

कार्यालय आयुक्त (अपील्स)

केन्द्रीय उत्पादशुल्क एवं केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय(अपील्स), जोधपुर
जी.105, न्यू इन्ड्रस्ट्रीयल एरिया, डीजलशेड के सामने, बासनी, जोधपुर

**Office Of The Commissioner (Appeals) Central Excise & Central Goods And Service Tax, Jodhpur G-105,
New Industrial Area, Opp. Diesel Shed, Basni, Jodhpur(Raj.)- 342003**

Tel. No. 0291-2741400/Fax No. 0291-2625112 ; E-mail:cgstappeals-jod-rj@gov.in@gov.in

F.No.: Appl/JDR/E-office/06/VII/20

दिनांक : 20 .07.2020

OFFICE ORDER No. 03 of 2020


Sub: Assigning charge of accessing Designated Email account-reg.

The responsibility to access and diarize emails received on designated e-mail id of the office of the Commissioner, CGST Appeals Commissionerate, Jodhpur is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: cgstappeals-jod-rj@gov.in	Karni Singh Dewal, Inspector,	Radhey Shyam, Inspector,

2. Brief description of functions and responsibilities of the charge:

- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner, CGST Appeals, Jodhpur.
- The designated person will diarize the email and send it on e-office to the officer to whom it is addressed.
- In case the email contains attachments other than pdf such as word document, excel sheet, ppt etc., which may be required by a user, the email, besides being diarized in e-Office, shall be forwarded to the user on their email after entering comments in 'Remarks' column in e-Office that it has been sent to them.


(C.R.Meena) 20.07.2020
Commissioner

Copy to for information to:

- The Chief Commissioner, Office of the Chief Commissioner (Jaipur Zone), Jaipur.
- The Principal Commissioner/Commissioner, CGST, Jaipur/ Jodhpur/ Alwar/ Udaipur/ Audit Commissionerate Jodhpur / Jaipur Appeals Commissionerate Jaipur and Customs Commissionerte, Jodhpur.
- The Administrative Officer, Appeals Commissionerate, Jodhpur.
- The Superintendent (Systems), CGST, Jaipur, for uploading of the same on website. ✓
- Notice Board.

Rn
28/7.20