



सीमा शुल्क व केन्द्रीय कर अपील-1 आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS & CENTRAL TAX
APPEALS-I COMMISSIONERATE, HYDERABAD

सातवॉतल, GST Bhavan, 7th Floor, KENDRIYA SHULK BHAVAN,

एलबी स्टेडियम रोड के सामने, बशीरबाग, हैदराबाद - 500 004

OPP. L.B.STADIUM, BASHEERBAGH, HYDERABAD-500 004.

Phone Nos: 040-23241716, 23241718; Fax-040-23237873

E-mail:cgst.hydaappeals1@gov.in

C. No.II/39/13/2020-Misc

Date: 23.07.2020

OFFICE ORDER (e-office) No.01 of 2020/ Hyderabad Appeals-I
Dated: 23.07.2020

Subject: Launch of e-Office in Appeals-I Commissionerate, Hyderabad on 09.07.2020- reg.

This is for information of all officers and staff of the Commissionerate that 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 online has been launched in our Commissionerate on 09.07.2020 under guidance from the DGPM and NIC. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

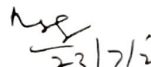
2. E-office is based on the Central Secretariat e-office procedure Manual, 2012 and is supported by the Department of Administrative Reforms and Public Grievances (DARPG) to bring reforms in our office work. The implementation also gives effect to the decision of the Department of Revenue vide O.M. F. No.O-21028/7/2014-Coord dated 21.10.2016 which requires CBIC to implement e-Office on a mission mode under National e-Governance Plan of the Govt. of India.

3. In view of the above, it is directed that:-

(i) All officers shall move to e-Office application and new files shall be opened electronically on the application. Physical files shall not be opened in any of the sections of the Commissionerate without the concurrence of the Head of Office. Legacy files shall be migrated to the application on priority (as and when required) so that they can be used to carry out office work on the application.

ii. All officers were already instructed to view video sessions available on the website eofficeportal.punjab.gov.in. Officers may view the detailed instructions on its working which are available on the website of eofficeportal.punjab.gov.in and other e-Office Manuals which were communicated earlier during training. One can refer to these in case of any difficulty. 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 referred to.

(iii) In case of any difficulties encountered in access of the site, the EMD Manager may be contacted for resolution of the matter.


23/7/20

(ए.आर.एस. कुमार) (A.R.S. Kumar)
आयुक्त(अपील-1), हैदराबाद
Commissioner (Appeals-I), Hyderabad

To:

All officers of Appeals-I Commissionerate Hyderabad.

Copy for information to-

1. The Chief Commissioner, GST and Customs, Hyderabad Zone, Hyderabad

Notice Board.