

कार्यालय आयुक्त (अपील्स)

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

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दिनांक : 20.07.2020

OFFICE ORDER No. 02 /2020


Sub: Assigning charge of Central Registry Unit (CRU) - reg.

The responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch physical dak of the Commissionerate is assigned as under-

Charge	Regular charge	Link Officer
CRU (Central Registry Unit)	Sh. Rajesh Sharma, Post. LDC	Sh. Chanchal Sharma, Post. TA.

2. Brief description of functions and responsibilities of CRU:

- CRU will put a dated stamp on the dak immediately on its receipt. Thereafter, it will be scanned and diarized in e-Office. The diary number generated by the system will be noted on the dak. The diarized dak shall be sent through e-Office to the person to whom it is addressed. However, confidential/secret dak will be opened and diarised by the addressee or by their personal assistants.
- CRU will retain all physical dak chronologically in a file folder. At periodical intervals, the folder will be stitched & kept safely by CRU in its custody. If any dak is required by a branch or section, it will be collected by them from CRU. In such a case, CRU shall keep a photo copy of the first page of the dak and take receipt on it from the person receiving the dak.
- Dispatch in physical mode will also be done by CRU, who will 'receive' dak sent to it by the users through option "Dispatch by CRU" for further dispatch.


(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 Commissionerate, 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