



वस्तु एवं सेवा कर तथा केन्द्रीय उत्पाद शुल्क प्रधान आयुक्त कार्यालय, चेन्नै उत्तर आयुक्तालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF GST & CENTRAL EXCISE,
CHENNAI - NORTH COMMISSIONERATE
26/1, महात्मा गांधी मार्ग, चेन्नै-600034
26/1, MAHATMA GANDHI ROAD, CHENNAI- 600 034

TRADE NOTICE NO. 01/2020

Dated: 05/08/2020

**Subject: Launch of e-Office in the O/o The Principal Commissioner of CGST & Central Excise,
Chennai North Commissionerate –Reg.**

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 the Chennai North CGST Commissionerate. 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 bring 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 e-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. It is requested that all communications to this Commissionerate may be sent through the e-mail id : commr-cexchn1@nic.in

6. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce falling under Chennai North GST Commissionerate 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.

(J. M. Kennedy/ जे. एम. कैनेडी)

Commissioner/ आयुक्त

To:

The members of RAC/ Trade Associations/ Chambers of Commerce in the State of Tamilnadu.
As per Mailing List.
Trade and Department.
The Superintendent, Computer Section - For uploading on the website.
All Divisions, Chennai North Commissionerate

Copy Submitted to:

1. The Principal Chief Commissioner of GST & Central Excise, Tamilnadu & Puducherry Zone.