



माल एवं सेवाकर (जी.एस.टी.) के आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF GOODS AND SERVICES TAX (GST)

एन-5 टाऊन सेंटर, सिडको, औरंगाबाद - 431003

N-5 TOWN CENTRE, CIDCO, AURANGABAD - 431 003

दूरभाष / Phone : 0240-2484975 फ़ैक्स / FAX : 0240-2483303

वेबसाइट/Website : <http://www.centralexciseaurangabad.gov.in> ई-मेल / e-mail : [cexauran@excise.nic.in](mailto:cexauran@excise.nic.in)

**TRADE NOTICE NO. 01 /2020 dated 07.08.2020**

**Sub: Launch of eOffice in the office of the Commissioner of CGST and Central Excise,  
Aurangabad- Reg**

This is for information of all taxpayers that eOffice, 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 office of the Commissioner of CGST and Central Excise, Aurangabad. 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 eOffice 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 eOffice, 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.

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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 Marathwada region of Maharashtra state 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.

F.No. VGN(30)17/Trade Notice/20-21  
Aurangabad dated 07.08.2020

  
(K.V.S. Singh)  
Commissioner

To,

The members of RAC/ Trade Associations/  
Chambers of Commerce in the Marathwada region of Maharashtra state.

Copy for information and necessary action to:

01. The Joint Commissioner (I) (II) CGST and Central Excise, Aurangabad.
02. All Dy./Asst Commissioners of CGST and C Ex, HQ, Aurangabad and divisions.
03. All the Officers and Staff of CGST and C Ex, HQ, Aurangabad and divisions.
04. The Superintendent (Systems), for uploading of the same on Website.
05. The CGST and C Ex, Aurangabad Commissionerate's Notice Board.