

मुनाफाखोरी-रोधी महानिदेशालय

(केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड)

राजस्व विभाग, वित्त मंत्रालय

दूसरी मंज़िल, भाई वीर सिंह साहित्य सदन

भाई वीर सिंह मार्ग, गोल मार्केट, नई दिल्ली -110001



सत्यमेव जयते

Directorate General of Anti-Profitteering

(Central Board of Indirect Taxes and Customs)

Department of Revenue, Ministry of Finance

Second Floor, Bhai Vir Singh Sahitya Sadan

Bhai Vir Singh Marg, Gole Market, New Delhi-110001



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F.No.: - 19011/34/2020/AP / 3248-3291

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OFFICE ORDER No. 55/2020

27

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

In supersession of the earlier Office Order, the responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch physical dak of the Directorate is assigned as under-

Charge	Regular charge	Link Officer
CRU (Central Registry Unit)	Sh. Vijendra Kumar, EA	Sh. Krishan Kumar, TA
	Ms. Abiha Ronaq Hasan, TA	Sh. Abhishek Panwar, TA

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.

(Rakesh Goyal)

Additional Directorate General

Copy to :

1. The officers concerned
2. All officers and staff of the DGAP, Delhi
3. Notice Board