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
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Date: 03.08.2020

TRADE NOTICE NO. 05/2020

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

This is for information of all taxpayers that e-Office, 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 O/o The Principal Commissioner of Central Tax & Central Excise, Kochi. 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 e-Office 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 e-Office, 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 Kerala and UT of Lakshadweep. 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.

3.8.20

K R Uday Bhaskar
Principal Commissioner

To

The members of RAC/ Trade Associations/ Chambers of Commerce in Kerala State and Lakshadweep.

Copy for information to:

i. The Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvanthapuram Zone.
ii. All the Commissioners of Thiruvanthapuram Zone.
iii. All officers and staff of O/o the Principal Commissioner of Central Tax and Central Excise, Kochi
iv. Notice Board.

Digitally signed by UDAY BHASKAR K R
Date:Mon Aug 03 17:18:30 IST 2020
Reason: Approved