

कार्यालय आयुक्त, सीजीएसटी एवं केंद्रीय उत्पाद शुल्क, माणिक बाग पैलेस, इंदौर
**OFFICE OF THE COMMISSIONER, CGST & CENTRAL EXCISE,
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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. 3 of 2020

Sub: Assigning charge of Central Registry Unit (CRU) - reg.

In supersession of the earlier Office Order, 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. Jitendra Thakur, Lower Division Clerk	Sh. Ashok Yadav, Lower Division Clerk

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.

Lakshay

**Kumar
Joint Commissioner
07/08/2020**

To,

1. The officers concerned.

2. All the officers and staff of CGST & Central Excise, Commissionerate Indore.