



जी एस टी एवं उत्पाद शुल्क (अपील - II) आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER (APPEALS-II), GST & CENTRAL EXCISE
७ वी मंज़िल, जीएसटी भवन, एल बी स्टेडियम रोड :: 7th FLOOR, GST BHAVAN, LB STADIUM RD
बशीर बाग, हैदराबाद, तेलंगाना राज्य-500004 :: BASHEER BAGH, HYDERABAD, TS-500004
TELEPHONE:040-23234219/ **email: cgst.hydappeals2@gov.in**

Date: 22.07.2020

OFFICE ORDER No. 02 of 2020/Appeals – II Commissionerate

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

In view of the transition to e-office by this Commissionerate and for handling of the correspondences (receipts processing and dispatch) by electronic means, the responsibility to access and diarize emails received on designated e-mail id of the office of the Commissioner, Appeals – II Commissionerate, Hyderabad is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: cgst.hydappeals2@gov.in	Smt. Maddela Manjula, Private Secretary to Commr. (Appeals – II)	Smt. Vandana Bharti, Inspector

2. Brief description of functions and responsibilities of the charge:

- i. The above designated email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner, Appeals – II Commissionerate, Hyderabad.
- ii. The designated person will diarize the email and send it on e-office to the officer's email address to whom it is addressed once the same has been appropriately marked by the Commissioner on the first page of the mail the print of which is put up in the dak pad. Based on the importance of the email, appropriate remarks of Commissioner may also be communicated in the remarks and while diarizing (immediate, etc). The first page of the mail as duly attested by the Commissioner will be retained chronologically

in a file folder. At periodical intervals, the folder will be stitched & kept safely by CRU in its custody.

- 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.

(BODDULURI SURESH BABU)
Commissioner (Appeals – II)

To:

1. The officers concerned.
2. All the officers and staff of Appeals - II Commissionerate, Hyderabad.