



**Office of the Additional Director General (Tax Payer Services)
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TRADE NOTICE NO. 01 / 2020

Sub: Launch of e-Office in the O/o The Additional Director General, Directorate of Tax Payer Services (DGTPS), Chennai Zonal Unit-issuance of Trade Notice-Reg.

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, has been launched in the O/o the Additional Director General, Directorate of Tax Payer Services, (DGTPS), Chennai Zonal Unit, Chennai. 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.


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.

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 Zonal Unit of this Directorate.

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.

All members of the Regional Advisory Committee, Trade Associations and Chamber of Commerce in the State/UT of Tamil Nadu, Telengana, Andhra Pradesh and the Union Territory of Puducherry 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.

This is issued with the approval of Additional Director General, DGTS, Chennai.


(P. RAM MOHAN)
JOINT DIRECTOR
14. 8. 20

To
The Constituent Members,
All Regional Advisory Committees/Trade Associations/Chambers of Commerce
Tamil Nadu/Telengana/Andhra Pradesh/Puducherry.

Copy for information to:

- i. The Principal Chief Commissioner of GST & Central Excise, Chennai/Hyderabad/Vishakapatnam
- ii. The Principal Chief Commissioner of Customs, Chennai/Hyderabad/Trichy/Vishakapatnam
- iii. All the Commissioners of GST & Central Excise, Chennai/Hyderabad/Vishakapatnam Zone.
- iv. All the Commissioners of Customs, Chennai/Hyderabad/Trichy/Vishakapatnam
- v. All officers and staff, O/o The Additional Director General, Directorate of Tax Payer Services, Zonal Unit, Chennai-600034.
- vi. Notice Board.

The Supdt (Systems) Chennai North Commissionerate for publication of the Trade notice in website.