OFFICE ORDER

Subject: Launch of e-Office in CGST & Central Excise Commissionerate, Chennai North, on 05.08.2020 - regarding.

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This is for information of all the 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), Govt. of India, to carry out our office work electronically, has been launched in the CGST & Central Excise Commissionerate, Chennai North, on 05.08.2020. The e-office 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 bring, 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. 05.08.2020, the GST & Central Excise Commissionerate, Chennai North, 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 on e-office 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, Govt. of India may also be seen in this regard.

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

(J.M. KENNEDY)
Commissioner

Copy submitted to:

1. The Principal Chief Commissioner of CGST & Central Excise, Tamil Nadu & Puducherry, Chennai-34

Copy to:

1. The Joint/Deputy/Assistant Commissioner of CGST & C.X, Hqrs/Divisions, Chennai North
2. Superintendent of CGST & Central Excise, Hqrs, Computers (for uploading on the official website)
3. Superintendent (PRO) / Caretaker, Hqrs, Chennai North Commissionerate (for displaying in all Notice Boards)