



सीमा शुल्क व केन्द्रीय कर अपील-1 आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CUSTOMS & CENTRAL TAX  
APPEALS-I COMMISSIONERATE, HYDERABAD  
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C. No.II/39/13/2020-Misc

Date: 23.07.2020

**OFFICE ORDER (e-Office) No.03 of 2020/Hyderabad Appeals-I**

**Sub: Assigning charge of CRU - reg.**

The responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch **physical dak** of the Commissionerate is assigned as under-

Charge	Regular Charge (Shri)	Link Officer (Shri.)
CRU (Central Registry Unit)	Shri.Shibu Kumar, LDC	Shri.Venkat Reddy, TA

**2. Brief description of functions and responsibilities of CRU:**

- (i) CRU will put a date 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 or the person so authorized.
- (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 or by email** will also be done by CRU, who will 'receive' dak sent to it by the users through option "**Dispatch by CRU**" for further dispatch.

o/c  
23/7/20  
(ए.आर.एस. कुमार) (A.R.S. Kumar)  
आयुक्त(अपील-1), हैदराबाद  
Commissioner (Appeals-I), Hyderabad

To:

1. The officers concerned.
2. All the officers of Appeals-I Commissionerate, Hyderabad