



सत्यमेव जयते

भारत सरकार/ Government of India

वित्त मंत्रालय / Ministry of Finance

सीजीएसटी एवं सेंट्रल एक्साइज आयुक्तालय: सूरत

CGST & CENTRAL EXCISE COMMISSIONERATE : SURAT
CENTRAL EXCISE BUILDING, CHOWK BAZAR, SURAT-395001
(GUJARAT)

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TRADE NOTICE NO. 03/2020

Sub: Launch of e-Office in Central Goods & Service Tax & Central Excise Commissionerate, Surat.

Attention is invited to all the 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 Central Goods & Service Tax & Central Excise, Surat Commissionerate, Chowk Bazaar, Surat. 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 jurisdiction of Central Goods & Service Tax & Central Excise, Surat

Commissionerate 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.

Signed by Rajendra Singh
Date: 19-10-2020 17:11:03
Reason: Approved

(Rajendra Singh)
Commissioner

F.No. TECH/00/4/2020-TECH-O/o COMMR-CGST-SURAT

Copy to (on e-mail):

1. The Chief Commissioner, Central GST & CE, Vadodara Zone, Vadodara.
2. All Deputy/ Assistant Commissioners of CGST & CE, Surat Commissionerate.
3. The Assistant Commissioner (Systems), CGST & CE, Surat for uploading the Trade Notice on website of Surat Commissionerate.
4. All the members of Trade Associations, Chamber of Commerce and Regional Advisory Committee, as per mailing address.
5. Notice Board.