



जी एस टी एवं उत्पाद शुल्क (अपील - II) आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER (APPEALS-II), GST & CENTRAL EXCISE
७ वी मंज़िल, जीएसटी भवन, एल बी स्टेडियम रोड :: 7th FLOOR, GST BHAVAN, LB STADIUM RD
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Date: 03.08.2020

**OFFICE ORDER (e-office) No. 01 /2020/ Appeals - II
Commissionerate
Dated 03.08.2020**

**Subject: Launch of e-Office in Appeals - II
Commissionerate, Hyderabad on 07.07.2020- 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 Appeals – II Commissionerate on 07.07.2020 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. It 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 working. 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) W.e.f. 08.07.2020, with the on-boarding of all the officers of the Appeals – II Commissionerate on to the site, the Commissionerate moved to e-Office application and new files are opened electronically on the application. From henceforth, physical files shall not be opened in any of the sections of the Commissionerate without the concurrence of Commissioner. 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. While training sessions have already been organized for everyone use for the *e-Office* application, officers may also 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 sit, the EDM Manager may be contacted for resolution of the matter.

Bodduluri Suresh Babu
Commissioner (Appeals – II)

To:

All officers of Appeals - II Commissionerate Hyderabad.

Copy for information to-

1. The Chief Commissioner, GST and Customs, Hyderabad Zone, Hyderabad.
2. All the Principal Commissioners / Commissioners of Hyderabad Zone.
3. Notice Board.