



सीमा शुल्क एवं केंद्रीय कर आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CUSTOMS &  
GST

हैदराबाद लेखापरीक्षा -I आयुक्तालय  
HYDERABAD AUDIT-I COMMISSIONERATE  
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### OFFICE ORDER No.26 /2020

**Sub: Assigning charge of Central Registry Unit (CRU) - reg.**

In supersession of the earlier Office Order, the responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch physical dak of the Commissionerate is assigned as under-

Charge	S. No	Regular charge	Link Officer
CRU (Central Registry Unit)	1.	P.Madhusudhan Rao T.A	Jadav Jaithram T.A
	2.	Jadav Jaithram T.A	P.Madhusudhan Rao T.A

Additionally, Smt I.N.Manjula, P.S to Commissioner and Shri Prahlad Kumar Meena, Steno are assigned with responsibility to access and diarize the emails received on Commissionerate/Commissioner's and ADC/JC's emails respectively. Further all the above officers are assigned responsibility of CRU to receive and send physical dak.

#### **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.

  
**G.Sreenivasa Rao**  
**Commissioner**

To:

1. The officers concerned.
2. All the officers and staff of Hyderabad Audit-I Commissionerate, Hyderabad.