

I/996/2020



भारतसरकार
GOVT. OF INDIA,
वित्तमंत्रालय, राजस्वविभाग
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
वस्तु एवं सेवा कर एवं सीमा शुल्क, मुख्य आयुक्त कार्यालय
OFFICE OF THE CHIEF COMMISSIONER, GOODS AND SERVICES TAX & CUSTOMS, GUWAHATI ZONE
GST BHAWAN, 5th FLOOR, KEDAR ROAD, MACHKHOWA, GUWAHATI-781001
दूरभाष/Tel.Nos.91-0361-2735999 फैक्स/Fax nos. 91-0361-2735979, ईमेल/Email:cco-cgstguwahati@nic.in

TRADE NOTICE NO. 07/2020**Dated 17th of August, 2020****Sub: Launch of e-Office in office of the Chief Commissioner, Central GST & Customs, Guwahati Zone.**

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 the office of the Chief Commissioner, Central GST & Customs, Guwahati Zone. 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 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 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 States of Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland and Tripura 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.

File No. GCCC/SYS/E O/8/2020 SYS O/8 CC CGST ZONE GUWAHATI

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This issues with the approval of the Chief Commissioner, Central GST & Customs,

Guwahati Zone.

(B.S. Suhag)
Additional Commissioner

To:

The members of RAC/ Trade Associations/ Chambers of Commerce in (Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland and Tripura).

Copy for information to:

- i. All the Principal Commissioner/Commissioners of Central GST & Customs, Guwahati Zone.
- ii. All officers and staff of office of the Chief Commissioner, Central GST & Customs, Guwahati Zone
- iii. Supdt. Systems- For uploading on the website
- iv. Notice Board.