



केन्द्रीय कर के आयुक्त का कार्यालय

**OFFICE OF THE COMMISSIONER OF CENTRAL TAX**

केन्द्रीय राजस्व भवन :: कन्नावारितोटा :: गुंटूर - 522 004

**GST BHAVAN:: KANNAVARI THOTA:: GUNTUR - 522004**

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**Dt: 11.08.2020**

**TRADE NOTICE NO. 02 /2020**

**Sub:Launch of E-Office in the Office of the Commissioner of Central Tax, CGST,Guntur Commissionerate, Guntur-Reg.**

This is for information of all taxpayers that eOffice, 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 **the Office of the Commissioner of Central Tax, CGST ,Guntur Commissionerate, Guntur**. 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 eOffice 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 eOffice, 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 State of Andhra Pradesh 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.

  
(M SRIHARI RAO)  
COMMISSIONER

To:

The members of RAC / Trade Associations / Chambers of Commerce in Andhra Pradesh.

Copy for information to:

- i. The Chief Commissioner, Visakhapatnam Zone
- ii. All the Commissioners of Visakhapatnam Zone.
- iii. All officers and staff of Guntur CGST Commissionerate (including all Divisions and Range Offices)
- iv. Notice Board.