



GOVERNMENT OF INDIA: भारत सरकार

OFFICE OF THE COMMISSIONER OF CENTRAL TAX: केंद्रीय कर आयुक्त का कार्यालय

CGST & CENTRAL EXCISE: DURGAPUR AUDIT COMMISSIONERATE

केंद्रीय वस्तु एवं सेवा कर और उत्पाद शुल्क : दुर्गापुर लेखा परीक्षा आयुक्तालय

SATYAJIT ROY SARANI CITY CENTRE, DURGAPUR – 713216

सत्यजित राय सरणी, सिटी सन्टर, दुर्गापुर—713216

Phone : 0343-2549055 : Fax : 0343-2549056

email : cgst-dgpaudit@gov.in

TRADE NOTICE NO. 01/2020

Sub : Launch of e-Office in CGST & Central Excise, Durgapur Audit Commissionerate,

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 & Central Excise, Durgapur Audit Commissionerate. 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 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.

3. With launch of e-Office, taxpayers are encouraged to utilize electronic means of communication with the department. In this regard, it may 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. It is further informed to all taxpayers, trade and industry that the email id mentioned below has been designated as the official email id and single point of contact of this Commissionerate:

cgst-dgpaudit@gov.in

Therefore, it is requested that all communication to this Commissionerate may be sent only to the designated email id as above and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate

5. 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.

6. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State/UT of India are requested to circulate this Trade Notice among their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to the notice of the undersigned.


(GAURAV SINHA)
COMMISSIONER

C.No. V(30)03/Trade Notice/Tech/DGP Audit/2020 6362-6400 dated 17/8/2020

Copy for information and necessary action to :

- (system)
- i) The Pr.Chief Commissioner, Central Goods & Service Tax, Kolkata Zone
 - ii) The Principal Commissioners/ Commissioner of Central Goods & Service Tax, Central Goods & Service Tax, Kolkata North/ Kolkata South/Howrah/Haldia/ Siliguri/ Bolpur/ Kolkata Audit-I/Kolkata Audit-II/Kolkata Appeal-I/Kolkata Appeal-II/Siliguri Appeal Commissionerate.
 - iii) The Asstt.Commissioner, CGST & C.Ex., Circle-I/II/III/IV/V/VI/ HQ & Admin/P&V/MIS/ System/MCM/PAC & CERA and RTI/ P&C/Law Cell/Rajbhasha Cell/Commissioner Cell of CGST & Central Excise, Durgapur Audit Commissionerate.
 - iv) The Pay & Accounts Officer, CGST & CEx., Bolpur.
 - v) The Bharat Chamber of Commerce,9/1,Syed Amir Ali Avenue, Mullick Bazar, Ballygange, Kolkata-700017.
 - vi) The Indian Chamber of Commerce, 4, India Exchange Place, Kolkata-700001.
 - vii) The Bengal National Chamber of Commerce and Industries, 23, Sir R.N.Mukherjee, Kolkata-700001.
 - viii) The Merchant Chamber of Commerce, 15, B Hemanta Basu Sarani, Kolkata-700001.
 - ix) Paschim Bardhaman Chamber of Commerce, 7, Raimoni Lane, Asansol-713301.
 - x) Durgapur Chamber of Commerce, Ananda Gopal Mukherjee Sarani, Benachity, Durgapur-713213.
 - xi) Confederation of West Bengal Trade Association,23A, Netaji Subhas Road,6th Commercial Building,1st Floor, Kolkata-700001.
 - xii) Federation of Chamber of Commerce and Industries, North Bengal(FOCIN), Basanta Niketan,2, Bidhan Road, Siliguri-734001.
 - xiii) The Superintendent (Systems), CGST, Durgapur Audit Commissionerate for uploading of the same on Website.
 - xiv) Notice Board.

Sanyal 14.08.2020
Assistant Commissioner(Tech)
CGST & Central Excise
Durgapur Audit Commissionerate