



केन्द्रीय कर का आयुक्तालय

OFFICE OF THE COMMISSIONER OF CENTRAL TAX

AUDIT-II COMMISSIONERATE, HYDERABAD: हैदराबाद - II लेखापरीक्षा आयुक्तालय

1-98/B/20,21:संवीयमुनाप्राइड,कृतिकालेआउट,माधापुर,हैदराबाद-81

1-98/B/20,21: SANVI YAMUNA PRIDE, KRITHIKA LAYOUT: MADHAPUR:
HYDERABAD- 500081

C.No. I/22/02/2020-Admn Mis

Date: 20.07.2020

TRADE NOTICE NO. 02 /2020 (e-Office)

Sub: Launch of e-Office in Audit-II Commissionerate, Hyderabad.

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 Audit-II Commissionerate, Hyderabad. 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.

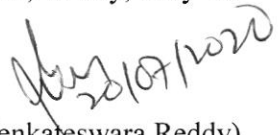
2. It is expected that adoption of e-Office to carry out office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process will benefit the public in terms of enhanced transparency, increased 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 the Commissionerate.

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 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.


(D Venkateswara Reddy)

Commissioner

To:

The members of RAC/ Trade Associations/ Chambers of Commerce in the State of Telangana.

Copy for information to:

- i. The Chief Commissioner, Customs and GST, Hyderabad Zone, Hyderabad,
- ii. All the Pr.Commissioners/ Commissioners of Hyderabad GST Commissionerate, Hyderabad Customs Commissionerate, Secunderabad GST Commissionerate, Rangareddy GST Commissionerate, Medchal GST Commissionerate, Audit-I Commissionerate, Appeals-I and Appeals-II Commissionerates, Hyderabad Zone.
- iii. All officers and staff of Audit-II Commissionerate, Hyderabad
- iv. Notice Board.