

भारत सरकार / GOVERNMENT OF INDIA

मुख्य आयुक्त का कार्यालय,

OFFICE OF THE CHIEF COMMISSIONER,

जीएसटी केन्द्रीय उत्पाद शुल्क, एवं सीमा शुल्क जोन, भुवनेश्वर

GST, CENTRAL EXCISE & CUSTOMS ZONE, BHUBANESHWAR

केन्द्रीय राजस्व भवन (जीएसटी भवन), राजस्व विहार, भुवनेश्वर - 751007, ओडिशा

C.R. BUILDING (GST BHAWAN), RAJASWA VIHAR, BHUBANESHWAR-751007, ODISHA

OFFICE ORDER No./7/2020

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 Office of the Chief Commissioner, CGST Zone Bhubaneswar on 13.08.2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

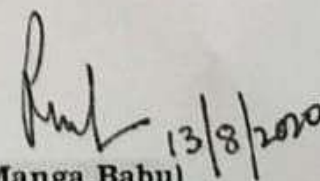
2. It is expected that adoption of eOffice to carry out our office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. eOffice 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. The Office of the Chief Commissioner, CGST Zone 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.


(R. Manga Babu)

Chief Commissioner

C. No. II(39)06/CC/Admn/BBSR/Misc Corr. On e-Office/2020

Dated: 19.08.2020

Copy forwarded for information and necessary action to:- 15651-60A

1. The Principal Commissioner/ Commissioner (All), GST, Central Excise & Customs, Bhubaneswar Zone

2. Sr. P.S. to Chief Commissioner, GST, Central Excise & Customs, Bhubaneswar Zone.
3. The Pay and Accounts Officer (PAO), CGST & Central Excise, Bhubaneswar.
- ✓ 4. The Superintendent (Systems), GST & CX Commissionerate, Bhubaneswar, for uploading of the same on website.
5. Notice Board.
6. Guard file.