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
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

NATION TAX MARKET

Date: 21.08.2020

CIRCULAR

Sub: - Hands on Training in e-Office on 24.08.2020 and 25.08.2020 – reg.

E-Office was launched in this Commissionerate on 03.08.2020. As per the directions of Directorate General of Performance Management, new files are to be opened only on e-Office and existing files are to be migrated into e-Office within one month of launch of e-Office. Training in e-Office has been conducted by the Zonal Master Trainers many times but, it is come to the notice of the undersigned that many officers are still unaware of the launch of e-Office in this Commissionerate and files are still being opened and processed manually. Hence it is directed that all officers of this Commissionerate who have not yet attended the training in e-Office should mandatorily attend the virtual web training to be conducted by the Chief Commissioner's Office on 24.08.2020 and 25.08.2020 from 10:30 am onwards and the details are given below: -

Website: - https://nic.webex.com
Meeting Number: - 170 474 3849
Password: - 123321
Direct link: -
https://nic.webex.com/nic/j.php?MTID=mcad41509a713378216aef76bcd42249a

All officers should be able to login to their WebVPN and e-Office accounts. In case of any problem they should contact Headquarters Systems Section. Also, for remote assistance all computers should have "Anydesk" software installed.

Rajeswari

Rajeswari R Nair
Joint Commissioner [SM]

To

All Officers & Staff of Kochi Commissionerate

Copy to:

i. The Superintendent Systems – for uploading in website.
ii. Notice Board.