



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

Tel No.: 0291-2740106, Fax No. 0291-2740108

F.No.: V(1)Audit-Jdr/E-Office/08/2020-21

11767

दिनांक : 20.07.2020

OFFICE ORDER No. 03 of 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 Audit Commissionerate, Jodhpur is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: commadt-jod-rj@gov.in	Shri Hari Ram Chejara, Superintendent,	Shri Ashok Sen, Superintendent,

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

- For this work, the officers will be assisted by Sh. Mahesh Darji, 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 Audit, 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.


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

R.
28/7.20