



Office of the Additional Director General (Tax Payer Services)
Chennai Zone,
26/1, Mahathma Gandhi Road, Nungambakkam, Chennai -600 034.

Tel.:28335066, 28330157,

Fax No.28330157

email: dtpschenzone1@gmail.com

C.No.DGTS/CZ/08/2020/210

Dated: 14/08/2020

OFFICE ORDER No. 03 of 2020


Sub: Designating official email id for communicating with the office of the Additional Director General, Directorate of Taxpayer Services, Zonal Unit-Chennai - reg.

In view of the Trade Notice No. 01/2020 and 02/2020 Dated 14/08/2020 launching eOffice - an electronic application to carry out office work electronically - in the O/o the Additional Director General, Directorate General of Taxpayer Services (DGTPS), Zonal Unit, Chennai, this is for information of all concerned that the email id mentioned below has been designated as the official email id and single point of contact with the Zonal Unit of the Directorate for all communication:

dtpschenzone1@gmail.com

2. Therefore, it is requested that electronic communication to this Zonal Unit of the Directorate may be sent only to the designated email id as above. Sending communication on the designated email will ensure that it is invariably attended to by the Zonal Unit of the Directorate.

This issues with the approval of Additional Director General, DGTS, Chennai


(P. RAM MOHAN)
JOINT DIRECTOR

14.08.2020

Copy to:

1. The Pr. Chief Commissioner-Customs, Chennai/Trichy(Prev)/Hyderabad/Vishakapatnam Zone.
2. The Principal Commissioner/Commissioner,GST & CX- Chennai, Vishakapatnam, Hyderabad Zone.
3. The Principal Commissioner/Commissioner, Customs- Chennai /Vishakapatnam/ Trichy(Prev)/Hyderabad Zone.
4. All the officers and staff of the O/o the Additional Director General, Directorate General of Taxpayer Services(DGTPS), Zonal Unit, Chennai-34.
5. The Superintendent (Systems), O/o the Principal Commissioner, Chennai North GST & CX for uploading of the same on website.
6. Notice Board.



**Office of the Additional Director General (Tax Payer Services)
Chennai Zone,
26/1, Mahathma Gandhi Road, Nungambakkam, Chennai -600 034.**

Tel.:28335066, 28330157,
Fax No.28330157

email: dtpschenzone1@gmail.com

C.No.DGTS/CZ/07/2020

Dated: 14/08/2020

OFFICE ORDER No. 04 of 2020

Subject: Launch of e-Office in the O/o The Additional Director General, Directorate General of Taxpayer Services(DGTPS), Chennai Zonal Unit, on the 14th of August 2020 - reg.

This is for information of all officers and staff of the Zonal Unit of this Directorate 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 O/o the Additional Director General, Directorate General of Taxpayer Services(DGTPS), Zonal Unit, Chennai, on the 14th of August, 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. It is expected that adoption of eOffice 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. eOffice is expected to be 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. today, the O/o the Additional Director General, Directorate General of Taxpayer Services(DGTPS), Zonal Unit, Chennai-34, 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 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.

This is issued with the approval of Additional Director General, DGTS, Chennai



(P. RAM MOHAN)

JOINT DIRECTOR

14.8.20

To
All branches/Staff
O/o the Additional Director General,
DGTPS, Zonal Unit,
Chennai- 600034.

COPY TO:

1. The Pr. Chief Commissioner-Customs, Chennai/Trichy(Prev)/Hyderabad/Vishakapatnam Zone.
2. The Principal Commissioner/Commissioner, GST & CX- Chennai, Vishakapatnam, Hyderabad Zone.
3. The Principal Commissioner/Commissioner, Customs- Chennai /Vishakapatnam/ Trichy(Prev)/Hyderabad Zone.
4. All the officers and staff of the O/o the Additional Director General, Directorate General of Taxpayer Services (DGTPS), Zonal Unit, Chennai-34.
5. The Superintendent (Systems), O/o the Principal Commissioner, Chennai North GST & CX for uploading of the same on website.
6. Notice Board.