



भारत सरकार
GOVT. OF INDIA,
वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

वस्तु एवं सेवाकर एवं सीमा शुल्क, मुख्य आयुक्त का कार्यालय

OFFICE OF THE CHIEF COMMISSIONER, GOODS AND SERVICES TAX & CUSTOMS, GUWAHATI ZONE
GST BHAWAN, 5th FLOOR, KEDAR ROAD, MACHKHOWA, GUWAHATI-781001

दूरभाष/Tel.Nos.91-0361-2735999 फैक्स/Fax nos. 91-0361-2735979. ईमेल/Email:cco-cgstguwahati@nic.in



OFFICE ORDER No. 31 of 2020

C.No. I(17)24/CCO/GHY/E-Office Circulars/2020

Date- 12.08.2020

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

This is to inform that the responsibility to access and diarize emails received on designated e-mail id of the CCO, CGST & Customs, Guwahati Zone is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: cco-cgstguwahati@nic.in	Shri Rohit Dhingra, Tax Assistant	Shri Vikesh Rathi, Inspector

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 CCO, CGST & Customs, Guwahati Zone.
- 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 forwarded to the user on their email after entering comments in 'Remarks' column in eOffice that it has been sent to them.

(B. S. Suhag)

Additional Commissioner

To:

1. The officers concerned.

2. All the officers and staff of the CCO, CGST & Customs, Guwahati Zone

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13/08/2020