

1/585/2020

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प्रधान आयुक्त का कार्यालय, जीएसटी (केंद्रीय कर) एवं केंद्रीय उत्पाद शुल्क, भुवनेश्वर
OFFICE OF THE PRINCIPAL COMMISSIONER,
GOODS AND SERVICE TAX & CENTRAL EXCISE, BHUBANESHWAR
केंद्रीय राजस्व भवन (जीएसटी बिल्डिंग), राजस्व विहार, भुवनेश्वर – 751007, ओडिशा
CENTRAL REVENUE BUILDING, RAJASWA VIHAR, BHUBANESHWAR-751007, ODISHA.

Dated- 11th August, 2020**OFFICE ORDER No. 01 of 2020**

Sub:- Launch of e-Office in CGST & CX. Commissionerate, Bhubaneswar on, 11th August, 2020 - reg.

This is for information of all officers and staff of this 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 O/o the Principal Commissioner, CGST & CX Commissionerate, Bhubaneswar on 11th 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, O/o the Principal Commissioner, CGST & CX Commissionerate, Bhubaneswar shall move to e-Office application and new files shall be opened electronically on the application. 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.


(Bijoy Kumar Kar)
Principal Commissioner

To:

All Section of O/o the Principal Commissionr,
CGST & CX, Commissionerate, Bhubaneswar.

Copy to for information to:-

1. The Chief Commissioner, CGST, CX & Customs Zone, Bhubaneswar.
2. The Principal Commissioner/Commissioner, CGST, CX. & Customs, Audit /Customs (Prev.)/Rourkela/Appeals Commissionerate.
3. The Additional/Joint Commissioner, CGST & CX. Commissionerate Bhubaneswar.
4. The Joint Commissioner (CCO), GST, Central Excise & Customs,Bhubaneswar Zone.
5. The Deputy/Assistant Commissioner, CGST & CX. Commissionerate Bhubaneswar.
6. The Deputy/Assistant Commissioner, CGST & CX. Division, Bhubaneswar- I / II, Cuttack-I / II, Balasore, Berhampur, Jajpur & Rayagada.
7. The Superintendent (Systems), CGST & CX. Commissionerate Bhubaneswar for uploading of the same onwebsite.
8. All the officers and staff of CGST & CX. Commissionerate Bhubaneswar.
9. Notice Board.