

3161-76  
06-08-2020



**OFFICE OF THE CHIEF COMMISSIONER OF GST, CENTRAL EXCISE  
AND CUSTOMS, NAGPUR ZONE, NAGPUR.**  
**GST BHAVAN, TELANGKHEDI ROAD, CIVIL LINES, NAGPUR - 440 001**  
**TELEPHONE NO.0712-2565375/2549655, FAX NO.0712-2561887**  
**(email id:- ccu-cexngpr@nic.in)**

**TRADE NOTICE NO. 01/2020 dated 05.08.2020**

**Subject: Launch of e-Office in the Office of the Chief Commissioner, GST, Central Excise and Customs, Nagpur Zone, Nagpur.**

1. 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 Office of the Chief Commissioner, GST, Central Excise and Customs, Nagpur Zone, Nagpur. 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 Nagpur Zone of Maharashtra State

3174  
06/08/2020

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.

  
(H. R. Bheemashankar)  
Chief Commissioner

To,

The Members of RAC/ Trade Associations/ Chambers of Commerce in Nagpur Zone of Maharashtra.

**Copy for information to:**

1. The Commissioner, GST and Central Excise, Nagpur-I/Nagpur-II/Nashik/Aurangabad/Audit Nagpur/Audit Nashik/Appeals-Nagpur/Appeals-Nashik/Customs Nagpur.
2. All the officers and staff of the CCO.
3. The Superintendent. (Systems), GST and Central Excise, Nagpur -I with request to upload the order on official website.
4. The CCO Notice Board.
5. Office Guard File.