



कार्यालय आयुक्त / OFFICE OF THE COMMISSIONER

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

A- ब्लॉक सूर्य नगर अलवर (राजस्थान) /A- Block, Surya Nagar, Alwar(RAJ.)- 301001

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

OFFICE ORDER No. 06/ 2020

Dated : 07.08.2020

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(HQ), Alwar is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: commr-cexalwar@nic.in	Shri Dharamraj Meena, PA to Commissioner	Shri. Abhishek Chaudhary, Tax Assistant

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

- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner(HQ), CGST, Alwar.
- 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 diarized 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.

च-व्यकाश गौरी
7/8/2020
(C. P. Goyal)
आयुक्त

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

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

सहायक आयुक्त (तकनीकी)