



OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL TAX (CGST), CUSTOMS & CENTRAL EXCISE
35-C, ADMINISTRATIVE AREA, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL
PHONE NO – 0755 – 2551407, 2552375 FAX NO. – 0755 – 2557817
E – Mail : ccobhopal@gmail.com, ccu-cexbpl@nic.in

By E-mail

F.No.IV(16)/CCO/BZ/System/01/2018

Dated: 19.01.2018

To,

The Commissioner/Principal Commissioner,
CGST & Central Excise,
Jabalpur/Indore/Bhopal/Ujjain/Raipur.

Sir,

**Sub : Correct/Complete/Proper details of correspondence record for
referencing purpose - reg.**

Please refer to the above subject .

2. In this context, Chief Commissioner's direction is as under :-

"It is noticed that report sent at your side should have their File no., the CCO's corresponding file no., date of report, subject of report, etc., which (features/details) are essential for causing identification w.r.t. the CCO's File no. and concerned subject (matter), as is evident. Earlier also the need for recording correspondence details was informed. Such lapse and failure only delay processing of the matter in the CCO and for the Commissionerate also, there is risk and danger that record is not (shown to be) completed (linked, etc.) as is understandable . In any case, recording the above (crucial) details in the report(s) submitted to the CCO hardly involves (spending) additional time and effort, as mentioning the said details is part of ordinary and routine exercise".

3. This for immediate Compliance.

Yours faithfully,

(S.L.Khemchandani)
Assistant Commissioner (CCO)