



सीमा शुल्क व केन्द्रीय कर अपीलस 1 आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS & CENTRAL TAX
APPEALS-I COMMISSIONERATE, HYDERABAD
सातबौतल, GST Bhavan, 7th Floor, KENDRIYA SHULK BHAVAN,
एलबी स्टेडियम रोड के सामने, बशीरबाग, हैदराबाद – 500 004
OPP. L.B.STADIUM, BASHEERBAGH, HYDERABAD-500 004.
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C. No.II/39/13/2020-Misc

Date: 22.07.2020

Trade Notice No. 1 of 2020

**Sub: Launch of eOffice in Appeals-I Commissionerate, Hyderabad from -
09.07.2020- reg.**


This is for information of all taxpayers that eOffice, an application developed by the National Informatics Centre under the Ministry of Electronics and Information Technology, Govt. of India, to carry out office work online, has been launched in Appeals-I Commissionerate w.e.f 09.07.2020. 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. With the launch of e-office, taxpayers are encouraged to utilize electronic means of communication with the Department. The designated e-mail of this office is cgst.hydappeals1@gov.in. In this regard, it may be noted that since e-office application requires information to be transmitted as PDF files for security reasons, it would be convenient if communications / letters sent to the Department by electronic means are in PDF format, preferably searchable mode, for faster processing by this office.

3. Further, as per statutory provisions in force, there shall be no change in the procedure of filing appeals till further notice. However, while filing appeals, a soft copy of the appeal record in PDF and MS WORD format may be communicated to cgst.hydappeals1@gov.in for faster and smooth processing of appeals.

4. Taxpayers are also encouraged to mention their mobile number and email in their communications to facilitate immediate acknowledgement by email and SMS through the application. Taxpayers will receive Diary Number allotted to their communications, which can be used as a reference while communicating with the Department in future.

5. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State of Telangana 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.


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

Copy forwarded for information and necessary action to-

1. The Trade Associations – As per mailing list.
2. The Chief Commissioner, GST & Customs, Hyderabad Zone, GST Bhavan, Hyderabad.
3. All Principal Commissioners/Commissioners, Hyderabad Zone.
4. Officers and Staff of Appeals-I Commissionerate, Hyderabad.
5. Notice Board.
6. Master file.