

कार्यालय प्रधान मुख्य आयुक्त  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER  
केंद्रीय माल और सेवाकर एवं केंद्रीय उत्पाद शुल्क, चंडीगढ़ प्रक्षेत्र  
CGST & CENTRAL EXCISE, CHANDIGARH ZONE  
सी. आर. बिल्डिंग, प्लाट न. 19, सेक्टर 17C, चंडीगढ़ -160017  
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Dated: 14.12.2018

OFFICE ORDER No. 04/2018

**Sub: Launch of *E-Office* in the Office of the Principal Chief Commissioner, CGST and CX, Chandigarh Zone, Chandigarh - reg.**

This is for the information of all the officers and staff of the CGST and CX, Chandigarh Zone 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 our office work online, is being launched in office of the Chief Commissioner, CGST and CX, Chandigarh Zone, Chandigarh from Monday, December 17<sup>th</sup>, 2018. The application is designed with an objective to establish a less paper and, eventually a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

2. You would be proud to note that your Zone is the first field office of CBIC to implement it in the department. The same is being launched in all the Commissionerates of the Zone as well. The implementation of *E-Office* makes a new beginning in the manner in which the office work is being carried out. It makes a watershed transition from physical files to the electronic one - inherent in it being transparency and accountability and in sync with the vision of digital India. I may also mention that it is also in accordance with the instructions of the Department of Revenue issued vide O.M. F. No. O-21028/7/2014-Coord dated 21.10.2016, which required CBIC to implement *E-Office* on a mission mode under National E-Governance Plan of the Govt. of India.

3. In view of the above it is directed that:-

- i. W.e.f. Thursday, December 20<sup>th</sup>, 2018, the office of the Principal Chief Commissioner, CGST and Central Excise, Chandigarh Zone, Chandigarh shall move to *E-Office* application and new files shall be opened electronically on the application. Physical files, if necessary, shall be opened with the concurrence of the ADC, CCU/Systems. Where

work is required to be carried out on legacy files, these shall be migrated to the application to carry out office work on the application.

- ii. While training has already been given to everyone to carry out work on e-Office application, assistance can also be had from the manuals and SOPs available on the URL for accessing the application i.e. "eofficecbic.punjab.gov.in" → "File Management System" → *Learning Resources*.

Difficulty faced may brought to the notice of the AC/Systems.

- Sd -

(Manoranjan Kaur Virk)  
Principal Chief Commissioner

C.No. 151/Zone-14/Admn/e-Office/2018/10849-10862 Dt. 14/12/2018  
To:

All officers and staff of CGST and CX, Chandigarh Zone, Chandigarh

**Copy to-**

1. The Zonal Member, CBIC, New Delhi- For kind information, please.
2. All Commissioners, CGST and CX, Chandigarh Zone, Chandigarh
3. Supdt/Systems- For uploading on the website
4. Notice Board

*Manoranjan Virk*  
(Manoranjan Kaur Virk) 14/12/18  
Principal Chief Commissioner