



जी एस टी एवं उत्पाद शुल्क (अपील - II) आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER (APPEALS-II), GST & CENTRAL EXCISE
७ वी मंजिल, जीएसटी भवन, एल बी स्टेडियम रोड :: 7th FLOOR, GST BHAVAN, LB STADIUM RD
बशीर बाग, हैदराबाद, तेलंगाना राज्य-500004 :: BASHEER BAGH, HYDERABAD, TS-500004
TELEPHONE:040-23234219/ **email: cgst.hydappeals2@gov.in**

Date: 03.08.2020

OFFICE ORDER (e-office) No. 03 /2018/Appeals - II

Commissionerate

Dated 03.08.2020

Sub: Assigning of 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)	Basta Manoj Kumar, Lower Division Clerk	Rajat Shrivastava, Havaladar

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 eOffice. The diary number generated by the system will be noted on the dak. The diarised dak shall be sent through eOffice 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** will also be done by CRU, who will 'receive' dak sent to it by the users through option "**Dispatch by CRU**" for further dispatch.

BODDULURI SURESH BABU
Commissioner (Appeals - II)

To:

1. All the officers and staff of Appeals - II Commissionerate, Hyderabad.