

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-cejmsdpr@nic.in

Dated : 11.08.2020

OFFICE ORDER No.: 12/2020

Subject: 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) Hqrs., CGST & CX, Jamshedpur	Sh. Deepak Kumar Jha Post - Lower Division Clerk	Sh. Jimmy soy, Post - Tax Assistant

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 eOffice. The diary number generated by the system will be noted on the dak. The diarised dak shall be sent through eOffice 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.

(Signature)
11.08.2020
(M. Rahman)
Commissioner

To:

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