

कार्यालय आयुक्त, सीजीएसटी एवं केंद्रीय उत्पाद शुल्क, माणिक बाग पैलेस, इंदौर
**OFFICE OF THE COMMISSIONER, CGST & CENTRAL EXCISE, MANIK
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TRADE NOTICE NO. 05/2020

**Sub: Launch of e-Office in CGST and Central Excise Commissionerate, Indore from
06th August 2020**

This is for information of all taxpayers 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 and Central Excise Commissionerate, Indore. The application is designed to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability and to give better services to the taxpayers.

2. It is expected that adoption of e-Office to carry out 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 will benefit the public in terms of enhanced transparency, increased accountability, assured data security and integrity and is also expected to be a huge transformation in work culture and ethics within the department.
3. With launch of e-Office, taxpayers are encouraged to utilize electronic means of communication with the Department. 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.
4. 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.
5. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State of Madhya Pradesh are requested to circulate this Trade Notice among their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to notice.

(Neerav Kumar Mallick)

Commissioner

F. No.GEXCOM/SYS/EO/3/2020-S AND I-O/o COMMR-CGST-INDORE

06.08.2020

To:

The members of RAC/Trade Associations/Chambers of Commerce in Indore/Dewas.

Copy for information to:

1. The Chief Commissioner, CGST, Central Excise & Customs, Bhopal Zone, Bhopal.
2. All the Pr. Commissioners/Commissioners of Bhopal Zone.
3. All officers and staff of CGST & Central Excise Commissionerate, Indore.
4. Supdt. Systems- For uploading on the website
5. Notice Board

Neerav Kumar Mallick
Commissioner