

कार्यालय आयुक्त  
OFFICE OF THE COMMISSIONER  
केंद्रीय माल और सेवा कर आयुक्तालय, जालंधर  
CENTRAL GOODS AND SERVICES TAX COMMISSIONERATE, JALANDHAR  
कार्यालय: जीएसटी भवन, एफ-ब्लॉक, ऋषिनगर, लुधियाना -141001  
OFFICE: GST HOUSE, F-BLOCK, RISHI NAGAR, LUDHIANA-141001  
दूरभाष/Tel. 0161-23.5633; फैक्स/0161-2679422; ईमेल/Email- [commr-cexjlnr@gov.in](mailto:commr-cexjlnr@gov.in)

Dated:31.03.2019

**OFFICE ORDER No. 10 of 2019**

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

In supersession of the earlier Office Order, the responsibility to access and diarize emails received on designated e-mail id of the Commissionerate i.e. **commr-cexjlnr@nic.in** is assigned as under-

Charge	Regular charge	Link Officer
Handling designated email: <b>commr-cexjlnr@nic.in</b>	Ashwani Kumar, PS to Commissioner	Shail Suman, PA to Jt. Commissioner

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

- i. Email “**commr-cexjlnr@nic.in**” will be the single point of contact for receipt of electronic communication addressed to the CGST Commissionerate Jalandhar.
- ii. The designated person will diarize the email and send it 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., such attachments shall be forwarded to the user on section email id after entering comments ‘*Email has also been sent*’ in ‘Remarks’ column.
- iv. Print out of dak received in electronic form shall not be taken.

(Sunil Singh Katiyar)  
Commissioner

To:

1. The Officers concerned.
2. All the officers and staff of the Hqrs. CGST Commissionerate, Jalandhar.