



भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER

केन्द्रीय वस्तु एवं सेवा कर , कोलकाता क्षेत्र

CENTRAL GOODS SERVICE TAX AND CENTRAL EXCISE, KOLKATA ZONE

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C.No V(30)303/ CGST & CX/ CC/ Systems/E-office Module/Kol/ 2020/9500

Dated: 20-10-2020

OFFICE ORDER :- 129/2020

Sub: Launch of e-Office in Principal Chief Commissioner Office -reg.

This is for information of all officers and staff of the Principal Chief Commissioner office 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 The Office of The Principal Chief Commissioner, Central Goods And Services Tax And Central Excise, Kolkata Zone on 19.10.2020. 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.

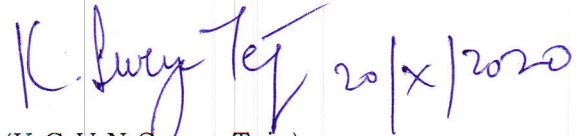
3. In view of launch of e-Office, it is directed that:-

i. W.e.f today, The Office Of The Principal Chief Commissioner, Central Goods And Services Tax And Central Excise, Kolkata Zone 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.

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

This issues with the approval of the Principal Chief Commissioner, CG5T & CX, Kolkata Zone.



(K.G.V.N Surya Teja)

Additional Commissioner

Office of the Pr. Chief Commissioner

Copy for information to- 9501-27

Date: 20/10/2020

1. All the Principal Commissioner/ Commissioner of Kolkata North /South / Howrah/ Haldia/ Bolpur/Siliguri/Audit-I/II, Durgapur audit, Appeal-I/II & Siliguri Appeal Commissionerate of Kolkata CGST & CX Zone.
2. All officers and staff of the Principal Chief Commissioner, Central Goods And Services Tax And Central Excise, Kolkata Zone. Vigilance/ Technical/ Statistics/Audit/Systems/GST/Training/Legal/RTI/ PQ &TAR/Review Cell/ PS Pr.CCO/CPC Cell/A.O(Admin) Pr.CCO.
3. Notice Board.