

	<p>भारतसरकार/ GOVERNMENT OF INDIA आयुक्तकार्यालय : केन्द्रीयकर (वस्तुवसेवाकर एवं केन्द्रीय उत्पाद शुल्क) OFFICE OF THE COMMISSIONER : CENTRAL TAX (GST & CX) हावड़ा आयुक्तालय / HOWRAH COMMISSIONERATE एम.एस. बिल्डिंग 15/1, स्ट्रैंडरोड, कोलकाता - 700 001 M.S. BUILDING, 15/1, STRAND ROAD, KOLKATA- 700001 दूरभाषसं./Ph. No 033-22435557, फैक्ससं. / Fax. 033-22435752/22315041 ई-मेल/E-Mail- comr2.kol-cex@nic.in</p>	
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Dated: 28.10.2020

TRADE NOTICE NO. 01 /2020

Sub: Launch of eOffice in Howrah CGST & CX Commissionerate, Kolkata-reg.

This is for information of all taxpayers that eOffice, 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 Howrah CGST & CX Commissionerate. Kolkata. 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 eOffice 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 eOffice, 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.

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 State of West Bengal are requested to circulate this Trade Notice among their constituent members for wide dissemination. Difficulties faced or suggestions that may be brought to notice.

42290
06/11/20
23/11/20

Spokk system
12/11/2020

(Devendra V. Nagvenkar)
Commissioner



DATED: 28/10/20

C.No. I(22)13-02/E-Office/Sys/HWH/CGST & CX/2020/
18835-887A

Copy forwarded for information and necessary action to :

1. The Principal Chief Commissioner, CGST & CX, Kolkata Zone.
2. The Principal Commissioner/Commissioner of CGST & CX, Kolkata-North/Kolkata-South/Haldia/Bolpur/Siliguri/Audit-I/Audit-II/Durgapur Audit/Appeal-I/Appeal-II/ Siliguri Appeal Commissionerate.
3. The Additional Commissioner, Howrah CGST & CX Commissionerate.
4. The Deputy/Assistant Commissioner, Vigilance/Hdqrs. Pool/Technical/Anti-Evasion/Adjudication/Statistics/TAR/T&R/Law/Audit/RTI/GST Cell/Hindi Cell, Howrah CGST & CX Commissionerate.
5. The Deputy/Assistant Commissioner, Bally-I/Bally-II/Shibpur/Uluberia/ Sankrail/ Serampore/ Rishra/Dankuni/Singur/Chandannagar/SBU-I/SBU-II Division, Howrah CGST & CX Commissionerate.
6. The CAO/P.S. to the Commissioner/P.A. to the Additional Commissioner/P.A. to the Joint Commissioner, Howrah CGST & CX Commissionerate.
7. The AO/ACAO, Establishment/DPC/GL/Accounts/ Accommodation Branch, Howrah CGST & CX Commissionerate.
8. The Bharat Chamber of Commerce, 9/1, Syed Amir Ali Avenue, Mullick Bazar, Ballygunge, Kolkata-700 017.
9. The Indian Chamber of Commerce, 4, India Exchange Place, Kolkata-700 001.

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10. The Bengal National Chamber of Commerce & Industries, 23, Sir R.N. Mukherjee Road, Kolkata-700 001.
11. The Merchant Chamber of Commerce & Industry, 15B, Hemanta Basu Sarani, Kolkata-700 001.
12. The Federation of Indian Export Organizations, Express Tower, 42A, Shakespeare Sarani, 6th Floor, Kolkata-700 017.
13. Notice Board.

Nishant Kumar
28/10/2020

(Nishant Kumar)
Deputy Commissioner (Systems)