



भारत सरकार
GOVT. OF INDIA,
वित्त मंत्रालय, राजस्व विभाग
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
वस्तु एवं सेवाकर एवं सीमा शुल्क, मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER, GOODS AND SERVICES TAX & CUSTOMS, GUWAHATI ZONE
GST BHAWAN, 5th FLOOR, KEDAR ROAD, MACHKHOWA, GUWAHATI-781001
दूरभाष/Tel.Nos.91-0361-2735999 फैक्स/Fax nos. 91-0361-2735979, ईमेल/Email: cco-cgstguwahati@nic.in

OFFICE ORDER No. 30 of 2020

C.No. I(17)24/CCO/GHY/E-Office Circulars/2020

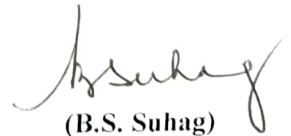
Date- 12.08.2020

This is to inform that the responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch physical dak of the CCO, CGST & Customs, Guwahati Zone is assigned as under-

Charge	Regular charge	Link Officer
CRU (Central Registry Unit)	Shri Rohit Dhingra Post- Tax Assistant	Sh. Vikesh Rathi Post- Inspector

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 eOffice. The diary number generated by the system will be noted on the dak. The diarised dak shall be sent through eOffice 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.


(B.S. Suhag)

Additional Commissioner

To:

- The officers concerned.
- All the officers and staff of (CCO, CGST & Customs, Guwahati Zone)