



कार्यालय आयुक्त / OFFICE OF THE COMMISSIONER

केंद्रीय वस्तु एवं सेवाकर आयुक्तालय / CENTRAL GOODS AND SERVICE TAX COMMISSIONERATE

A-ब्लाकसूर्यनगरअलवर) राजस्थान(/A-Block, Surya Nagar, Alwar(RAJ.)- 301001

दूरभाष सं./Tele. No. -0144-2371485व फैक्स नं./ Fax.No.0144-2371487/ Email Id -commr-cexalwar@nic.in

**OFFICE ORDER No. 05/ 2020**

**Dated : 07.08.2020**

**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 Commissionerate is assigned as under-

Charge	Regular charge	Link Officer
CRU (Central Registry Unit)	1. Shri Rohit Pryadarshi, Tax Assistant	Shri Rakesh Kumar Sharma, Tax Assistant

**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 diarized 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.

च.प. व. प्रकाश गोयल  
7/8/2020  
(C. P. Goyal)  
आयुक्त

C. No. V(16)Tech/TSC/19/2015

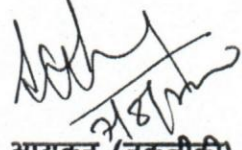
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Dated: 07.08.2020

Copy forwarded for information and necessary action to:-

- The Chief Commissioner (JZ), CGST & CX, Jaipur Zone, (Jaipur).
- The Commissioner, CGST & CX, Jaipur/Jodhpur/UJaipur.
- The Commissioner, CGST & CX Audit/Appeals/Customs Jaipur.
- The Addl. Commissioner, CGST & CX, Alwar.

5. The Assistant Commissioner CGST Division- Alwar-A/Alwar-B/Bhiwadi-C/Bhiwadi-D/Behrod-E/Bharatpur-F/Sikar-G.
6. The Assistant Commissioner, Anti-Evasion/Review/Legal/ Adjudication/Computer, Technical/Audit/Vigilance/ TAR/Administration
7. Departmental Website Jaipur/Guard File/Notice Board.
8. Administrative Officer, CGST & CX, Alwar



सहायक आयुक्त (तकनीकी)