

OFFICE OF THE COMMISSIONER OF CUSTOMS, (NS-AUDIT)

JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,

TAL: URAN, DIST: RAIGAD, MAHARASHTRA-400 707.

Tel. 022 27241257; Fax: 022 27242395; Email- audit-jnch@gov.in

F.No. S/2-Audit-Gen-14/2020-21/JNCH

Date: 10.09.2020

OFFICE ORDER No. 87 of 2020

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

On implementation of eOffice in Audit Commissionerate, JNCH, the responsibility of CRU (Central Registry Unit), i.e. of receiving/dispatch physical dak of the Commissionerate is assigned as under-

Charge	Regular charge	1 st Link Officer	2 nd Link Officer
CRU (Central Registry Unit)	Sh. Mukesh Yadav, TA	Ms. M.U.Gokhale, STA	Sh. Shammy Kumar, TA
	Ms. M.U.Gokhale, STA	Sh. Shammy Kumar, TA	Sh. Mukesh Yadav, TA
	Sh. Shammy Kumar, TA	Sh. Mukesh Yadav, TA	Ms. M.U.Gokhale, STA

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.


(Sunil Kumar Mall) 10.9.2020

Commissioner of Customs,
Audit Commissionerate, JNCH

To:

- i. The Officers concerned.
- ii. All officers and staff of Mumbai Customs Zone-II