
	IS15700:2005 Cft No.SQ/L-6000140		
	वित्त मंत्रालय	MINISTRY OF FINANCE	
	राजस्व विभाग	DEPARTMENT OF REVENUE	
आयुक्त सीमाशुल्क का कार्यालय, चेन्नई - II		OFFICE OF THE COMMISSIONER OF CUSTOMS, CHENNAI-II	
सीमाशुल्क गृह, 60, राजाजी सालै, चेन्नई - 600001		CUSTOMS HOUSE, 60, RAJAJI SALAI, CHENNAI - 600001	
दूरभाष: 044 25230371, 044 25267778		Phone: 044 25230371, Fax: 044 25267778	

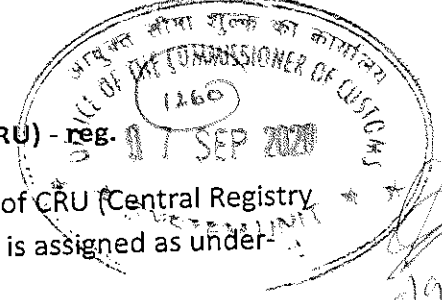
F.No.S.Misc.43/2020-AM-II

Dated: 03.09.2020

OFFICE ORDER No.: 22/2020

Sub: 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)	Shri V Rajagopalan, Lower Division Clerk	Shri S Govindasamy, 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.


 (R SRINIVASA NAIK)
 COMMISSIONER OF CUSTOMS
 IMPORT COMMISSIONERATE CHENNAI

Copy to:

1. Sr.PS to Commissioner of Customs, Chennai-II Commissionerate.
2. Sr. PS to the Chief Commissioner of Customs, Chennai
3. The Principal Commissioners / Commissioners, CH-I, III, IV, VII, VIII, Audit and Appeals-I & II Commissionerate.
4. All the officers and staffs of this Commissionerate
5. The Supdt. EDI for uploading the same on website.
6. The Supdt. CHS for displaying at Notice Board.