

	<p>भारत सरकार GOVERNMENT OF INDIA प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER सीजीएसटी तथा केंद्रीय उत्पाद शुल्क आयुक्तालय, गुवाहाटी CGST &amp; CX COMMISSIONERATE, GUWAHATI जीएसटी भवन, केदार रोड, मचख्योवा, गुवाहाटी - 781001 GST BHAWAN, KEDAR ROAD, MACHKHOWA, GUWAHATI – 781001 PHONE – 03612972005, EMAIL – cceghy@nic.in</p>	
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## OFFICE ORDER

विषय: e-Office usage by Field Formations in the Office of the Principal Commissioner, CGST & CX Commissionerate, Guwahati – reg.

Consequent to the launch of e-Office at Headquarters level on 10.08.2020, it is observed that

2. All the formations of the Office of the Principal Commissioner, CGST & CX Commissionerate, Guwahati and the four Divisions, namely Guwahati-I, Guwahati-II, Bongaigaon & Silchar, have not fully implemented the e-Office application till date. New physical files are still being opened. There are branches/sections which have not created a single e-File till date (refer Annexure-A).
3. It is directed to deal office files only on the e-Office application and any deviation shall be monitored at the Comm'te/Division level. Chairman, CBIC has desired that “low user formations should come up to the national average”. This needs to reflect from data by end of first quarter of this year i.e., by 30.06.2022. 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 of the Office of the Principal Commissioner, CGST & CX Commissionerate, Guwahati.
4. A detailed document on onboarding of officers on e-Office platform is also being circulated for necessary action (refer Annexure-B).
5. Training session(s) at Commissionerate level will be arranged for thorough & seamless implementation of e-Office application. The details of these sessions will be shared on e-mail IDs of the formations.
6. Any difficulty faced in following these orders may be brought to the notice of the senior officers.
7. This issues with the approval of the Principal Commissioner, CGST & CX Guwahati.

(e-signed)

(च. चांगसन) / (Chongneithem Changsan)

अपर आयुक्त / Additional Commissioner

Copy for information & necessary action to:

1. The Deputy / Assistant Commissioner (All), CGST & CX Commissionerate, Guwahati.
2. All officers & staff of the Office of the Principal Commissioner, CGST & CX Commissionerate, Guwahati.
3. The Superintendent, System Branch, Hqrs. Office for uploading the same on Commissionerate's website.
4. Notice Board.

(e-signed)

(च. चांगसन) / (Chongneithem Changsan)

अपर आयुक्त / Additional Commissioner

**Annexure-A**

<b>Sr. No.</b>	<b>Sections in e-Office with Zero (0) e-Files created till 01.06.2022</b>
1	Central Registry Unit-O/o Pr Commissioner-CGST-Guwahati
2	Central Registry Unit-CGST-Division-Bongaigaon-Commissionerate-Guwahati
3	CGST-Range-1B-Division-1-Guwahati-Commissionerate-Guwahati
4	CGST-Range-1C-Division-1-Guwahati-Commissionerate-Guwahati
5	CGST-Range-1D-Division-1-Guwahati-Commissionerate-Guwahati
6	CGST-Range-1E-Division-1-Guwahati-Commissionerate-Guwahati
7	CGST-Range-1F-Division-1-Guwahati-Commissionerate-Guwahati
8	CGST-Range-Nalbari-Division-1-Commissionerate-Guwahati
9	CGST-Range-Barpeta-Division-1-Commissionerate-Guwahati
10	Central Registry Unit-CGST-Division-1-Guwahati-Commissionerate-Guwahati
11	CGST-Range-2A-Division-2-Guwahati-Commissionerate-Guwahati
12	CGST-Range-2C-Division-2-Guwahati-Commissionerate-Guwahati
13	CGST-Range-2D-Division-2-Guwahati-Commissionerate-Guwahati
14	CGST-Range-Nagaon-Division-2-Guwahati-Commissionerate-Guwahati
15	CGST-Range-Diphu-Division-2-Guwahati-Commissionerate-Guwahati
16	Central Registry Unit-CGST-Division-2-Guwahati-Commissionerate-Guwahati
17	CGST-Range-Karimganj-Division-Silchar-Commissionerate-Guwahati
18	Central Registry Unit-CGST-Division-Silchar-Commissionerate-Guwahati
19	Administration Section-CGST-Division-Bongaigaon-Commissionerate-Guwahati
20	CGST-Range-Goalpara-Division-Bongaigaon-Commissionerate-Guwahati

## Annexure-B

### **Guidelines for onboarding of Officers on e-Office Platform**

1. One needs to have an active Gov e-mail ID (@gov.in) for creation of e-Office profile under his/her name.
2. The Officers who do not have Gov e-mail ID (eg. new joiners) shall contact System Branch, Hqrs. (for Hqrs., Guwahati-I Division & Guwahati-II Division) & Technical/System Branch, Divisions (for Silchar & Bongaigaon Divisions) for creation of Gov e-mail ID.
3. Next step is to obtain a WebVPN under an Officer's name for accessing the e-Office application on <https://saccess.nic.in>.
4. If an Officer already has an active WebVPN (eg. a transferred Officer), he/she shall contact the EMD Manager of the Commissionerate for mapping his/her account to the desired branch/section in e-Office.
5. The Officers who do not have an active WebVPN (eg. new joiners) shall raise one ticket on <https://eforms.nic.in/> through their Gov e-mail ID only.

A detailed document/procedure for raising such ticket is shared by DGPM, New Delhi, CBIC. The same will be sent on e-mail IDs of the formations. Only change in this procedure is that one needs to select Mr. Moti Ram as "Organization Coordinator". In case his name is not present, kindly contact the EMD Manager in this regard.

Assistance may be sought from Senior Officers/System Branch for raising this ticket.

6. Upon successful creation of WebVPN, the Officer shall contact the EMD Manager for creation of his/her profile in e-Office.