



भारतसरकार

GOVERNMENT OF INDIA

प्रधानमुख्यआयुक्तकाकार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER

केन्द्रीयवस्तुऔर सेवाकरएवं केन्द्रीय उत्पाद शुल्क,कोलकाताक्षेत्र

CENTRAL GOODS AND SERVICES TAX & CENTRAL EXCISE, KOLKATA ZONE

वस्तुएवसेवाकरभवन,दुसरातल, 180, शांतिपल्ली,आर. बी. कनेक्टर,कोलकाता - 700 107

GST Bhawan (2<sup>nd</sup> Floor), 180 Shanti Pally, R. B. Connector, Kolkata - 700 107

Email: cckolkatazone@yahoo.co.in

Fax No. 033-2441-6833 & 2441-6898

C.No. V(30)171/CE/CC/Tech/GST-Trade Notice/Kol/2017 /

Dated : 06.08.2020

**TRADE NOTICE NO. 01/2020, Dated: 06.08.2020**

Sub: Launch of eOffice in the office of the Principal Chief Commissioner, CGST&CX, Kolkata Zone

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 the office of the Principal Chief Commissioner, CGST&CX, Kolkata Zone. 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 the Trade Associations and Chamber of Commerce in the State/UT of West Bengal, Sikkim and Andaman & Nicobar Islands 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.

This issues with the approval of the Principal Chief Commissioner, CGST&CX, Kolkata Zone.

Rahul  
6/8/2020

(Rahul Mahato)

Joint Commissioner

Pr. CCO, CGST&CX, Kolkata Zone.

1408  
128.22

Soft System  
12/8/2020