



कार्यालय आयुक्त, केन्द्रीय वस्तु एवं सेवाकर,
OFFICE OF THE COMMISSIONER CENTRAL GOODS & SERVICES TAX,
जी-105 न्यू जोधपुर औद्योगिक क्षेत्र, जोधपुर-342 003
G-105, NEW JODHPUR INDUSTRIAL AREA, JODHPUR-342003
Tel.No. 0291-2795147, 154
e-mail : commr-cexjdhpr@gov.in

F.No. I(22)06/Admn./JDR/2020/

Dated- 03.08.2020

OFFICE ORDER No. 03/ 2020
Dated -03 .08.2020

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 Commissionerate(Hqrs.), Jodhpur is assigned as under-

| Charge | Regular charge | Link Officer |
|---|--|--|
| Handling designated email: commr-cexjdhpr@gov.in | Sh. Himmat Singh Naruka Post Inspector. | Sh. Neeraj Singh, Post - Inspector. |

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

- For this work, the officers will be assisted by Sh. Jagmeet Singh, PA to Commissioner.
- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner, CGST, 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 diarised 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.


31/8
(ALOK GUPTA)
COMMISSIONER

Copy to for information to:

- The Chief Commissioner, Office of the Chief Commissioner (Jaipur Zone), Jaipur.
- The Principal Commissioner/Commissioner, CGST, Jaipur/ Alwar/ Udaipur/ Audit Commissionerate Jaipur/ Jodhpur/ Appeal Commissionerate Jaipur/ Jodhpur and Customs Commissionerate, Jodhpur (Hqrs. at Jaipur).
- The Addl./Joint Commissioner, CGST Commissionerate, Jodhpur
- The Joint / Assistant Commissioner, CGST Division A, B, C, Jodhpur/D, E, Pali/F, G, Bikaner/ H & I, Sriganganagar.
- The Administrative Officer, CGST Commissionerate, Jodhpur.
- The Superintendent (Systems), CGST, Jaipur, for uploading of the same on website.
- Notice Board.