

	<p>भारत सरकार GOVERNMENT OF INDIA वित्त मंत्रालय, राजस्व विभाग, Ministry of Finance, Department of Revenue, प्रधान मुख्य आयुक्त का कार्यालय, Office of the Principal Chief Commissioner, केंद्रीय जीएसटी क्षेत्र, अहमदाबाद, जीएसटी भवन, राजस्व मार्ग, अम्बावाड़ी अहमदाबाद ३८००१५. Central GST Zone, Ahmedabad, GST Bhavan, Revenue Marg, Ambawadi, Ahmedabad - 380015 Tel : 079-26302133 Fax No. : 079-26306284</p>	
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F. No. IV/16-03/PCCO/Tech/20-21-Part-I

Date: 11.08.2020

Trade Notice No.01/2020

Subject: Launch of e-Office in the Office of the Principal Chief Commissioner, CGST & C.Ex., Ahmedabad Zone.

1. Attention is invited to all members of Trade/Industry, Trade Associations, Chambers of Commerce and Industry, RAC, Exporters and all other concerned that the e-Office, an electronic application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology (MeitY), Govt. of India, to carry out the office work online has been launched in **Office of the Principal Chief Commissioner Office, CGST & C.Ex., Ahmedabad Zone w.e.f. 14.08.2020**. This application is designed with an objective 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 eOffice 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 eOffice, 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 this office.
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. In order to streamline the mode of communication, it is to inform all concerned that the email id mentioned below has been designated as the official email id and single point of contact with this office.

ccu.cexamd@nic.in

6. It is requested that electronic communication to this office **may be sent only to the designated email id as above and no other email id**. Sending communication on the designated email will ensure that it is invariably attended to by this office.

7. The work related to receipt /dispatch of dak physically will be handled by the Centralized Registry Unit (CRU) of this office, which has been created for the purpose.

8. All members of Regional Advisory Committee, Trade Associations and Chambers of Commerce in the state of Gujarat 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 and sent to this e-mail id.

9. This issues with the approval of the Principal Chief Commissioner, CGST & Central Excise, Ahmedabad Zone.

(R.K. Tiwari)
Joint Commissioner (PCCO)
CGST & C.Ex., Ahmedabad.

To:

The Trade Associations/Chambers of Commerce and all other stakeholders.

Copy for information:-

1. PS to Principal Chief Commissioner, CGST & C.Ex., Ahmedabad Zone.
2. The All Principal Commissioner/Commissioner of all Commissionerate, CGST, Ahmedabad Zone.
3. The All Officers and Staff of PCCO, CGST & C.Ex., Ahmedabad Zone.
4. Superintendent (System), Ahmedabad South Commissionerate for uploading on the website.
5. Notice Board/ NACIN Vadodara.