



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**  
आई. एस. प्रेस रोड, कोच्चि, **I.S. PRESS ROAD, KOCHI-682018**



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

Dated: 22.07.2020

### **TRADE NOTICE NO. 01/2020**

#### **Sub: Launch of e-Office in the O/o The Commissioner of Central Tax & Central Excise (Audit), Kochi**

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 Audit Commissionerate, 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/UT of Kerala 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.

**(Dr. T. Tiju)**  
**Commissioner**

To:

The members of RAC/ Trade Associations/ Chambers of Commerce in the State of Kerala and Union Territory of Lakshadweep

Copy for information to:

1. The Chief Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.
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 Commissionerate, Cochin
7. The Commissioner (Appeals), Central Tax, Central Excise & Customs, Kochi
8. All officers and Staff of Audit Circles of Audit Commissionerate, Kochi
9. Officers and Staff of Hqrs. Audit Commissionerate, Kochi
10. Notice Board.