



वस्तुऔरसेवाकरएवंकेन्द्रीयउत्पादशुल्कआयुक्तकाकार्यालय (अपील-1)

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

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

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TRADE NOTICE No: 02/2020 Dt.10.07.2020

Sub: Launch of e Office in GST Appeals Commissionerate, Chennai from 15<sup>th</sup> July2020

This is for the information of all Taxpayers 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 06<sup>th</sup> July 2020.It shall be launched in all the Appeals Commissionerate under Chennai& Puducherry Zone from 15<sup>th</sup> 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.

- I.With the launch of e Office, taxpayers are encouraged to utilise 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 send to the department by electronic means are in pdf format, it would be better if they are in searchable mode, for faster processing by the Commissionerate.
- II.Taxpayers are also encouraged to mention their mobile number &email in their communications to facilitate immediate acknowledgement by mail & 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.
- III.All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State of Tamilnadu are requested to circulate this Trade Notice among their constituent members for wide dissemination. Difficulties faced or suggestions, if any, may be brought to the notice.

BHARAT ASARSA  
Commissioner

To

The Members of Trade Association , Tamil Nadu

Copy for information to:

- i. The Chief Commissioner, CGST& C.Ex., Chennai Zone, Chennai
- ii. The Commissioner of Chennai North & Puducherry commissionerate
- iii. All Officers & Staff members of CGST Appeals I Commissionerate, Chennai .
- iv. Notice Board.