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भारत सरकार

GOVERNMENT OF INDIA

वित्त मंत्रालय, राजस्व विभाग

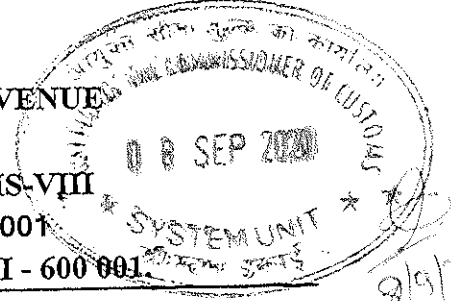
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

आयुक्त सीमा शुल्क का कार्यालय, चेन्नई - VIII

OFFICE OF THE COMMISSIONER OF CUSTOMS-VIII

सीमा शुल्क भवन, नं. 60, राजाजी सालै चेन्नई - 600 001

CUSTOM HOUSE, NO. 60, RAJAJI SALAI, CHENNAI - 600 001.



9/9/2020

F.No.: S.Misc. 2/2020-e-Office

Date: 07.09.2020

OFFICE ORDER No. 26 of 2020

Sub: Assigning charge of accessing designated email account-reg.

This is for information of all concerned that the email id mentioned below has been designated as the official email id and single point of contact with this office for all communication. Accordingly, the responsibility to access and diarize emails received on the designated e-mail id is assigned as under-

Email id	Regular charge	Link Officer
commr8-cuschn@gov.in	Smt. N. Jayanthi	Shri. Manyam S. Murali Shankar

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

- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the COMMISSIONER OF CUSTOMS - VIII.
- The designated person will diarize the email and send it on e-Office to the officer to whom it is addressed.
- 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 e-Office, shall be forwarded to the user on their email after entering comments in 'Remarks' column in e-Office that it has been sent to them.

mm 16/8
(M.M. PARTHIBAN)
PR. COMMISSIONER OF CUSTOMS
CHENNAI VIII

To:

- The Officers Concerned
- All the Officers and staff of Chennai - VIII Commissionerate