



कार्यालय आयुक्त, केन्द्रीय वस्तु एवं सेवाकर,  
OFFICE OF THE COMMISSIONER CENTRAL GOODS & SERVICES TAX,  
जी-105 न्यू जोधपुर औद्योगिक क्षेत्र, जोधपुर-342 003  
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F.No. I(22)06/Admn./JDR/2020/3604

Dated -03.08.2020

**OFFICE ORDER No. 02/2020**

Dated 03.08.2020

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

Charge	Regular charge	Link Officer
CRU (Central Registry Unit)	Sh. Himmat Singh Naruka Post - Inspector.	Sh. Neeraj Singh, Post - Inspector.

**2. Brief description of functions and responsibilities of CRU:**

- i. 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 diarised 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.
- ii. 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.
- iii. 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.
- iv. The officers will be assisted by Shri Rajesh Kumar, Steno Gr.II and Shri Pappu Lal, LDC.

  
(ALOK GUPTA) 3/8  
COMMISSIONER

**Copy to for information to:**

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