

I/92319/2020



कायलिये आयुक्त / OFFICE OF THE COMMISSIONER

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

142-बी हिरण मगरी सेक्टर -11, उदयपुर (राजस्थान) /142-B, HIRAN MAGRI, SECTOR-11, UDAIPUR(RAJ.)

दूरभाष सं./Tele. No. 0294-2690000 व फैक्स नं./ Fax.No.0294-2483648 / Email Id - commr-cexudaipur@nic.in

OFFICE ORDER No. 01 / 2020**Dated : 07.08.2020****Sub: Launch of e-Office in CGST Commissionerate, Udaipur 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, Udaipur w.e.f. today i.e. 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 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. today i.e. 07.08.2020, the CGST Commissionerate, Udaipur 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.

13-8
 (Dr. B.S. Meena) 7/8/2020
 Commissioner

Copy forwarded for information and necessary action to- I/92319/2020/10

1. मुख्य आयुक्त, जे.जेड., केंद्रीय वस्तु एवं सेवाकर, जयपुर जोन, जयपुर

2. प्रधान आयुक्त / आयुक्त, केंद्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर / जोधपुर /अलवर /अंकेक्षण आयुक्तालय जयपुर / अंकेक्षण आयुक्तालय जोधपुर / अपील आयुक्तालय जयपुर / अपील आयुक्तालय जोधपुर / सीमा शुल्क आयुक्तालय जोधपुर |
3. द वेब मास्टर/अपर आयुक्त, केंद्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर विभागीय वेबसाइट पर अपलोड करने हेतु।
4. उप/सहायक आयुक्त केन्द्रीय वस्तु एवं सेवाकर संभाग A, B, C उदयपुर / D कांकरोली / E, F भीलवाडा / G चित्तोड़गढ़ / H, I कोटा
5. अपर / संयुक्त आयुक्त, केंद्रीय वस्तु एवं सेवाकर आयुक्तालय, उदयपुर |
6. संयुक्त / सहायक आयुक्त (कार अपवंचन / तकनीकी / विधि /अंकेक्षण / रिव्यू / न्याय निर्णय / सतर्कता / टैक्स रिकवरी (TAR) / सिस्टम), केंद्रीय वस्तु एवं सेवाकर आयुक्तालय, उदयपुर |
7. प्रशासनिक अधिकारी, केंद्रीय वस्तु एवं सेवाकर आयुक्तालय, उदयपुर |
8. सूचना पट्ट
9. गार्ड फाइल