



कार्यालय मुख्य आयुक्त
OFFICE OF THE CHIEF COMMISSIONER
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
CGST & CENTRAL EXCISE (JAIPUR ZONE), JAIPUR
नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल, सी-स्कीम, जयपुर- 302005 (राज.)
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR - 302005 (RAJ.)
Phone (0141) 2385155; Fax (0141)2385130, Email: ccu-cexjpr@nic.in

C.No.: I-22(26)Admn./CCO/JZ/2020

Dated: 05.08.2020

OFFICE ORDER No. 01/2020

Dated : 05.08.2020

Subject: Launch of eOffice in the Office of the Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur - Regarding.

This is for information of all officers and staff of the Office of the Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur that in compliance to the directions of the Board, eOffice, an electronic application developed by the National Informatics Centre (NIC) under the Ministry of Electronics and Information Technology (MEITY), Govt. of India, to carry out our office work electronically, will be launched in the Office of the Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur w.e.f. 07th 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 eOffice, it is directed that:-

- (i) W.e.f. 07.08.2020, the Office of the Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur shall move to eOffice 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 eOffice 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.

This issues with the approval of the Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur.

Amil
05/08/2020

(Alok Sharma)
Joint Commissioner (CCO)

Copy for information to:-

1. The Commissioner, CGST & CX - Jaipur/ Jodhpur/ Alwar/ Udaipur/ Audit - Jaipur/ Jodhpur/ Appeals - Jaipur/ Jodhpur/ Customs (Prev), Hqrs. Jaipur.
2. The Additional Director General, NACIN, Zonal Training Institute, Jaipur/ DGGI, Zonal Unit, Jaipur.
3. The Additional Director, DRI, Regional Unit, Jaipur.
4. All Section of CCO, CGST & CX, Jaipur Zone, Jaipur.
5. The Pay & Accounts Officer, CGST and Customs, Jaipur.
6. The Superintendent (Systems), CGST & CX, Jaipur for uploading on the departmental website.
7. Notice Board.

Amil
05/08/2020

(Alok Sharma)
Joint Commissioner (CCO)