

/842540/2022



भारत सरकार
GOVERNMENT OF INDIA
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
सीजीएसटी आयुक्तालय, गुवाहाटी
CGST COMMISSIONERATE, GUWAHATI

जीएसटी भवन, पांचवीं मंजिल, केदार रोड, माछखोवा, गुवाहाटी- 781001
GST BHAWAN, KEDAR ROAD, MACHKHOWA, GUWAHATI - 781 001



OFFICE ORDER

Date: 11.11.2022

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

CCO has directed that, all official communications shall be carried out through e-office only. In this regard, the responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch physical dak of the Commissionerate are assigned to the following as under:

Formation	Charge	Regular Charge
Office of the Pr. Commissioner, Hqrs. Guwahati	CRU (Central Registry Unit)	Ms Vidushi Garg Designation - TA
Division I & II, Guwahati	-do-	Shri Nazmul Hussain Saikia Designation – LDC
Silchar Division	-do-	Shri Biplojit Deshmukh Designation - Head Havaladar
Bongaigaon Division	-do-	Shri Ganesh Ch. Barman Designation - LDC

2. Brief description of functions and responsibilities of CRU:

- 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.
- 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.
- 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.

3. The SOP on DAK Diarisation in e-Office issued by DGPM is enclosed for reference.

4. This issues with the approval of Principal Commissioner.

Sd/-
(Chongneithem Changsan)
Additional Commissioner

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To,

1. The Assistant commissioner, CGST & CX. Division – I, II, Silchar & Bongaigaon.
2. Ms. Vidhushi Garg, Tax Assistant, Office of the Principal Commissioner, CGST Commissionerate, Guwahati.
3. Shri Nazmul Hussain Saikia, LDC, Division – I, Guwahati.
4. Shri Biplojit Deshmukh, Head Havaldar, Silchar Division.
5. Shri Ganesh Ch. Barman, LDC, Bongaigaon Division.
- ✓ 6. Superintendent, Hqrs. Systems Branch (*for uploading in website*)
7. All the officers and staff of the Office of the Principal Commissioner, CGST Commissionerate, Guwahati.

Signed by Chongneithem
Changsan

Date: 14-11-2022 10:59:29

(Chongneithem Changsan)
Additional Commissioner