



कार्यालय प्रधान आयुक्त, सी जी एस टी एवं केन्द्रीय उत्पाद शुल्क  
35 सी जीएसटी भवन, प्रशासनिक क्षेत्र, अरेरा हिल्स, भोपाल (म.प्र.) 462011  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST & CENTRAL EXCISE  
35-C, GST BHAWAN, ADMINISTRATIVE AREA, ARERA HILLS, BHOPAL-462 011  
Phone: 0755-2765904 Fax No: 0755-2557816

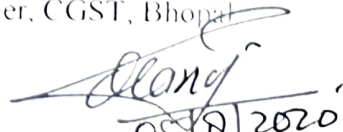
F.No.: III(20)01/2020-21/e-office/Hqrs/1/276/2020 (1) -XXIII, Dated: 05/08/2020

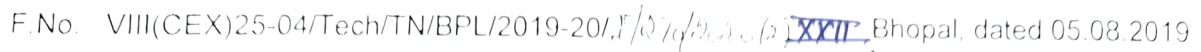
### OFFICE ORDER

**Subject: Launch of e-office in CGST, Commissionerate, Bhopal on 05<sup>th</sup> August, 2020- reg.**

This is for information of all officers and staff of the Commissionerate that in compliance to the directions of the Board, 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 electronically has been launched in **CGST, Commissionerate, Bhopal on 05<sup>th</sup> August, 2020**. 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 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 would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. e-office is expected to be a huge transformation in work culture and ethics within the department.
3. In view of launch of e-office, it is directed that:-
  - i. W.e.f. today, the **CGST, Commissionerate, Bhopal** shall move to e-Office application and new files shall be opened electronically on the application. Physical files shall not be opened without the concurrence of the undersigned. 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. Training material is available on the application portal for the benefit of the users. Learning Resources including videos are also available on the website of Punjab NIC <https://eofficeportal.punjab.gov.in>. One can refer to these in case of any difficulty in using the application. 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 seen in this regard.
4. Difficulty faced in following these orders may brought to the notice of the undersigned.
5. This issues with the approval of the Principal Commissioner, CGST, Bhopal


  
05/08/2020  
(Manoj Kumar)  
Joint Commissioner (P&V)



**Subject: Designating official email id of CGST, Bhopal-Reg.**

**commr-cexbpl@nic.in**

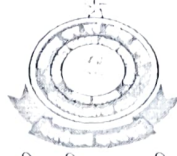
2. Therefore, it is requested that all communication to this office may be sent only to the designated email id as above and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by this Office.
3. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State/UT of Madhya Pradesh 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.
4. This issues with the approval of Principal Commissioner, CGST & Central Excise, Bhopal.

Commissioner, CGST & Central Excise,  
  
 05/08/2020  
 (Manoj Kumar)  
 Joint Commissioner (Tech)

Copy for information to:

- i. The Trade Associations – As per mailing list.
- ii. The Chief Commissioner, CGST and Central Excise, Bhopal Zone, Bhopal.
- iii. All the Principal Commissioners/ Commissioners of Bhopal Zone, Bhopal
- iv. The Deputy/Assistant Commissioners, Hqrs, Bhopal / Division Bhopal-I, II, III, IV, Sagar, Gwl-I & Gwl-II
- v. All officers and staff of CGST Commissionerate, Bhopal
- vi. Webmaster, CGST, Bhopal for uploading on the website
- vii. Notice Board.

(Manoj Kumar)  
Joint Commissioner (Tech)



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35-C, GST BHAWAN, ADMINISTRATIVE AREA, ARERA HILLS, BHOPAL - 462 011  
PHONE: 0755-2552424, 2553401, 2551779, FAX No. 0755-2761626, 2557616

F.No.: III(20)01/2020-21/e-office/Hqrs/27/8/2020 (2) - XXIV, Dated: 05/08/2020

### OFFICE ORDER

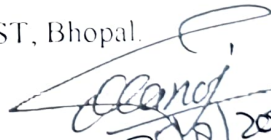
**Subject: Designating official email id for communicating with CGST, Bhopal - reg.**

In view of the Trade Notice No. 08/2020 (e-office) dated 05/08/2020 launching e-Office - an electronic application to carry out office work electronically - in Office of the Principal Commissioner, CGST and Central Excise, Bhopal, this is for information of all concerned that the email id mentioned below has been designated as the official email id and single point of contact with the Commissionerate for all communication:

**commr-cexbpl@nic.in**


2. Therefore, it is requested that electronic communication to the Commissionerate may be sent only to the designated email id as above. Sending communication on the designated email will ensure that it is invariably attended to by the Commissionerate.

This issues with the approval of the Principal Commissioner, CGST, Bhopal.

  
(Manoj Kumar)  
Joint Commissioner (P&V)

Copy for information to-

- i. The Chief Commissioner, CGST and Central Excise, Bhopal Zone, Bhopal
- ii. All the Principal Commissioners/ Commissioners of Bhopal Zone, Bhopal
- iii. The Deputy/Assistant Commissioners, Hqrs, Bhopal / Division Bhopal-I, II, III, IV, Sagar, Gwl-I & Gwl-II
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- vi. Netice Board.

  
(Manoj Kumar)  
Joint Commissioner (P&V)