



वस्तुऔरसेवाकरएवंकेन्द्रीयउत्पादशुल्कआयुक्तकाकार्यालय (अपील-1)

OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE (APPEALS-I)

26/1, महात्मागांधीमार्ग, नुंगम्बाक्कम, चेन्नै-600 034

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

दूरभाष /Telephone : 044-28331140

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OFFICE ORDER No: 05/2020- Admn.Appeals I
Dt.10.07.2020

Sub: Launch of e Office in GST Appeals Commissionerate, Chennai from 15th July 2020

This is for the information of all Officers & staff members of the commissionerate that e Office, an application developed by the National Informatics Centre under the Ministry of Electronics & Information Technology, Govt. of India, to carry out office work online, has been launched in GST Appeals-I Commissionerate, Chennai from 06th July 2020. It shall be functional in all the Appeals Commissionerate under Chennai & Puducherry Zone from 15th July 2020. The application is designed to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience & accountability and to give better services to the taxpayers.

2. You would be proud to note that your commissionerate is going to be the first field formation under CBIC Chennai zone to implement e Office. The implementation also gives effect to the decision of the Member (IT), CBEC Vide DO Letter No: 1025/03/2019 dt. 20.05.2020 & also Department of Revenue vide O.M.No: O-21028/7/2014-Coord dt.21.10.2016 which requires CBIC to implement e office on a mission mode under National e-Governance Plan of the Govt. of India.

3. In view of the above, it is directed that

- i. W.e.f.15th July 2020, the Commissionerate shall move to e Office application and new files shall be opened electronically on the application. Physical files shall not be opened in any of the sections of the commissionerate without the concurrence of the Local Administrator or the Nodal officer of the Commissionerate. 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. While the training session has already been organised online for EMD Managers & Master Trainers to use the e office application, detailed instruction on its working are available on the e office cbic website under e office Manual. Training materials on other relevant topics such as e office CAMS, e office KMS, e file, e leave, e Tour, e Office Migration Process & e Office MIS reports are also available in the e office cbic website with hands on practice at the training instance. One can refer to these online materials in case of any difficulty. 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 Pension, Govt. of India are also available in the website.

Difficulty faced in following these orders may be brought to the Notice of Local administrator or the Nodal officer of the Commissionerate.


BHARAT ASARSA
Commissioner

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To

- i. All Officers & Staff members of CGST Appeals I Commissionerate, Chennai .

Copy for information to:

- i. The Chief Commissioner, CGST& C.Ex., Chennai Zone, Chennai
- ii. Commissioners of Chennai North & Puducherry commissionerate
- iii. The Superintendent (Systems), North Commissionerate, Chennai for uploading of the same on the website.
- iv. Notice Board.