

कार्यालय आयुक्त, सीजीएसटी एवं केंद्रीय उत्पाद शुल्क, माणिक बाग पैलेस, इंदौर
**OFFICE OF THE COMMISSIONER, CGST & CENTRAL EXCISE,
MANIK BAGH PALACE, INDORE,**

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F.No.GEXCOM/SYS/EO/3/2020-S AND I-O/o COMMR-CGST-INDORE Dated
07.08.2020

OFFICE ORDER No. 2 of 2020

Sub: Assigning charge of accessing Designated Email account-reg.

In supersession of previous orders, the responsibility to access and diarize emails received on designated e-mail id of the office of the Commissioner, CGST & Central Excise, Indore is assigned as under-

Charge	Regular charge	Link Officer
Handling the designated email: cgst-indore@gov.in	Smt Bharti Mahale Thakre, Private Secretary.	1.Shri Kartik Shivhare, Stenographer Grade-II 2. Ms Deepali Savita, Stenographer Grade-II

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, CGST & Central Excise, Indore.
- 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.

Lakshay Kumar
Joint Commissioner
07/08/2020

To:

1. The officers concerned.
2. All the officers and staff CGST & Central Excise Commissionerate, Indore.