



SOP ON DAK DIARISATION IN E-Office

RECEIPT, SCANNING, DIARISATION & DISTRIBUTION OF DAK

1. Receipt of Dak:

- i. Physical dak received in the office of the Principal Commissioner/Additional Commissioner shall be attended to by the Sr. PS/ PA attached to the Pr. Commissioner/Additional Commissioner and shall be working as Central Registry Unit [CRU for Physical Dak]. Confidential dak shall also be received by the PS/PA to the officer, if any, else by the officer himself.
- ii. E mails received in the designated mail id (**prcommr-chd@gov.in**) shall be attended to by the Sr. PS/ PA to the Pr. Commissioner.
- iii. Communication, if received on personal email of the officer would be forwarded to the designated email id of the office or it may be diarised by the officer himself.

2. Scanning of physical dak/ email, its insertion into the system & diarisation:

a. Dak received in physical form:-

In case of dak received in physical form, the following procedure will be followed:-

- i. The CRU will put a dated stamp on the dak immediately on its receipt.
- ii. Thereafter, it shall be scanned, diarized and sent to the person to whom it is addressed through e-Office.

b. Dak received on email:-

In case of dak received through email, the following procedure will be followed:-

- i. The designated e mail (**prcommr-chd@gov.in**) will be the single point of contact for receipt of electronic communication.
- ii. The person designated for handling the e mail will then diarize the e mail and send it to the officer to whom the dak is addressed. There will be no necessity of taking any print out of dak received in electronic form.

c. The system will automatically generate a new diary number for every new item of dak. This diary number will be in seriatim. CRU shall record this number on the physical dak.

3. Storage of physical dak after scanning:

- i. CRU will retain physical dak in a folder. Confidential dak will be sent to the Confidential/

Vigilance section.

- ii. Dak will be kept chronologically. At periodical intervals, the folder will be stitched & kept safely by CRU in its custody.
- iii. Any dak required in physical form by a branch or section will be collected by them from CRU. In such a case, CRU shall keep a copy of the first page of the dak and take receipt on it from the recipient.

4 Designated staff for Receipt of letters :

- i. The officers designated to attend the letters and e-mails are as follows:

S.no	Name	Dak assigned
1	Sangeeta, Steno/ Pa to ADC	All Daks received in the office of the Additional Commissioner, CGST Commissionerate, Chandigarh shall be attended to by this official. He/She shall diarise the Dak and send to the addressee through e-office.
2	Sonu Rastogi, Steno/Pa to Pr. Commissioner	The Dak received in the office of the Pr. Commissioner, CGST Commissionerate, Chandigarh through email or in physical form shall be attended to by this official. He/She shall diarise the Dak and send to the addressee through e-office.

- ii. The official designated above, shall be responsible to ensure that all e-mails received on this e mail id are duly diarized and sent to the officer concerned.

DAANISH INDER SINGH GILL

COMMISSIONER

ASSISTANT

Copy to:

- 1. The Additional Commissioner (CCU), CGST Zone, Chandigarh for information please.

DAANISH INDER SINGH GILL

COMMISSIONER

ASSISTANT