.in

C. No. IV (16) 530/ CGST/ Delhi North/ Tech/ Trade Notice & Office Order/2020

Dated: - 19/08/2020

265-2901

TRADE NOTICE No. 01/2020

Subject: Launch of e-Office in CGST Delhi North Commissionerate on 19.08.2020 - reg.

This is for information of all taxpayers that e-Office, an application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology, Govt. of India, to carry out office work electronically, has been launched in CGST Delhi North Commissionerate. The application is designed to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability and to give better services to the taxpayers.

2. It is expected that adoption of e-Office to carry out 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 will benefit the public in terms of enhanced transparency, increased accountability, assured data security and integrity and is also expected to be a huge transformation in work culture and ethics within the department.

3. With launch of e-Office, taxpayers are encouraged to utilize electronic means of communication with the Department. In this regard, it may be noted that since e-Office application requires pdf files, it would be convenient if communications / letters sent to the Department by electronic means are in pdf format, better still if they are in searchable mode, for faster processing by the Commissionerate. As the purpose of the above initiative is to encourage electronic /paperless communication, the following email addresses has been designated as official email ID and single point of contact with the commisionerate for all communication:

commr-cexdel1@nic.in

4. Taxpayers are also encouraged to mention their mobile number and email in their communications to facilitate immediate acknowledgement by mail and SMS through the application. They will receive the Diary Number allotted to their communications, which can be used as a reference by them while communicating with the Department in future.

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


(Rimjhim Prasad)
Commissioner

To:

- (i) The members of RAC/ Trade Associations/ Chambers of Commerce in Delhi.

Copy for information to:

- i. The Pr. Chief Commissioner, CGST Delhi Zone.
- ii. The Pr. Commissioner / Commissioner of CGST Delhi East/ West / South Commissionerate.
- iii. All officers and staff of CGST Delhi North Commissionerate.
- iv. NoticeBoard.
- v. Webmaster for uploading on official website of CGST Delhi Zone.



सत्यमेव जयते

कार्यालय प्रधानआयुक्त,
माल एवं सेवाकर, दिल्ली (उत्तर) केंद्रीय राजस्व भवन,
इंद्रप्रस्थ इस्टेट, नई दिल्ली 110002-

Tel: 011-23378637, Fax: 011-23370648, Email: commr-cxndell@nic.in

C. No. IV (16) 530/CGST/Delhi North/ Tech/ Trade Notice & Office Order/2020

Dated: - 19/08/2020

OFFICE ORDER No. 01 /2020

Subject: Launch of e-Office in CGST Delhi North Commissionerate on 19.08.2020 - 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 O/o the Pr. Commissioner, CGST Delhi North Commissionerate on 19.08.2020. 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 e-Office 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. e-Office 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. today, the CGST Delhi North 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 <https://eofficeportal.punjab.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.

4. As the purpose of the above initiative is to encourage electronic /paperless communication, the following email addresses has been designated as official email ID and single point of contact with the commisionerate for all communication:

commr-cexdel1@nic.in

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


(Rimjhim Prasad)
Commissioner

To:

- (i) All Branches of CGST Delhi North Commissionerate.
- (ii) All Divisions/ Ranges of CGST Delhi North Commissionerate.

Copy for information to-

- (i) The Pr. Chief Commissioner, Delhi Zone.
- (ii) The Pr. Commissioner / Commissioner of CGST Delhi East/ West / South Commissionerate.
- (iii) All officers and staff of CGST Delhi North Commissionerate.
- (iv) Webmaster for uploading on official website of CGST Delhi Zone.
- (v) Notice Board