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भारत सरकार GOVERNMENT OF INDIA

केंद्रीय वस्तु एवं सेवा कर आयुक्तालय, बोलपुर

CENTRAL GOODS & SERVICES TAX COMMISSIONERATE, BOLPUR

नानुर चन्डी दास रोड, सियान, बोलपुर, जिला:- बोरभूम, प.ब. पिन - 731 204

NANOOR CHANDIDAS ROAD, SIAN, BOLPUR, Dist.-BIRBHUM (W.B), PIN- 731204
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JE (P)
AC/DI (System)



Spdt System
20/9/20

Dated:18/08/2020

OFFICE ORDER No. 01 /2020

Subject: Launch of e-Office in Office of the Commissioner, CGST Commissionerate, Bolpur on 18th August, 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 **Office of the Commissioner, CGST Commissionerate, Bolpur on 18th August, 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 Commissioner, CGST Commissionerate, Bolpur** 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.

etc

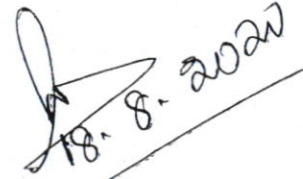
(PRADEEP KUMAR)
Commissioner

C. No. V(30) 1561/CGST/Tech/e-Office/BOL/2020 /5371-430

Date: 19/08/2020

Copy for information to:

1. The Chief Commissioner/Pr. Chief Commissioner, Central Goods & Services Tax, Kolkata Zone.
2. The Commissioner of Central Goods & Services Tax, Kolkata-North/ Kolkata-South / Howrah / Haldia / Siliguri /Kolkata Audit-I/ Kolkata Audit-II/ Durgapur Audit/Kolkata Appeal-I/Kolkata Appeal-II /Siliguri Appeal Commissionerate.
3. The Addl. Commissioner of Central Goods & Services Tax, Bolpur Commissionerate.
4. The Assistant Commissioner, P & V/ Audit /Adjudication / Law/ Computer Cell /Stat / Anti Evasion /A&R /Recovery Cell, Central Goods & Services Tax, Bolpur Commissionerate.
5. The Deputy/Assistant Commissioner of Central Goods & Services Tax, Asansol-I / Asansol-II /Bardhaman /Berhampore /Purulia /Birbhum /Durgapur-I /Durgapur-II /Durgapur-III /Bankura Division, Bolpur Commissionerate for circulation to field formation and compliance.
6. The Addl. Director (Admn), NACIN, Zonal Campus, Kolkata.
7. Supdt. Commissioner's Cell, Central Goods & Services Tax, Bolpur Commissionerate.
8. All officers and staff of Bolpur Commissionerate.
9. Supdt. Systems/ Computer Cell - For uploading on the website
10. Notice Board.


18.8.2020

(S. SAHA)
Assistant Commissioner (Tech.)
CGST & CX, Bolpur Commissionerate

o/c