

GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL GST & CENTRAL EXCISE  
OUTER CIRCLE ROAD, BISTUPUR, P.O.-BISTUPUR, JAMSHEDPUR, JHARKHAND-831001  
Tel: 0657-2320837; Fax- 0657-2321568; Email: [commr-cexjmsdpr@nic.in](mailto:commr-cexjmsdpr@nic.in)

Dated : 11.08.2020

**OFFICE ORDER No: 11/2020**

**Subject: 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 Commissionerate, Jamshedpur is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: <a href="mailto:commr-cexjmsdpr@nic.in">commr-cexjmsdpr@nic.in</a>	Shri Abhijit Kumar, PA to Commissioner, CGST & CX Jamshedpur	Shri Rakesh Kumar, PA to Commissioner, CGST & CX Jamshedpur

**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, Jamshedpur.
- 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 eOffice, shall be forwarded to the user on their email after entering comments in 'Remarks' column in eOffice that it has been sent to them.

  
(M. Rahman)  
Commissioner

To:

- The officers concerned.
- All the officers and staff of Central GST & Central Excise, Jamshedpur.