No. Admn/1(17)10/Trg./2020-21/281
Office of the
Pr. Chief Controller of Accounts
Central Board of Excise & Customs
A.G.C.R. Building, I.P. Estate,
New Delhi - 110 002

Dated: 24.03.2021

CIRCULAR

It is informed that two training programmes with following schedule are being organized through INGAF for the officials of Pr CCA (CBIC): -

TOPICS	DATE
Training on "Office Procedures"	05.04.2021 to 07.04.2021
Training on "Excel Automation"	12.04.2021 to 14.04.2021

All PAOs are requested to ensure the following:
1. There must be 100% participation from all the PAOs up to Accountant level.
2. The zonal heads are required to forward the attendance to the headquarters after the training is conducted.
3. Link of the online training will be sent to all PAOs of North Zone & Zonal Heads i.e CA (WZ), Mumbai & Dy CA (EZ & SZ) under CBIC. They are requested to obtain the e-mail ids of all the participants under their control for further sharing of the training link (Webex).
4. For any query in this regard Shri Sanjay Singh, AAO, O/o Pr. CCA, CBIC (contact no. 9810478074) & Sh. Sudhir Kumar, AAO, O/o Pr. CCA, CBIC (contact no. 7992489095) may be contacted.
5. Detailed modalities will be shared once received from INGAF.

This issues with the approval of the Competent Authority.

Yours faithfully

Sr. Accounts Officer (Admn.- II)

Copy to:-
1. Zonal Heads i.e. CA(WZ), CBEC, Mumbai, Dy. CA(EZ), CBEC, Kolkata, Dy.CA(SZ), CBEC, Chennai.
2. All PAOs.
3. The Dy. CA (IA).

Copy for information:-
1) AO, IT section –with a request to nominate 2-3 officials for IT support and for uploading ARPIT portal.
2) Sr. PS to Pr CCA.
3) PS to CCAs.
4) PA to CA.

Pl. upload on ARPIT 2021
AAO (SC) 30/03/2021

Training on Office Procedure

Day	Session I 10:00 AM – 11:30 AM	Session II 12:00 Noon- 1:30 PM
Day 1 5/4/2021	▪ Noting ▪ Arrangement of Paper in a case.	▪ Referencing and indexing ▪ Drafting of Notes/letters/OMs
Day 2 6/4/2021	▪ Noting and Drafting (writing different types of Dos, OMs, Letters and Office orders etc.) ▪ Forms of Communication (Specimen forms of communication) (Filing of Papers)	▪ Record Keeping/Life span and weeding out of old records ▪ Maintenance of Sectional diaries/Stock registers/Asset registers
Day 3 7/4/2021	▪ Dealing with RTI Matters	▪ Furnishing of information relating to parliamentary questions ▪ Functions of Departmental Canteen and Checks to be exercised as per extant rules.

Training on Excel Automation

Day	Session I 10:00 AM - 11:30 AM	Session II 12:00 Noon 1:30 PM

Training on Excel Automation

Day	Session I 10:00 AM – 11:30 AM	Session II 12:00 Noon- 1:30 PM
Day 1 12/4/2021	▪ Working with general & advance function (SUM, AVERAGE, MAX, MIN, SUMIF, SUMIFS, AVERAGEIF, AVERAGEIFS, COUNTIF, COUNTIFS) ▪ Writing conditional expressions (using IF) ▪ Using Nested IF	▪ Using logical functions (AND, OR, NOT) inside IF ▪ Using Date & Time function (DatedIf, Workday, NETWORKDAYS, WEEKDAY) in IF ▪ Text Functions (LEFT, RIGHT, MID, LOWER, UPPER, PROPER, TEXT, CONCATENATE, TRIM.CLEAN, SUBSTITUTE) ▪ Create Calendar Table to access financial Records ▪ Preparing Dashboard to Access Summary Information
Day 2 13/4/2021	▪ Understanding Cell Reference ▪ Working with all kind of cell reference (Relative, Absolute & Mixed) ▪ Understanding Mixed cell reference with some formulas ▪ Sorting lists ▪ Sorting data according to color ▪ Different option of Sort ▪ Using multiple-level sorting ▪ Using custom sorting ▪ Using simple Filter ▪ Understanding advance filter ▪ Copying filter data into different location using advance filter ▪ Working with unique records in filter	▪ Finding approximate or exact matches ▪ Using Match function in V-Lookup ▪ Working with Index & Match function
Day 3 14/4/2021	▪ Conditional Formatting ▪ Working with different option of conditional formatting ▪ Using formula/function in formatting & ▪ Subtotal ▪ Slicer ▪ Making Dashboards ▪ Queries and Recap	▪ Specifying a valid range of values for a cell ▪ Specifying a list of valid values for a cell ▪ Specifying custom validations based on formula for a cell & ▪ Creating subtotals ▪ Multiple-level subtotals ▪ Creating Pivot tables ▪ Formatting and customizing Pivot tables ▪ Using advanced options of Pivot tables ▪ Creating group in Pivot tables