



भारत सरकार / Government of India

वित्त मंत्रालय, राजस्व विभाग / Ministry of Finance, Department of Revenue

कार्यालय आयुक्त, सी. जी. एस. टी. एवं केन्द्रीय उत्पाद शुल्क अंकेक्षण, जोधपुर

**OFFICE OF THE COMMISSIONER, CGST & C. Ex. AUDIT, JODHPUR**

जी - १०५, नविन जोधपुर औद्योगिक क्षेत्र, जोधपुर, - ३४२००३ / G-105, New Jodhpur Industrial Area, Jodhpur - 342003

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F.No.: V(1)Audit-Jdr/E-Office/08/2020-21

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दिनांक : 20.07.2020

**TRADE NOTICE NO. 01 /2020**

**Sub: Launch of e-Office in CGST Audit Commissionerate, Jodhpur**

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, is being launched w.e.f. 22.07.2020 in CGST Audit Commissionerate, Jodhpur. 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.

Further, the email id mentioned below has been designated as the official email id and single point of contact of Commissionerate:

**[commadt-jod-rj@gov.in](mailto:commadt-jod-rj@gov.in)**

Therefore, it is requested that all communication to the 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.

- 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 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 members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State/UT of Rajasthan 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.

  
(Alok Gupta)  
Commissioner

**Copy to for information to:**

1. The Chief Commissioner, Office of the Chief Commissioner (Jaipur Zone), Jaipur.
2. The Principal Commissioner/Commissioner, CGST, Jaipur/ Jodhpur/ Alwar/ Udaipur/ Audit Commissionerate Jaipur / Appeal Commissionerate Jaipur / Jodhpur and Customs Commissionerate, Jodhpur.
3. The Dy./Asstt. Commissioner (Technical/ Planning/Vigilance), Audit Commissionerate, Jodhpur
4. The Deputy / Assistant Commissioner, Audit Circle, Jodhpur/ Bikaner/ Bhilwara/ Kota/ Udaipur.
5. The Administrative Officer, Audit Commissionerate, Jodhpur.
6. The Superintendent (Systems), CGST, Jaipur, for uploading of the same on website.
7. The members of RAC/ Trade Associations/ Chambers of Commerce in Jodhpur, Raj.
8. Notice Board.