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-

<table>
<thead>
<tr>
<th>Charge</th>
<th>Regular Charge</th>
<th>Link Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling designated e-mail: <a href="mailto:cexcochi@nic.in">cexcochi@nic.in</a></td>
<td>Smt Sabna T S, Haval-dar</td>
<td>Shri Jiyas K M, LDC</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 Principal Commissioner, CGST Kochi.

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 may be required by a
user, the email, besides being diarised in eOffice, shall be forwarded to the user on their email after entering comments in 'Remarks' column in eOffice that it has been sent to them.

\[\text{[K R Uday Bhaskar]}
\text{Principal Commissioner}\]

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