भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

Date: 03.08.2020

**OFFICE ORDER NO. 03/2020**

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

In continuation of Order No. 68/2020, 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 | Shri Jiyas KM, LDC | Smt Sabna TS, Havaldar |
| | Smt Sabna TS, Havaldar | Shri Jiyas K M, LDC |
| | Shri Ninan KA, Head Havaldar | Shri Raj R, Head Havaldar |
| | Shri Raj R, Head Havaldar | Shri Ninan K A, Head Havaldar |

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.

3. 8. 20

**[K R Uday Bhaskar]**
**Principal Commissioner**

To

All Officers & Staff of Kochi Commissionerate

Copy for information to:

i. The Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvanthapuram Zone.
ii. The Superintendent Systems – for uploading in website.
iii. Notice Board.

Digitally signed by UDAY BHASKAR K R
Date:Mon Aug 03 17:16:03 IST 2020
Reason: Approved