



केन्द्रीय वस्तु और सेवा कर और केन्द्रीय उत्पाद के प्रधान आयुक्त का कार्यालय, चेन्नई - उत्तर
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GOODS
AND SERVICES TAX AND CENTRAL EXCISE, CHENNAI NORTH

26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै - 600 034

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034.

Email - gstchennainorthestt@gmail.com

Tel : 044 - 2833 5055

C. No. II/39/01/2020.Estt.Ch.N

Dated:04.08.2020

OFFICE ORDER

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

The responsibility to access and diarize emails received on designated e-mail id of the office of the Commissioner of CGST & Central Excise, Chennai North is assigned as under:-

Charge	Regular Charge	Link officer
Handling designated email: commr-cexchn1@nic.in	Shri. Abhay Pratap Singh, Inspector, CRU	Shri Mahesh, Inspector, GST Seva Kendra

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 Commissioner of CGST & C.X, Chennai North
- 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 be required by a user, the email, besides being diarised in e-office, shall be forwarded to the user on their personal email after entering comments in 'Remarks' column in e-office that is has been sent to their personal email ID.

J.M. Kennedy
(J.M. KENNEDY)
COMMISSIONER

To,
The officers concerned.