



भारत सरकार

GOVERNMENT OF INDIA

सीमाशुल्क मुख्य आयुक्त का कार्यालय, कोलकाता क्षेत्र

OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS, KOLKATA ZONE

१५/१, स्ट्रान्ड रोड, सीमा शुल्क सदन, कोलकाता-७००००१

15/1, STRAND ROAD, CUSTOM HOUSE, KOLKATA-700001

Telephone No. (033)2242-1173, Fax No. (033)2231-3289, E-mail : ccu-cuskoa@nic.in

F. No. I(22)-04/CCC/KOL/2017

Date :- 12/8/2020

OFFICE ORDER No. 05/2020

Sub: Assigning charge of accessing designated email account-reg.

This for information of all concerned that the email id mentioned below has been designated as the official email id and single point of contact with this office for all communication. Accordingly, the responsibility to access and diarize emails received on the designated e-mail id is assigned as under-

E-mail Id	Regular Charge	Link Officer
ccu-cuskoa@nic.in	Shri Bikram Kumar,	Shri Sinod Kumar

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

- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Chief Commissioner of Customs, Kolkata Zone.
- The designated person will diarize the email and send it on e-Office to the officer to whom it is addressed.

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 e-Office, shall be forwarded to the user on their email after entering comments in 'Remarks' column in e-Office that it has been sent to them.

(Vishwanath)

Additional Commissioner of Customs
Chief Commissioner's Office
Custom House, Kolkata

Copy to:-

- Principal Commissioner/Commissioner of Customs- (AP&ACC) /Port / (Preventive), W.B. / Appeals, Kolkata
- All officers and staff of CCO, Kolkata Zone.
- SCP, EDI for upload in the departmental website.
- Notice Board.