

Admn./1(27)Misc./2019-20 to 2023-24/2024-25/1455
Office of Pr. Chief Controller of Accounts
Central Board of Indirect Taxes & Customs
Audit Bhawan, (1st Floor), IP Estate
New Delhi-110002.

Dated: 11-03-2025

OFFICE MEMORANDUM

Subject: Instructions on leave & link officer arrangement in r/o PAO offices under Pr. Chief Controller of Accounts, CBIC, New Delhi including Hqs.

In view of March rush due to closing of the financial year 2024-2025, it has been decided by the competent authority that -

1. The bills may be cleared by PAOs on daily basis and ensure that no pendency of bills for that day is carried forward to the next day. If necessary, office may open early or close late to clear the pendency.
2. Officials are advised not to apply for any leave unless it is very urgent. Leave to be sanctioned only on exceptional ground till 05th April 2025 and after ensuring that link officer is in place to facilitate smooth and efficient functioning of offices.

All Zonal Heads are hereby requested to bring these instructions to the notice of all concerned for strict compliance.

This issues with the approval of the Competent Authority.


Sr. Accounts Officer (Admn. I)

Copy to:

1. All Zonal Heads (North/South/East/West)
2. All PAOs under O/o Pr. CCA, CBIC, New Delhi.
3. All Sr.AOs under O/o Pr.CCA, CBIC, New Delhi.
4. Sr. AO, (GST & IT) for updating on WWW.ARPIT.GOV.IN

Copy for the information to-

1. Sr. PS to Pr. CCA, O/o Pr. CCA, CBIC, New Delhi.
2. PS to CCA, O/o Pr. CCA, CBIC, New Delhi.