भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682018
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Date: 03.08.2020

OFFICE ORDER NO. 01/2020

Sub:- Launch of eOffice in O/o The Principal Commissioner of Central Tax & Central Excise, Kochi – reg.

This is for information of all officers and staff of the Commissionerate that in compliance to the directions of the Board, eOffice, 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 O/o The Principal Commissioner of Central Tax & Central Excise, Kochi on 03.08.2020. 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 eOffice, it is directed that:-

i. With effect from today, the O/o The Principal Commissioner of Central Tax & Central Excise, Kochi shall move to eOffice 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.

3. 8. 20

[K R Uday Bhaskar]
Principal Commissioner

To

All Officers & Staff of Kochi Commissionerate

Copy for information to:

i. The Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvanthapuram Zone.
ii. All the Commissioners of Thiruvanthapuram Zone.
iii. The Superintendent Systems – for uploading in website.
iv. Notice Board.

Digitally signed by UDAY BHASKAR K R
Date:Mon Aug 03 17:24:51 IST 2020
Reason: Approved