

GOVERNMENT OF INDIA
केंद्रीय माल और सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF
CGST & CX
कोलकाता लेखा परीक्षा-I आयुक्तालय
KOLKATA AUDIT-I
COMMISSIONERATE

6ठा तल, जीएसटी भवन: 180, राजडांगा मेन रोड,
शांतिपल्ली: कोलकाता- 700107
6TH FLOOR, GST BHAWAN: 180,
RAJDANGA MAIN ROAD,
SHANTIPALLY: KOLKATA-700107

TEL: 033-2441-6814; FAX: 033-2441-6889; EMAIL: cgst.audit1kol@gov.in

V(30)4/CGST&CX/KOL AUDIT-I/SYS/ORDERS & NOTICES/2020-21/1075-89

Dated: 17/08/2020

18/08/2020

TRADE NOTICE NO. 01 /2020

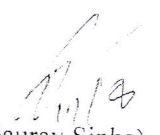
Sub: Launch of e-Office in CGST & Cx Kolkata Audit-I Commissionerate, Kolkata

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 & Cx Kolkata Audit-I 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.

- 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.
- 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.
- 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.

Spelt System
for uploading
25/8/2020

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, if any, may be brought to notice.


(Gaurav Sinha)
Commissioner

To

The members of RAC/ Trade Associations/ Chambers of Commerce in West Bengal.

Copy for information to:

- i) The Principal Chief Commissioner, Kolkata Zone.
- ii) The Pr. Commissioner/ Commissioner, CGST & CX,
Kolkata North/Kolkata South/ Howrah/Kolkata Audit-II/Kolkata Appeal-I/ Kolkata Appeal-II/
Siliguri/ Siliguri Appeal/ Durgapur Audit Commissionerate.
- iii) All officers and staff of CGST & Cx Kolkata Audit-I Commissionerate, Kolkata
- iv) NoticeBoard.



भारत सरकार
GOVERNMENT OF INDIA
केंद्रीय माल और सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF
CGST & CX
कोलकाता लेखा परीक्षा-I आयुक्तालय
KOLKATA AUDIT-I
COMMISSIONERATE

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V(30)4/CGST&CX/KOL AUDIT-I/SYS/ORDERS & NOTICES/2020-21/

1090-1109

Dated: 17/08 /2020

18/08/2020

OFFICE ORDER NO. 01 /2020


Sub: Launch of e-Office in CGST & Cx Kolkata Audit-I Commissionerate, Kolkata

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 & Cx Kolkata Audit-I Commissionerate on 17.08.2020. 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. 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 & Cx Kolkata Audit-I 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. Difficulty faced in following these orders may brought to the notice of the undersigned.


(Gaurav Sinha)
Commissioner

To

1. All Officers and staff of Audit Circles of CGST & Cx Kolkata Audit-I Commissionerate
2. All Officers and staff of Hqrs. CGST & Cx Kolkata Audit-I Commissionerate

Copy for information to:

1. The Principal Chief Commissioner, CGST & Cx Kolkata Zone
2. The Pr. Commissioner/ Commissioner, CGST & CX,
Kolkata North/Kolkata South/ Howrah/Kolkata Audit-II/Kolkata Appeal-I/ Kolkata Appeal-II/
Siliguri/ Siliguri Appeal/ Durgapur Audit Commissionerate.
3. Superintendent Systems, Kolkata Audit-I : For uploading on the website
4. Notice Board