



F. No. III/013/2020

15<sup>th</sup> July, 2020

**ESTABLISHMENT ORDER NO. 26 /2020**

In view of implementing e-office in the commissionerate, a Central Registry Unit (CRU) is created. Therefore, the following officers are hereby posted as under:

Sr. No.	Name of the Officer (S/Shri)	Designation	Present Charge	New Charge
01	Narendra Singh Jitwan	Superintendent	HQ: Performance Management	HQ: Performance Management & additional charge of HQ: CRU
02	Vivek Sharma	Inspector	HQ: Legal	HQ: CRU
03	Naveen Sharma	Tax Assistant	Div Surat-I	HQ: CRU
04	Vikas	Tax Assistant	HQ: Administration	HQ: CRU
05	J M Prajapati	Driver	HQ: Sevottam	HQ: CRU (for clerical work)
06	V B Solanki	Tax Assistant	HQ: Despatch	HQ: Despatch & Sevottam and attached with CRU

The CRU will be responsible for work related to accepting/ Receiving incoming mails/ tapals/ Dak, scan them, upload them on e-office platform and send to the officer concerned.

All the PAs will monitor the Daks concerned to their respective supervisory authority.

Consequent to above, the following transfer/postings are done as under:

Sr. No.	Name of the Officer (S/Shri)	Designation	Present Charge	New Charge
01	Rajeev Ranjan Roy	Executive Assistant	Div Surat-V	Div Surat-I
02	V M Gamit	Lower Division Clerk	Div Surat-I	Div Surat-V

All officers are relieved in the afternoon of 16.07.2020 and the joining report may be reported to this office promptly.

This issues with the approval of competent authority.

(Arun Kumar)  
Joint Commissioner

Copy to:

1. All officers and staff in GST & Central Excise: Surat;
2. The ACAD, GST & Central Excise: Surat;
3. The Superintendent, HQ: Vigilance/ Systems, GST & Central Excise: Surat;
4. Website/ Guard file.