सीमाशुल्क, प्रधान आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

सीमाशुल्कआयुक्तालय, **CUSTOMS COMMISSIONERATE**

जी. एस. टी भवन, एल बी स्टेडियम रोड,बशीर बाग,हैदराबाद–५००००४

GST BHAVAN, L.B STADIUM ROAD, BASHEERBAGH, HYDERABAD-500 004

C.No. II/03/14/2020-Estt **Date: 04.09.2020**

TRADE NOTICE NO. 25 /2020(e-office)

Sub: Launch of e-Office in Customs Commissionerate, Hyderabad.

This is for information of all taxpayers 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, will be launched in Customs Commissionerate, Hyderabad on 07.09.2020. 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.

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 a huge transformation in work culture and ethics within the department.

3. With launch of e-Office, 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.

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 State of Telangana 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.

4/9/2020

(J S Chandrashekar)
Principal Commissioner

To

The members of RAC/ Trade Associations/ Chambers of Commerce in Telangana

Copy for information to:

i. The Chief Commissioner, Customs & CGST, Hyderabad Zone, Hyderabad

ii. All the Principal Commissioners/Commissioners of Hyderabad GST Commissionerate, Secunderabad GST Commissionerate, Rangareddy GST Commissionerate, Medchal GST Commissionerate, Audit- I & Audit-II Commissionerates, Appeals I & Appeals II Commissionerates, Hyderabad Zone.

iii. All officers and staff of Customs Commissionerate, Hyderabad.

iv. Notice Board