



Government of India
Office of the Commissioner
Good and Service Tax & Central Excise
Central Revenue Building
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OFFICE ORDER No. 16 of 2020

Dated 13.08.2020

Subject: Launch of e-Office in the Office of the Commissioner, CGST Commissionerate, Siliguri on the 14th August, 2020 - Regarding.

This is for information of all officers and staff of the Commissionerate that in compliance to the directions of the Board, e-Office, an electronic application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology (MEITY), Government of India, to carry out our office work electronically will be launched in the Office of the Commissioner, CGST Commissionerate, Siliguri on the 14th August, 2020. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

2. It is expected that adoption of e-Office to carry out our 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 would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. E-Office is expected to be a huge transformation in work culture and ethics within the department.

3. In view of launch of e-Office, it is directed that:-

i. W. e. f. 14th August 2020, the in the Office of the Commissioner, CGST Commissionerate, Siliguri shall move to e-Office application and new files shall be opened electronically on the application. Physical files shall not be opened without the concurrence of the undersigned. Legacy files shall be migrated to the application on priority so that they can be used to carry out office work on the application.

ii. Training material is available on the application portal for the benefit of the users. Learning Resources including videos are also available on the website of Punjab NIC <https://eofficeportal.punjab.gov.in>. One can refer to these in case of any difficulty in using the application. Further, the 'Central Secretariat Manual on e-Office Procedure' issued by the Department of Administrative Reforms and Public Grievances in the Ministry of Personnel, Public Grievances and Pensions, Government of India may also be seen in this regard.

4. Difficulty faced in following these orders may brought to the notice of the undersigned.



(Bamin Tari)
Commissioner

Copy for information & necessary action is forwarded to: -

1. The Deputy/Assistant Commissioner, CGST Division, Siliguri/Gangtok/Darjeeling/Malda/Dinajpur/Jalpaiguri/Coochbehar.
2. The Superintendent, Adjudication Section/Anti Evasion Section/Audit Section/Legal Section/Review Section/Statistics & Intelligence Section/Systems Section/TAR Section/Technical Section/Vigilance Section/Headquarters Section/Establishment Section/Accounts Section/Administration Section/CRU Section.

Copy for information is forwarded to:

1. The Principal Chief Commissioner, CGST & Central Excise, Kolkata Zone.
2. The Principal Commissioner/Commissioner, CGST Commissionerate, Kolkata North/Kolkata South/Howrah/Bolpur/Haldia.
3. The Principal Commissioner/Commissioner, CGST Audit Commissionerate, Audit-I/Audit II/Durgapur.
4. The Principal Commissioner/Commissioner, CGST Appeal Commissionerate, Appeal-I/Appeal-II/Siliguri.
5. All officers and staff of
6. Superintendent, Systems, for uploading on the website.
7. Notice Board


(Bamin Tari)
Commissioner