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. 04/2020

Sub: 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 Principal Commissioner, CGST Kochi is assigned as under-

Charge	Regular Charge	Link Officer
Handling designated e-mail: cexcochi@nic.in	Smt Sabna T S, Havaldar	Shri Jiyas K M, LDC

2. Brief description of functions and responsibilities of the charge:

i. The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Principal Commissioner, CGST Kochi.

ii. The designated person will diarize the email and send it on e-office to the officer to whom it is addressed.

iii. 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.

3.8.20

[K R Uday Bhaskar]
Principal Commissioner

To

Officers concerned

Copy for information to:

i. All Officers and Staff of Hqrs CGST Kochi.
ii. The Superintendent Systems – for uploading in website

Digitally signed by UDAY BHASKAR K R
Date:Mon Aug 03 17:26:19 IST 2020
Reason: Approved