



कार्यालय आयुक्त / OFFICE OF THE COMMISSIONER

केंद्रीय वस्तु एवं सेवाकर आयुक्तालय / CENTRAL GOODS AND SERVICE TAX COMMISSIONERATE

A-ब्लॉकसूर्यनगरअलवर) राजस्थान(/A-Block, Surya Nagar, Alwar(RAJ.)- 301001

दूरभाष सं./Tele. No. -0144-2371485व फैक्स नं./ Fax.No.0144-2371487/ Email Id -commr-cexalwar@nic.in

OFFICE ORDER No. 04/2020

Dated : 07.08.2020

Sub: Launch of e-Office in CGST Commissionerate (HQ), Alwar on 07.08.2020-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 **CGST Commissionerate (HQ), Alwar w.e.f. 7th 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 e-Office 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. E-Office 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. 10.08.2020, the CGST Commissionerate(HQ), Alwar 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.

च.प.गोयल
07/08/2020.
(C. P. Goyal)
आयुक्त

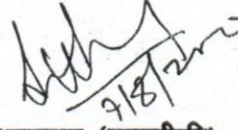
C. No. V(16)Tech/TSC/19/2015 1771

Dated: 07.08.2020

Copy forwarded for information and necessary action to:-

1. The Chief Commissioner (JZ), CGST & CX, Jaipur Zone, (Jaipur).
2. The Commissioner, CGST & CX, Jaipur/Jodhpur/Udaipur.
3. The Commissioner, CGST & CX Audit/Appeals/Customs Jaipur.
4. The Addl. Commissioner, CGST & CX, Alwar.

5. The Assistant Commissioner CGST Division- Alwar-A/Alwar-B/Bhiwadi-C/Bhiwadi-D/Behrod-E/Bharatpur-F/Sikar-G.
6. The Assistant Commissioner, Anti-Evasion/Review/Legal/ Adjudication/Computer, Technical/Audit/Vigilance/TAR/Administration
7. Departmental Website Jaipur/Guard File/Notice Board.
8. Administrative Officer, CGST & CX, Alwar


सहायक आयुक्त (तकनीकी)

प्र.स. वर्मा