

कार्यालय आयुक्त (अपील्स)

केन्द्रीय उत्पादशुल्क एवं केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय(अपील्स),जोधपुर
जी.106, न्यू इन्डस्ट्रियल एरिया, डीजलशेड के सामने, बारानी, जोधपुर

Office Of The Commissioner (Appeals) Central Excise & Central Goods And Service Tax, Jodhpur G-105,
New Industrial Area, Opp. Diesel Shed, Barani, Jodhpur(Raj.)- 342003

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F.No.: Appl/JDR/E-office/06/VII/20

दिनांक : 20.07.2020

OFFICE ORDER No. 01 /2020

Subject: Launch of e-Office in CGST, Appeals Commissionerate, Jodhpur on 20.07.2020- reg.


This is for information of all officers and staff of the CGST, Appeals Commissionerate, 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 Appeals Commissionerate, Jodhpur w.e.f. 20.07.2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

- 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.
- 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 for all communication:

cgstappeals-jod-rj@gov.in

Therefore, it is requested that electronic communication to the Commissionerate 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.

- In view of launch of e-Office, it is directed that:-
 - W.e.f. 20.07.2020, the CGST Appeals Commissionerate, 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.
 - 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.
- Difficulty faced in following these orders may brought to the notice of the undersigned.


(C.R.Meena)
Commissioner
20.07.2020

Copy to for information to:

- The Chief Commissioner, Office of the Chief Commissioner (Jaipur Zone), Jaipur.
- The Principal Commissioner/Commissioner, CGST, Jaipur/ Jodhpur/ Alwar/ Udaipur/ Audit Commissionerate Jodhpur / Jaipur Appeals Commissionerate Jaipur and Customs Commissionerate, Jodhpur.
- The Administrative Officer, Appeals Commissionerate, Jodhpur.
- The Superintendent (Systems), CGST, Jaipur, for uploading of the same on website. ✓
- Notice Board.

R.
29/7/20