

	<p>प्रधान आयुक्त का कार्यालय, केंद्रीय वस्तु एवं सेवा कर <b>OFFICE OF THE PRINCIPAL COMMISSIONER CENTRAL GST COMMISSIONERATE-RAJKOT</b> 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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Date: 22.09.2021

**OFFICE ORDER: 01/2021**

**Subject: Use of E-office Application – matter regarding.**

Please refer to the Trade Notice No. 01/Systems/2020-21 dated 17.08.2020, Office Order No. 03/2020 & 04/2020 both dated 17.08.2020 and 05/2020 dated 06.10.2020, related to launch of E-office application and it's SOP in Central GST Rajkot Commissionerate, wherein it was also requested that after roll out of the E-office application, all file work should be carried out on the E-office application only and physical files may not be opened.

2. In this regard, this office has been monitoring the use of E-office application by all the sections/offices under this Commissionerate, by generating MIS reports of e-files & e-receipts created and movement of e-files. The analysis of the reports suggested that the usage of E-office has picked up quite well in some of the sections & offices, which is highly appreciated. However, it is also seen that in some of the sections/offices E-office is not the preferred mode of carrying out office work and physical files are still in operation.

3. It may be noted that second wave of COVID-19 has disrupted the office work all over the country. In light of prevailing circumstances the importance of E-office cannot be overemphasized as it ensures both safety of our officers as well as ensures smooth and uninterrupted functioning of our offices. Needless to say, the Government is stressing heavily on increasing the office work on E-office and the Board has directed that E-office application should be optimally used.

4. In view of the above, it is directed that all the file movement/office work is mandatorily to be performed on E-office application only and physical file movement must be a matter of exception with prior approval of the joint/ Additional Commissioner concerned . Further, in case of any difficulty being faced by any section/office, in its usage or otherwise, it may be brought to the notice of the undersigned at the earliest.

5. This is issued with the approval of the Principal Commissioner, CGST & Central Excise, Rajkot.

**(Bharat Prakash)**  
Additional Commissioner (Systems)  
CGST Commissionerate Rajkot.

**Copy for information to:**

1. Sr. PS/PS/PA to the Principal Commissioner, CGST, Rajkot.
2. PS/PA to the Additional Commissioner (P&V), CGST, Rajkot.
3. PS/PA to the Joint Commissioner (Prev), CGST, Rajkot.
4. PS/PA to the Joint Commissioner (Tech), CGST, Rajkot.
5. The Deputy/Assistant Commissioner, CGST Divisions,  
Rajkot-I/Rajkot-II/Morbi-I/Morbi-II/Jamnagar-I/Jamnagar-II.
6. All Section Heads, CGST Commissionerate, HQ. Rajkot.
7. The Superintendent (Systems), CGST, Rajkot for uploading the same on  
website.
8. Notice Board.