



कार्यालय आयुक्त, केन्द्रीय वस्तु एवं सेवाकर,  
OFFICE OF THE COMMISSIONER CENTRAL GOODS & SERVICES TAX,  
जी-105 न्यू जोधपुर औद्योगिक क्षेत्र, जोधपुर-342 003  
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F.No. I(22)06/Admn./JDR/2020/2581

Dated -03.08.2020

**OFFICE ORDER No. 01/2020**

**Dated-03.08.2020**

**Subject: Launch of e-Office in CGST, Commissionerate(Hqrs.), Jodhpur on 03.08.2020- reg.**

This is for information of all officers and staff of the CGST Commissionerate(Hqrs.), Jodhpur 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 is being launched in CGST Commissionerate(Hqrs.), Jodhpur w.e.f. 03.08.2020. 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. All concerned need to use the email id mentioned below which has been designated as the official email id and single point of contact with the Commissionerate(Hqrs.) for all communication:

**commr-cexjodjpr@gov.in**

Therefore, it is requested that electronic communication to the Commissionerate(Hqrs.) may be sent only to the designated email id as above. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate(Hqrs.).

4. In view of launch of e-Office, it is directed that:-

- I. W.e.f. 03.08.2020, the CGST Commissionerate(Hqrs.), Jodhpur 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.
5. Difficulty faced in following these orders may brought to the notice of the undersigned.

  
(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/Alwar/Udaipur/Audit Commissionerate Jaipur/Jodhpur/Appeal Commissionerate Jaipur/Jodhpur and Customs Commissionerte, Jodhpur (Hqrs. at Jaipur).
3. The Addl./Joint Commissioner, CGST Commissionerate, Jodhpur
4. The Joint / Assistant Commissioner, CGST Division A, B, C, Jodhpur/D, E, Pali/F, G, Bikaner/ H & I, Sriganganagar.
5. The Administrative Officer, CGST Commissionerate, Jodhpur.
6. The Superintendent (Systems), CGST, Jaipur, for uploading of the same on website.
7. Notice Board.