



भारत सरकार / Government of India

वित्त मंत्रालय, राजस्व विभाग / Ministry of Finance, Department of Revenue

कार्यालय आयुक्त, सी. जी. एस. टी. एवं केन्द्रीय उत्पाद शुल्क अंकेक्षण, जोधपुर

OFFICE OF THE COMMISSIONER, CGST & C. Ex. AUDIT, JODHPUR

जी - १०५, नविन जोधपुर औद्योगिक क्षेत्र, जोधपुर, - ३४२००३ / G-105, New Jodhpur Industrial Area, Jodhpur - 342003

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1748

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 Deora, Post. Inspector. | Sh. Sumer 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 Narendra Singh, EA.


(Alok Gupta)
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/ Jodhpur/ Alwar/ Udaipur/ Audit Commissionerate Jaipur / Appeal Commissionerate Jaipur / Jodhpur and Customs Commissionerate, Jodhpur.
3. The Deputy / Assistant Commissioner (Technical/ Planning/ Vigilance), Audit Commissionerate, Jodhpur
4. The Deputy / Assistant Commissioner, Audit Circle, Jodhpur/ Bikaner/ Bhilwara/ Kota/ Udaipur.
5. The Administrative Officer, Audit Commissionerate, Jodhpur.
6. The Superintendent (Systems), CGST, Jaipur, for uploading of the same on website.
7. Notice Board.