



मुख्य आयुक्त कार्यालय  
OFFICE OF THE CHIEF COMMISSIONER  
केंद्रीय वस्तु एवं सेवा कर एवं के उ शु, लखनऊ परिक्षेत्र  
CGST & CX, LUCKNOW ZONE,  
७-अ अशोक मार्ग, लखनऊ /7-A. ASHOK MARG, LUCKNOW  
E-mail: ccu-cexlko@nic.in Ph/Fax: 0522-2233-052 / 124



**TRADE NOTICE NO. 02.. /2020 Dated 14.08.2020**

**Sub: Launch of e-Office in Chief Commissioner's Office, CGST & Central Excise, Lucknow Zone**

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 office of the Chief Commissioner, CGST & Central Excise, Lucknow Zone. 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 Chief Commissioner's Office.

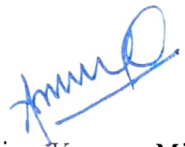
4. Taxpayers are also encouraged to mention their mobile number and email in their communications to facilitate immediate acknowledgement by mail and SMS through the application. They will receive the Diary Number allotted to their communications, which can be used as a reference by them while communicating with the Department in future.

This is for information of all taxpayers, trade and industry that the email id mentioned below has been designated as the official email id and single point of contact of Chief Commissioner's Office:

**ccu-cexlko@nic.in**

Therefore, it is requested that all communication to the Chief Commissioner's office may be sent only to the designated email id as above and no other email id. Sending communication on the designated email will ensure that it is invariably attended to by the Chief Commissioner's office.

6. All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the state of Uttar Pradesh 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 and sent to this email id.

  
(Ajay Kumar Misra)  
Joint Commissioner

C.No. II(3)CCO/LKO/Admn/E-Office/13/2020/838(S/12)

Dated: 14.08.2020

To:

The members of RAC/ Trade Associations/ Chambers of Commerce in Uttar Pradesh.

Copy for information to:

- i. All the Principal Commissioner/Commissioners of CGST and Central Excise Lucknow Zone It is also requested to circulate the trade notice amongst the members of RAC / Trade Associations / Chambers of Commerce.
- ii. All officers and staff of Chief Commissioner's office, CGST & Central Excise, Lucknow Zone.
- iii. Notice Board.