



सीमा शुल्क व केन्द्रीय कर अपील-1 आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS & CENTRAL TAX
APPEALS-I COMMISSIONERATE, HYDERABAD
सातवाँतल, GST Bhavan, 7th Floor, KENDRIYA SHULK BHAVAN,
एलबी स्टेडियम रोड के सामने, बशीरबाग, हैदराबाद - 500 004
OPP. L.B.STADIUM, BASHEERBAGH, HYDERABAD-500 004.
Phone Nos: 040-23241716, 23241718; Fax-040-23237873
E-mail:cgst.hydappeals1@gov.in

C. No.11/39/13/2020-Misc

Date: 23.07.2020

OFFICE ORDER (e-Office) No. 02 of 2020/Hyderabad Appeals-I


Sub: Assigning charge of accessing Designated Email account and diarizing of emails - reg.

In view of the transition to e-office by this Commissionerate and for handling of the correspondences (receipts processing and dispatch) by electronic means, the responsibility to access and diarize emails received on designated e-mail id of the office of the Commissioner, Appeals-I Commissionerate, Hyderabad is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: cgst.hydappeals1@gov.in	Smt. Ganti Ashwini, Private Secretary to Commr. (Appeals-I)	Smt.Kavitha Prasad, Inspector

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

- The above designated email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner, Appeals-I Commissionerate, Hyderabad.
- On receipt of any email, the designated person handling the email shall diarise the email in e-Office and forward it in e-Office to the Commissioner for his perusal and marking to concerned officer. In case the email is addressed to an officer other than the Commissioner, the designated person shall send it in e-Office to the concerned person 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.


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

To:
The officers concerned.
Copy to all Officers of Hyderabad Appeals-1