



कार्यालय आयुक्त,
OFFICE OF THE COMMISSIONER,
केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर
CENTRAL GOODS & SERVICES TAX COMMISSIONERATE, JAIPUR
नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल, सी-स्कीम, जयपुर-302005
N.C.R. BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR - 302005
(HQ/Sevottam/PRO)

OFFICE ORDER

In compliance of the directions received from the Director General, DGPM, New Delhi and office of the Chief Commissioner, CGST & CE, Jaipur Zone, Jaipur for smooth execution of the process of "Implementation of e-office by CBIC" a task group is hereby constituted for CGST Commissionerate, Jaipur

S.No.	Name & Designation of the Branch Head S/Sh.	Supervisory Officer of the Branch Head	Controlling Officer
1	RPS Solanki, Superintendent, Vig.	Sunil Vangani, Assistant Commissioner	Shri Manzoor Ali Ansari, Additional Commissioner
2	S.S.Yadav, Superintendent, AE	Shubh Agarwal, Deputy Commissioner	
3	Moti Lal Meena, Superintendent, TRC	R.D.Shakwar, Assistant Commissioner	
4	Vijay Purohit, Superintendent, CERA	R.D.Shakwar, Assistant Commissioner	
5	CGST Division-A	Neelima Khorwal, Assistant Commissioner	
6	CGST Division-B	Sandeep Kumar Payal, Assistant Commissioner	
7	CGST Division-C	Neelima Khorwal, Assistant Commissioner	
8	H.N. Meena, AO (Hqrs.) Admn. L&B & Estt.	Subhash Chandra, Assistant Commissioner	
9	Yashwant Rajoria, EA, PayCell/Accounts	R.S.Saini CAO	
10	Neeta Shukul, Hindi Translator, Rajbhasha	Sunil Vangani, Assistant Commissioner	
11	Alok Mathur, Superintendent, (Tech.)/RTI	R.D.Shakwar, Assistant Commissioner	Shri Mahendra Singh, Additional Commissioner
12	B.C.Khateek, Superintendent, GST/Training/Computer	Sunil Vangani, Assistant Commissioner	
13	CGST Division-D & I	D.S.Dutt, Assistant Commissioner	
14	CGST Division J & K	Shri Dheerendra Verma, Assistant Commissioner	
15	H.R.Mundel, Superintendent, (Sevottam/Seva/Hqrs. Kendra/PRO)	Shubhash Chandra, Assistant Commissioner	Shri Dharam Singh Meena, Additional Commissioner
16	J.C.Jinger, Superintendent, (Law)	Chatru Singh, Assistant	

		Commissioner
17	CGST Division-E & F	Prateeti Goyal, Assistant Commissioner
18	CGST Division-G	Nishant Tomar, Assistant Commissioner
19	CGST Division-H	Parul Singhal, Assistant Commissioner
20	Banwari Lal, Superintendent, Adjudication	R.D.Shakwar, Assistant Commissioner
21	H.P. Kacholia, Superintendent, Review	Chatru Singh, Assistant Commissioner

The DGPM has directed that the e-office is ready for roll out in all the Zones w.e.f. 15.06.2020. Therefore, the said Task Group has been constituted to carry out following work as soon as possible:-

- To identify the respective branch files which are being live and are being used day to day works. Similarly identify the files which are not live and not are in used.
- All files which are live may keep ready by doing numbering on correspondence side as well as on note sheet side.
- Intimate about number of signatures which are doing on day to day basis by the branch head and staff posted in his/her branch so that process for applying DAC/ e-signature can be done.
- E-tender for scanning of the files is under process at Hqrs. Level. Therefore, all are requested to keep ready the files after segregating the same which are required for scanning in respect of e-office.

Further, it is directed to the Branch Heads to do the said work on top priority basis and report to the Supervisory officer immediately. Supervisory officers may report the same to the controlling authority.

All Divisional in charge are directed to constituted further task group at their division level to carry out the said work under intimation to this office.

This issues with the approval of the Commissioner.

Muzaffar 09/6/2020
 (Manzoor Ali Ansari)
 Additional Commissioner (P&V)

C.No. I-23(01)Adm/e-office/JPR/2020/ 1157

Dated:-08.06.2020

Copy forwarded for information & necessary action to the:-

- Joint Commissioner (CCO) CGST & CX, Jaipur Zone, Jaipur
- Deputy/Assistant Commissioner, CGST Division A to K
- Deputy/ Assistant Commissioner, CGST, AE/Tech/Law/Review/Hqrs/Sevottam/Adj/TRC/CERA.GST/
- Deputy/Assistant Commissioner (P&V)/Hindi Rajbhasha, CGST Jaipur
- Chief Account Officer/AO (Hqrs.) CGST, Jaipur
- Personal Copy
- Departmental Website

Muzaffar 09/6/2020
 (Manzoor Ali Ansari)
 Additional Commissioner (P&V)

10.
9/6/20