

भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE, DEPTT. OF REVENUE
कार्यालय प्रधान आयुक्त, केन्द्रीय वस्तु एवं सेवाकर, जयपुर
OFFICE OF THE PRINCIPAL COMMISSIONER, CENTRAL GOODS & SERVICES TAX, JAIPUR
मुख्यालय : नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्कल, सी-स्कीम, जयपुर - 302005
HQRS: N.C.R. BUILDING, STATUE CIRCLE, 'C' SCHEME, JAIPUR-05

OFFICE ORDER No. 01/ 2020

Dated : 11.08.2020

Sub: Launch of e-Office in CGST Commissionerate, Jaipur on 11.08.2020 -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, Jaipur w.e.f. 11th August, 2020**. The application is designed with an objective to establish a paperless, faceless and contactless 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. 11.08.2020, the CGST Commissionerate, Jaipur 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 in following these orders may be brought to the notice of the undersigned.

M. Ansari
13/8/20

(M.A. Ansari)

Additional Commissioner (P&V)

फा.स. 1-23(02)प्रशा/जेपीआर/ई-ऑफिस/2020

दिनांक: 13.08.2020

Copy forwarded for information and necessary action to-

1. मुख्य आयुक्त, जे.जेड., केन्द्रीय वस्तु एवं सेवाकर, जयपुर जोन, जयपुर।
2. प्रधान आयुक्त / आयुक्त, केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर / उदयपुर / जोधपुर / अलवर/ उदयपुर / अंकेक्षण आयुक्तालय जयपुर / अंकेक्षण आयुक्तालय जोधपुर / अपील आयुक्तालय जयपुर / अपील आयुक्तालय जोधपुर / सीमा शुल्क आयुक्तालय जोधपुर |
3. अपर / संयुक्त आयुक्त, केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर |
4. उप/सहायक आयुक्त केन्द्रीय वस्तु एवं सेवाकर संभाग A, B, C, D, E, F, G, H, I जयपुर J, K अजमेर |
5. संयुक्त / उप/सहायक (वेतन / हिन्दी / जीएसटी / प्रशिक्षण / प्रशासन/ कर अपवंचन / तकनीकी / विधि / अंकेक्षण / रिव्यू / न्याय निर्णय / सतर्कता / टैक्स रिकवरी (TAR) / सिस्टम), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर |
6. मुख्य लेखाधिकारी, केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर।
7. अधीक्षक (कम्प्यूटर), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर विभागीय वेबसाइट पर अपलोड करने हेतु।
8. प्रशासनिक अधिकारी, केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर |
9. सूचना पट्ट/ गार्ड फाइल।