OFFICE ORDER NO. 03/2020

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

In continuation of Order No. 68/2020, the responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch physical dak of the Commissioneerate is assigned as under:

<table>
<thead>
<tr>
<th>Charge</th>
<th>Regular Charge</th>
<th>Link officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRU</td>
<td>Shri Jiyas KM, LDC</td>
<td>Smt Sabna TS, Havaladar</td>
</tr>
<tr>
<td></td>
<td>Smt Sabna TS, Havaladar</td>
<td>Shri Jiyas K M, LDC</td>
</tr>
<tr>
<td>Shri Ninan KA, Head Havaladar</td>
<td>Shri Raj R.</td>
<td>Head Havaladar</td>
</tr>
<tr>
<td>Shri Raj R, Head Havaladar</td>
<td>Shri Ninan K A, Head Havaladar</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

[3. 8. 20]

[K R Uday Bhaskar]
Principal Commissioner

To

All Officers & Staff of Kochi Commissionerate

Copy for information to:

i. The Chief Commissioner of Central Tax, Central Excise & Customs,
   Thiruvanthapuram Zone.

ii. The Superintendent Systems – for uploading in website.

iii. Notice Board.