		Phone No. 28331010/28335012 Fax No. 044-28331050/1015 email : ccu-cexchn@nic.in
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**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE
TAMILNADU & PUDUCHERRY
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034**

C. No. IV/16/222/2020-CCO e-Office

06-08-2020


TRADE NOTICE NO. 05 /2020

**Sub: Launch of e-Office in Principal Chief Commissioner's Office,
Tamil Nadu and Puducherry Zone**

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 Principal Chief Commissioner's Office, Tamil Nadu and Puducherry Zone. 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 this office.
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 Tamil Nadu/Puducherry respectively 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.


(B. SENTHILVELAVAN)
ADDITIONAL COMMISSIONER

To

The members of RAC/ Trade Associations/ Chambers of Commerce in Tamil Nadu and Puducherry Zone.

Copy for information to

- i. The Principal Commissioner/Commissioner of GST & Central Excise,
Chennai North/South/Outer/Audit-I/Audit-II/Appeals-I/Appeals-II/Puducherry/Salem/Trichy/Coimabtoire/Madurai/Coimbatore-Appeals/Coimbatore-Audit Commissionerate,
for kind information and necessary action.
for kind information and necessary action.
- ii. The Joint/Assistant Commissioner of GST & Central Excise, Pr.CCO,
Chennai,
with a request to circulate with all Sections/Staff
- iii. Supdt., Computers Chennai North Commissionerate- For uploading on the website
- iv. Notice Board.