

	<p>आयुक्त का कार्यालय .केंद्रीय वस्तु एवं सेवा कर OFFICE OF THE COMMISSIONER CENTRAL GST COMMISSIONERATE, RAJKOT केंद्रीय वस्तु एवं सेवा कर भवन, रेसकोर्स रिंग रोड, राजकोट GST BHAVAN, RACE COURSE RING ROAD, RAJKOT. Phone - (0281) 2447789 FAX - (0281) 2443313 E-mail : systems.cgstrjt@gov.in</p>
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F. No. I/22-02/Systems/E-Office/2020-21

Date: 17.08.2020

TRADE NOTICE - 01/Systems/2020-21

SUB: Launch of e-Office in Central Goods and Services Tax & Central Excise Commissionerate, Rajkot w.e.f. 17.08.2020

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 Central Goods and Services Tax & Central Excise Commissionerate, Rajkot w.e.f. **17.08.2020**. 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 be 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, it would be convenient if communications/ letters sent to the Department by electronic means are in searchable pdf format, 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 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. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the Rajkot 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.



(Lalit Prasad)
Commissioner

Copy for information to:

1. The members of PGRC/Trade Associations/Chamber of Commerce - As per mailing list.
2. The Pr. Chief Commissioner, CGST Zone, Ahmedabad.
3. All the Pr. Commissioner/ Commissioner of CGST, Ahmedabad Zone.
4. The Deputy/ Assistant Commissioner, CGST Division, Rajkot-I/Rajkot-II/Morbi-I/Morbi-II/Jamnagar-I/Jamnagar-II.
5. All Section Heads, CGST Commissionerate, HQ., Rajkot.
6. The Superintendent (Systems), CGST, Rajkot for uploading the same on website.
7. Notice Board.