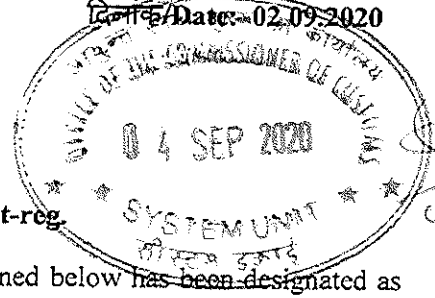




भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
आयुक्त सीमा शुल्क का कार्यालय,
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क निर्यात आयुक्तालय चेन्नै
CUSTOMS EXPORT COMMISSIONERATE CHENNAI
सीमा शुल्क भवन, 60, राजाजी सालै, चेन्नै-600 001.
CUSTOM HOUSE, 60, RAJAJI SALAI, CHENNAI-600 001.

फा.सं. एस. विविध 10/2020-(स्था.)-ई-कार्यालय
F.No.S.Misc.10/2020-(Estt.)-e-Office



OFFICE ORDER No. 42/of 2020

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

This 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
commr4-cuschn@gov.in	Shri Arun Nehru. TA	Ms Monika, Steno Gr II

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 Customs Export Commissionerate Chennai, Custom House, Chennai.
- 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.

(सुधा कोका)

(SUDHA KOKA)

आयुक्त सीमा शुल्क

COMMISSIONER OF CUSTOMS

सीमा शुल्क निर्यात आयुक्तालय

CUSTOMS EXPORT COMMISSIONERATE

To:

- The officers concerned
- All Officers and staff of Customs Export Commissionerate, Custom House, Chennai
- Hindi Cell.