

GOVERNMENT OF INDIA

OFFICE OF THE COMMISSIONER OF CENTRAL GST & CENTRAL EXCISE  
OUTER CIRCLE ROAD, BISTUPUR, P.O.-BISTUPUR, JAMSHEDPUR, JHARKHAND-831001  
Tel: 0657-2320837; Fax- 0657-2321568; Email: [commr-cexjmsdpr@nic.in](mailto:commr-cexjmsdpr@nic.in)

Dated : 11.08.2020

**OFFICE ORDER No.: 10/2020**

**Subject: Launch of e-Office in O/o the Commissioner of Central GST & Central Excise, Jamshedpur on 10.08.2020 - reg.**

This is for information of all officers and staff of the Commissionerate that 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 O/o the Commissioner of Central GST & Central Excise, Jamshedpur on 10.08.2020. 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. 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 Central GST & Central Excise, Jamshedpur 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.

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.

(M. Rahman)  
Commissioner

To:

All Division/Branches(Hqrs.) of Central GST & Central Excise, Jamshedpur.

Copy for information to-

1. The Chief Commissioner, CGST & CX, Ranchi Zone, Patna.
2. The Pr. Commissioner/Commissioner of CGST & CX, Ranchi/Patna-I/Patna-II.
3. The Commissioner of Customs, CGST & CX, Ranchi Zone Patna.
4. The Pr. Commissioner/Commissioner (Appeals), of CGST & CX, Ranchi /Patna.
5. The Pr. Commissioner/Commissioner of CGST & CX, (Audit), Ranchi / Patna.
6. All officers and staff of Central GST & Central Excise, Jamshedpur.

**File No.II/(39)/OTH/58/2020-ESTT-O/o COMMR-CGST-JAMSHEDPUR**

7. Superintendent (Systems), Central GST & Central Excise, Jamshedpur for uploading on the website.
8. Notice Board.
9. Guard File.