



भारत सरकार  
GOVERNMENT OF INDIA  
प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER  
सीजीएसटी आयुक्तालय, गुवाहाटी  
CGST COMMISSIONERATE, GUWAHATI  
जीएसटी भवन, पांचवीं मंजिल, केदार रोड, माछखोवा, गुवाहाटी 78100-1  
GST BHAWAN, 5<sup>TH</sup> FLOOR, KEDAR ROAD, MACHKHOWA,  
GUWAHATI – 781 001



OFFICE ORDER

Dated: 16.03.2021.

**Subject: Implementation of e-Office in the Office of the Principal Commissioner, CGST Commissionerate, Guwahati - reg.**

Consequent to the launch of e-Office at Hqrs. level on 10.08.2020 it is observed that:-

1. All formations of the Office of the Principal Commissioner, CGST Commissionerate, Guwahati and the four Divisions, namely, Division-I & II, Guwahati, Silchar & Bongaigaon Division, have not fully started functioning in e-office till date. Physical files are still being opened.
2. It is expected that strict compliance of adoption of e-Office to carry out office work will be implemented on priority in all the formations.
3. 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 be brought to the notice of the senior officers.
5. This issues with the approval of Principal Commissioner.

*sd/-*  
(Chongneithem Changsan)  
Additional Commissioner

C.No. IV(16)04/HQRS/TECH/e-Office/GHY/2020/

857-911

Dated: 18/03/2021

Copy to:

1. The Assistant Commissioner (All) CGST& CX Commissionerate, Guwahati.
2. All officers and staff of the Office of the Principal Commissioner, CGST, Guwahati.
3. The Superintendent (Systems), Hqrs. Office for uploading the same on Website
4. Notice Board.

  
(Chongneithem Changsan)  
Additional Commissioner