TRADE NOTICE NO. 18/2020

Subject : Launch of e-Office in CGST Pune-I Commissionerate, Pune w.e.f 07.08.2020—reg.

This is for information of all taxpayers, trade and industry & other stakeholders that e-Office, an application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology, Govt. of India, to carry out office work electronically, has been launched in CGST Pune -I Commissionerate w.e.f. 07.08.2020 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.

2. 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 data security and integrity.

3. 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:

   e-mail : cex10@nic.in

It is requested that all electronic communication to the Commissionerate may be sent only to the aforesaid designated email id and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate.
4. 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.

5. 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.

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

7. Difficulties faced or suggestions, if any, may be brought to notice.

(Aatul Gupta)
Commissioner
CGST, Pune – I Commissionerate

F.NO: P-I/Training Cell/e-Office/01/2020-21
Pune, the  August, 2020.

Copy for information to-
1. The Trade Associations
2. The Chief Commissioner, CGST Pune Zone
3. All the Pr. Commissioner/Commissioners of CGST Pune II, Audit- I & II
4. All officers and staff of CGST Pune - I Commissionerate, Pune (On respective @gov.in mail ids)
5. Shri. Atul Bamne, Superintendent ( EDP ) for uploading the subject Trade Notice on Website.
6. Notice Board