



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404
Date: 03.08.2020

OFFICE ORDER NO. 04/2020

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

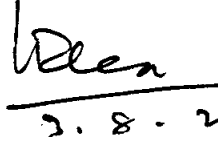
In supersession of previous orders, the responsibility to access and diarize emails received on designated e-mail id of the office of the Principal Commissioner, CGST Kochi is assigned as under-

| Charge | Regular Charge | Link Officer |
|--|--------------------------|---------------------|
| Handling designated e-mail: cexcochi@nic.in | Smt Sabna T S, Haval-dar | Shri Jiyas K M, LDC |

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

- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Principal Commissioner, CGST Kochi.
- The designated person will diarize the email and send it on e-office to the officer 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 eOffice, shall be for-
warded to the user on their email after entering comments in 'Re-
marks' column in eOffice that it has been sent to them.



[K R Uday Bhaskar]
Principal Commissioner

To

Officers concerned

Copy for information to:

- i. All Officers and Staff of Hqrs CGST Kochi.
- ii. The Superintendent Systems – for uploading in website

Digitally signed by UDAY

BHASKAR K R

Date: Mon Aug 03 17:26:19 IST

2020

Reason: Approved