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F.No.IV/16-01/MP/2020-21

Date: 31.07.2020

Trade notice No. 04/2020

Sub:-Launch of E-office in CGST, Gandhinagar w.e.f.03.08.2020-reg.

This is for information of all taxpayers, trade and industry & other stakeholder that e-office, an application developed by the National information Centre under Ministry of Electronics and Information Technology, Govt. of India, to carry out office work electronically, has been launched in the CGST Commissionerate, Gandhinagar w.e.f. 03.08.2020. The Application is designed with an objective to establish a paperless environment in office as also bring in increased efficiency, transparency, effectiveness, employee convenience and accountability in inter and intra Government transactions.

02. The application, e-office is expected to bring in its wake an attitudinal shift a transformation in work culture and a change of mindset and ethics on part of the officers & the staff. It shall also benefit the public in terms of enhanced transparency, increased accountability, assured security and integrity.

03. With launch of e-office, taxpayers are encouraged to utilize electronic means of communication with the department. To this effect, email id mentioned below has been designated as the official email id and single point of contact of the Commissionerate.

Commr-cexamd3@nic.in

E-mail communication ID's for the divisions and ranges falling under the jurisdiction of the commissionerate are enclosed in the Annexure-A.

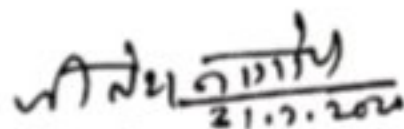
04. In this regard, it may be noted that since e-office application requires PDF files, it would be convenient if communications/letters sent to the Department by electronic means are in PDF format, better still if they are in searchable mode, for faster processing by the Commissionerate.

05. Taxpayers are also encouraged to mention their mobile number and email in their communications to facilitate immediate acknowledgement by mail and SMS through the application. They will receive the Diary Number allotted to their communications, which

can be used as a reference by them while communicating with the Department in future.

06. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State of Gujarat are requested to circulate this Trade notice among their constituent members for wide dissemination.

07. Difficulties faced or suggestions. If any, may be brought to notice.



Dr. Jeetesh Nagori

Commissioner

CGST, Gandhinagar

Copy to: