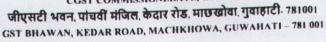
/842540/2022



भारत सरकार GOVERNMENT OF INDIA प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER

सीजीएसटी आयुक्तालय, गुवाहाटी CGST COMMISSIONERATE, GUWAHATI





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, Hgrs. 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 Havalda
Bongaigaon Division	-do-	Shri Ganesh Ch. Barman Designation - LDC

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.
- 3. The SOP on DAK Diarisation in e-Office issued by <u>DGPM</u> is enclosed for reference.
- 4. This issues with the approval of Principal Commissioner.

Sd/-

(Chongneithem Changsan) Additional Commissioner

/842540/2022

To,

- 1. The Assistant commissioner, CGST & CX. Division I, II, Silchar & Bongaigaon.
- 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)
 - 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