OFFICE ORDER

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

The responsibility to access and diarize emails received on designated e-mail id of the office of the Commissioner of CGST & Central Excise, Chennai North is assigned as under:

<table>
<thead>
<tr>
<th>Charge</th>
<th>Regular Charge</th>
<th>Link officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling designated email:</td>
<td>Shri. Abhay Pratap Singh, Inspector, CRU</td>
<td>Shri Mahesh, Inspector, GST Seva Kendra</td>
</tr>
<tr>
<td><a href="mailto:commr-exchri1@nic.in">commr-exchri1@nic.in</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

i. The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner of CGST & C.X, Chennai North.
ii. The designated person will diarize the email and send it on e-office to the officer to whom it is addressed.
iii. In case the email contains attachments other than pdf such as word document, excel sheet, ppt etc., which be required by a user, the email, besides being diarised in e-office, shall be forwarded to the user on their personal email after entering comments in ‘Remarks’ column in e-office that is has been sent to their personal email ID.

(J.M. KENNEDY)
COMMISSIONER

To,
The officers concerned.