



केंद्रीय करआयुक्तकाकार्यालय

**OFFICE OF THE COMMISSIONER OF CENTRAL TAX**

सिकंदराबादजी.एस.टीआयुक्तालय

**SECUNDERABAD GST COMMISSIONERATE**

जीएसटीभवन, एलबीस्टेडियमरोड, बशीरबाग, हैदराबाद 004 500-

**GST BHAVAN, L.B. STADIUM ROAD, BASHEER BAGH, HYDERABAD-500 004**

**Ph. No.: 040-23231838**

**Email Id: cgst.secommr@gov.in**

C. No. IV/II/14/2020-e Office

Date: 30.07.2020

**Trade Notice No. 01/2020 (e -Off)**

Sub: Launch of e-Office in Secunderabad Commissionerate, Divisions and Ranges from 30.07.2020 - Reg.

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This is for information of the taxpayers and other stake holders 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 the Secunderabad GST Commissionerate w.e.f. 30.07.2020. 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 and other stake holders.

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 huge transformation in work culture and ethics within the department.

3. With the launch of e-Office, taxpayers and other stake holders 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 through electronic means are in pdf format, better still if they are in searchable mode, for faster processing by the Commissionerate, Divisions and Ranges. The email id of the Commissionerate, Divisions and Ranges are given in Annexure to this Trade Notice. It is requested that all communication to the Commissionerate, Divisions and Ranges may be sent only to the designated email id as given and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate, Divisions and Ranges.

4. Taxpayers and other stake holders are encouraged to mention their mobile number and email id 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 reference by them while communicating with the Department in future.

5. All the members of the Grievance Redressal Committee, Trade Associations and Chambers of Commerce in the State of Telangana are requested to circulate this Trade Notice among their constituent members for wide dissemination.

6. Difficulties faced or suggestions, if any, may be brought to notice of the undersigned through e-mail.

  
30/07/2020

(M R R Reddy)

Commissioner

e-mail: cgst.secommr@gov.in

To

The members of Grievance Redressal Committee/Trade Associations/ Chamber of Commerce in Telangana State (By mail)

Copy for information to:

1. The Chief Commissioner, Central Tax and Customs, Hyderabad Zone.
2. The Principal Commissioner/Commissioner, Central Tax and Customs, Hyderabad/ Medchal/ Ranga Reddy/ Customs/ Audit-I/ Audit-II/ Appeals-I & Appeals-II Commissionerates, Hyderabad
3. All officers and staff of Secunderabad Commissionerate, Hyderabad
4. Notice Board.

**Annexure**  
**( Trade Notice No. 01/2020 e -Off)**

**A. SECUNDERABAD - COMMISSIONERATE HEAD QUARTERS**

| Formation                                      | Address  | Phone Number | e-mail id                 |
|--|--|--------------|---------------------------|
| CGST-<br>Commissionerate<br>Secunderabad, Hqrs | GST Bhavan, LB Satdium Road,<br>Basheerbagh Hyderabad-<br>500004 | 040-23231486 | cgst.seccommteestt@gov.in |

**B. DIVISIONS**

| AMBERPET DIVISION        |  |                            |                           |
|--------------------------|--|----------------------------|---------------------------|
| Amberpet Division        | 3-4-118/2, Elegant Edifice<br>Building , Ramanthapur,<br>Hyderabad-500013  | 040-29702387               | cgst.ambrptdiv@gov.in     |
| Amberpet Range           | -do-   | 040-29702387               | cgst.ambrptrg@gov.in      |
| Bagh Amberpet<br>range   | -do-   | 040-29702387               | cgst.baghambprtrg@gov.in  |
| Golnaka range            | -do-   | 040-29702387               | cgst.golnakarg@gov.in     |
| Nallakunta-I range       | -do-   | 040-29702387               | cgst.nallakuntarg1@gov.in |
| Nallakunta-II range      | -do-   | 040-29702387               | cgst.nallakuntarg2@gov.in |
| MUSHEERABAD DIVISION     |  |                            |                           |
| Musheerabad<br>Division  | 4 <sup>th</sup> floor, Salike Senate, D.No 2-<br>4-416 & 417, Ramgopalpet,<br>Secunderabad.                            | 7901243153                 | cgst.msrddiv@gov.in       |
| Musheerabad Range        | -do-   | 7901243157                 | cgst.msrdrg@gov.in        |
| Bholakpur Range          | -do-   | 7901243158                 | cgst.bholakpurrg@gov.in   |
| Kawadiguda Range         | -do-   | 7901243159                 | cgst.kavadigudarg@gov.in  |
| VST Range                | VST Cigarette Factory premises,<br>Azamabad, Hyderabad 500 020   | 7901243155<br>040-27606484 | cgst.vstrg@gov.in         |
| HDCF Range               | H.No.1-7-140, Hyderabad<br>Deccan Cigarette Factory<br>premises, Golkonda 'X' Roads,<br>Musheerabad, Hyderabad 500 020 | 7901243156<br>040-27608439 | cgst.hdcfrg@gov.in        |
| BEGUMPET DIVISION        |  |                            |                           |
| Begumpet Division        | 3A & 3B, 3rd floor, Plot No.1-8-<br>382, Queens Plaza, S.P. Road,<br>Begumpet, Secunderabad - 500<br>003               | 7901243142                 | cgst.bgpetdiv@gov.in      |
| Begumpet-I Range         | -do-   | 7901243146                 | cgst.bgpetrg1@gov.in      |
| Begumpet-II Range        | -do-   | 7901243147                 | cgst.bgpetrg2@gov.in      |
| Begumpet-III Range       | -do-   | 7901243148                 | cgst.bgpetrg3@gov.in      |
| Monda Market-I<br>Range  | -do-   | 7901243149                 | cgst.mondamktrg1@gov.in   |
| Monda Market-II<br>Range | -do-   | 7901243150                 | cgst.mondamktrg2@gov.in   |

**TARNAKA DIVISION**

|                       |  |              |                            |
|-----------------------|--|--------------|----------------------------|
| Tarnaka Division      | 2 <sup>nd</sup> Floor, Elegant Edifice #3-4-118/2 NR Ramanthapur, Hyderabad-500013 | 040-29704897 | Cgst.trnkdiv.@gov.in       |
| Adikmet Range         | -do-   | do           | Cgst.adikmetrg@gov.in      |
| Mettuguda Range       | -do-   | 7901243168   | Cgst.mettugudarg.@gov.in   |
| Ramnagar Range        | -do-   | 7901243166   | Cgst.ramnagarrg@gov.in     |
| Seethaphalmandi Range | -do-   | 7901243165   | Cgst.sitafalmandirg@gov.in |
| Tarnaka Range         | -do-   | 7901243167   | cgst.trnkrng@gov.in        |

**WARANGAL DIVISION**

|                   |  |            |                       |
|-------------------|--|------------|-----------------------|
| Divisional office | H.NO.2-7-391, SRI SAI NIVAS, VENKATESHWARATEMPLE, EXCISE COLONY, HANAMKONDA - 506 001. | 7901243190 | cgst.wgldiv@gov.in    |
| Warangal Range    | -do-   | 7901243194 | cgst.wglrg@gov.in     |
| Hanmakonda Range  | -do-   | 7901243195 | cgst.hnkrng@gov.in    |
| Jangaon Range     | H.No. 1-10-41/1, Bank street, Jangaon, 506167  | 7901243192 | cgst.jangaonrg@gov.in |
| Mahbubabaad Range | H.No.1-5-19, 1st floor, Yellandu Road, Mahaboobabad.506 101                            | 7901243193 | cgst.mhbdrng@gov.in   |
| Bhupalapally      | H.No.317/A, Karl Marx Colony, Beside police Station, Bhupalapally, 506169              | 7901243191 | cgst.bhplrg@gov.in    |

**SECUNDERABAD DIVISION**

|                       |   |              |                            |
|-----------------------|---|--------------|----------------------------|
| Secunderabad Division | Salike Senate, D.No. 2-4-416 & 417, Ramgopalpet, M.G.Road, Secunderabad-500003. | 040-27718216 | cgst.secdiv@gov.in         |
| Ramgopalpet-I Range   | -do-  | 040-27718211 | cgst.rgpetrg1@gov.in       |
| Ramgopalpet-II Range  | -do-  | 040-27718212 | cgst.rgpetrg2@gov.in       |
| Ramgopalpet-III Range | -do-  | 040-27718213 | cgst.rgpetrg3@gov.in       |
| Bansilalpet-I Range   | -do-  | 040-27718214 | cgst.bansilalpetrg1@gov.in |
| Bansilalpet-II Range  | -do-  | 040-27718215 | cgst.bansilalpetrg2@gov.in |

**UPPAL DIVISION**

|                |  |            |                        |
|----------------|--|------------|------------------------|
| Uppal Division | 3-4-118/2, Elegant Edifice Building, Ramanthapur, Hyderabad-500013 | 7901243178 | cgst.upldiv@gov.in     |
| Uppal Range    | -do-   | 7901243182 | cgst.uplrg@gov.in      |
| Nacharam Range | -do-   | 7901243183 | cgst.nacharamrg@gov.in |
| Kapra Range    | -do-   | 7901243185 | cgst.kaprarg@gov.in    |
| Ramanthapur    | -do-   | 7901243186 | cgst.rpurrg@gov.in     |
| Bhongir Range  | Vasundhara House, Near Vasundhara Theatre, Bhongir-508126          | 7901243184 | cgst.bhongirrg@gov.in  |