



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 AND CUSTOMS

आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER

केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क (लेखा परीक्षा), कोच्चि

CENTRAL TAX & CENTRAL EXCISE (AUDIT), KOCHI

केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING

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GADT/SYS/EO/1/2020-ADMN-O/o COMMR-CGST-ADT-KOCHI

Dated: 22.07.2020

OFFICE ORDER No. 04/2020

Subject: Launch of e-Office in the O/o the Commissioner of Central Tax & Central Excise

(Audit), Kochi on 20.07.2020 - reg.

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 Kochi Audit Commissionerate on 20.07.2020. 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 e-Office 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. E-Office 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 Audit Commissionerate, Kochi 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.

- File No. GADT/SYS/EO/1/2020-ADMN-O/o COMMR-CGST-ADT-KOCHI**
- 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.

(Dr. T. Tiju)
Commissioner

To:

1. All officers and staff of Audit Circles of Audit Commissionerate, Kochi
2. All officers and staff of Hqrs. Audit Commissionerate, Kochi

Copy for information to-

1. The Chief Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone, Cochin.
2. The Principal Commissioner, Central Tax & Central Excise, Kochi
3. The Commissioner, Central Tax & Central Excise, Kozhikode.
4. The Commissioner, Central Excise & Central Excise, Thiruvananthapuram.
5. The Commissioner of Customs, Customs House, Cochin
6. The Commissioner of Customs, Customs Preventive, Cochin
7. The Commissioner (Appeals), Central Tax, Central Excise & Customs, Kochi
8. Supdt. (Systems), Central Tax & Central Excise, Kochi - For uploading on the website
9. Notice Board