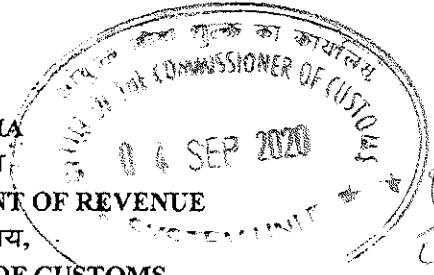




भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
आयुक्त सीमा शुल्क का कार्यालय,
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क निर्यात आयुक्तालय चेन्नै
CUSTOMS EXPORT COMMISSIONERATE CHENNAI
सीमा शुल्क भवन, 60, राजाजी सालै, चेन्नै-600 001.
CUSTOM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

दिनांक/Date: 02.09.2020

OFFICE ORDER No. 41/2020

Sub: Assigning charge of Email Diarisation and Central Registry Unit (CRU) - Reg.

The responsibility of CRU (Central Registry Unit). i.e. of received and dispatch physical dak of the Commissionerate is assigned as under-

S.No.	Name of the Officer	Designation	Name of the link Officer	Designation
1.	Shri. G. Vijay (Physical Dak)	Tax Assistant	Shri. B T Kesavraman	Executive Assistant

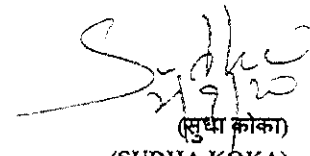
2. Brief description of functions and responsibilities of CRU:

i. CRU will put a dated stamp on the dak immediately on its receipt. Thereafter, it will be scanned and diarized in e-Office. The diary number generated by the system will be noted on the dak. The diarised dak shall be sent through e-Office 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.

iv. Superintendent, HAC shall be the supervising officer of CRU. CRU shall function under administrative control of Deputy Commissioner of Customs (Admin.)


(सुधा कोका)

(SUDHA KOKA)

आयुक्त सीमा शुल्क

COMMISSIONER OF CUSTOMS

सीमा शुल्क निर्यात आयुक्तालय

CUSTOMS EXPORT COMMISSIONERATE

To

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