



सीमा शुल्क एवं केन्द्रीय कर के मुख्य आयुक्त का कार्यालय
Office of the Chief Commissioner, Customs & Central
Tax, विशाखापटनम क्षेत्र Visakhapatnam Zone



प्रथम तल, जीएसटी भवन, पत्तन क्षेत्र, विशाखापटनम - 530035
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OFFICE ORDER No. 13 / 2021

Dated : 27-07-21

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

In supersession of Office Order No. 16 of 2020 dated 11-08-2020 and 9/2021 dated 17-05-2021 and consequent upon transfers and postings of officers in Chief Commissioner's Office Visakhapatnam, the following officers shall discharge all functions assigned to the CRU with immediate effect and until further orders.

S.No.	Name	Designation
1	Debasis Majhee	Executive Assistant
2	Tushar Kanthi Nath	Executive Assistant
3	Arun Kumar Maurya	Executive Assistant
4	Niraj Kumar	Tax Assistant
5	B.Manasa	Tax Assistant
6	K.Brahmanandam	Head Hawaldar

This charge is in addition to their regular charges allocated vide CCO work allocation order. The CRU shall be manned as follows:

S.No.	Regular Charge	Link Officers
1	Debasis Majhee	Arun Kumar Maurya
2	Tushar Kanthi Nath	B.Manasa
3	Niraj Kumar	K. Brahmanandam

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 not be opened by CRU and will be forwarded as received to the addressee who will open and diarise the same as per requirement or will be diarized 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.

**Signed by Yenneti
Bhaskara Rao
Date: 27-07-2021 18:39:54
Reason: Approved
(Y. Bhaskara Rao)
Joint Commissioner**

To:

- 1. The officers concerned.
- 2. All the officers and staff of CCO, Visakhapatnam for information.