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	<p style="text-align: center;">Government of India Ministry of Finance, Revenue Department Office of the Commissioner CGST, Nagpur-II, GST Bhavan P.O. Box No. 81, Telangkheri Road, Civil Lines, Nagpur- 440001 Telephone No.0712-2553839,2562590 email-commr-cexngpr2@nic.in</p>	
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TRADE NOTICE NO. 03/2020/NGP-II**Dated 16 .09.2020**

**Subject : Launch of e-office in the Office of the
Commissioner, CGST Nagpur-II Commissionerate,
Nagpur.**

This is for information of all taxpayers 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 office work electronically has been launched in the office of Commissioner, CGST & Central Excise, Nagpur-II, Nagpur. The application is designed with an objective 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 our 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 utilized

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electronic means of communication with the Department. In this regard, it may be noted that since e-Office application required pdf files, it would be convenient if communication/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. Therefore, it is requested that all communication to the Office of the Commissioner, CGST & Central Excise, Nagpur-II Commissionerate, Nagpur may be sent only to the designated email id as below and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by the office.

commr-cexngpr2@nic.in

5. 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 a Diary Number allotted to their communications, which can be used as a reference by them while communicating with the Department in future.

6. All members of the Regional Advisory Committee, Trade associations and Chamber of Commerce under the territorial jurisdiction of CGST & Central Excise Commissionerate, Nagpur-II, Nagpur 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 and sent to this email id.

(R.S.Maheshwari)

Commissioner

C.No.IV(16)30-13/Tech/NGP-II/2019

Nagpur, Dated 24.08.2020

Copy for information to :

1. The Members of RAC/Trade Associations/Chambers of

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- Commerce/Association of Tax Professional, Nagpur.
2. The Joint Commissioner(CCO)CGST, Nagpur Zone, Nagpur .
 3. The Joint Commissioner, CGST ,
Nagpur-I/II/Nashik/Aurangabad/Audit-Nagpur/Audit-Nashik/Customs
Nagpur.
 4. The Deputy/Assistant Commissioner(Appeals),CGST,Nagpur/Nashik.
 5. All Deputy/Assistant Commissioners, Hqrs.
Branch-Adj./Legal/R&T/Stt./ Prev/ Seva Kendra/System/P&V/Hindi,
Nagpur-II Commissionerate.
 6. All Deputy/Assistant Commissioners,
Division-City/Kalmeshwar/Akola/ Amravati, Nagpur-II
Commissionerate.
 7. Information and Press Bureau, Old Secretariat Building, In front of
VCA ground, First Floor, Civil Lines, Nagpur.
 8. Superintendent (Systems) – for uploading on the website.
 9. Notice board.

(Sushil
Dubey)
Assistant Commissioner (Tech.)