



भारत सरकार

वित्त मंत्रालय, राजस्व विभाग

कार्यालय आयुक्त, केन्द्रीय वस्तु एवं सेवाकर (अपील)– जयपुर  
नव केन्द्रीय राजस्व भवन, स्टैच्यू सर्किल, सी-स्कीम, जयपुर– 302005 (राज.)



टेलीफोन :0141-2385277

इ-मेल: cgst-appeals-jai@gov.in

C.No. Appeals/JPR/Misc/XII/04/16

Dated: .07.2020

**OFFICE ORDER**

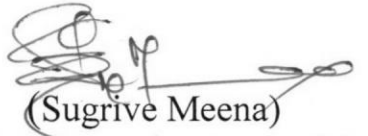
**Dated : .07.2020**

**Subject: Launch of e-Office in CGST (Appeals) Commissionerate, Jaipur on 20.07.2020 - reg.**

1. This is for information of all officers and staff of the Commissionerate that 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 our office work online has been launched in CGST (Appeals) Commissionerate, Jaipur on 20th July, 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. The implementation gives effect to the decision of the Department of Revenue vide O.M. F. No.O-21028/7/2014-Coord dated 21.10.2016 which requires CBIC to implemente-Office on a mission mode under National e-Governance Plan of the Govt. of India
3. In view of the above it is directed that:-
  - i. W.e.f. today, the Commissionerate shall move to e-Office application and new files shall be opened electronically on the application. Physical files shall not be opened in any of the sections of the Commissionerate without the concurrence of the Joint Commissioner. Legacy files shall be migrated to the application on priority so that they can be used to carry outoffice work on the application.
  - ii. While training sessions have already been organized for everyone use for the e-Office application, detailed instructions on its working are available on the Commissionerates website. under the tab 'OFFICERS AREA' à 'E-OFFICE' à 'Other e-OfficeManuals' à e-Office Manual.

Training material on other relevant topics viz e-Office CAMS, e-Office KMS, e-Office Migration Process and e-File MIS Report is also available there. One can refer to these in case of any difficulty. 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, Govt. of India which is also available under the same tab.

Difficulty faced in following these orders may brought to the notice of Joint Commissioner or the undersigned.

  
(Sugriva Meena)  
Commissioner (Appeals)  
20/07/2020

Copy for information to:

1. The Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur
2. All the Commissioner, Jaipur Zone, Jaipur.
3. All officers and staff of CGST (Appeals) Commisisonerate, jaipur
4. Notice Board/Website.