

No. Admn./1(1)(10)/ICAS/2020-21/ 535
O/o the Pr. Chief Controller of Accounts
Central Board of Indirect Taxes & Customs
A.G.C.R. Building, I.P. Estate, New Delhi-110 002

Office Order No. 100

Date: 14.12.2020

Sub: Distribution of work between Chief Controller of Accounts & Controller of Accounts in the O/o Pr. CCA, CBIC-reg.

Consequent upon the joining of Ms. Chandan Mishra Dwivedi, ICAS(2001), Controller of Accounts on 14.12.2020 after availing Child Care Leave, the distribution of work between the Chief Controller of Accounts & Controller of Accounts in the O/o Pr. CCA, CBIC, New Delhi shall be as under with immediate effect till further orders:-

A. Shri Dhruva Kumar Singh, Chief Controller of Accounts (Accounts & IT)

- i. The officer will hold the charge of Accounts/ Compilation, IT & GST Sections including Bank Audit matters related to Banking & Revenue Coordination including Bank Reconciliation.
 - ii. All Zonal Heads, i.e. DCA (East, South & West Zone) will report to him in these matters, whereas all AOs/Sr. AOs at HQ & PAOs under North Zone will report directly to him in these matters.
 - iii. Bank Audit.
 - iv. Development of ARPIT software, website of O/o Pr. CCA, CBIC, migration to CBIC servers from PFMS servers and interconnectivity
- Ms. Chandan Mishra Dwivedi, CA (HoD & Admn.) will be the link officer of Shri Dhruva Kumar Singh, CCA (Accounts & IT).

B. Ms. Chandan Mishra Dwivedi, Controller of Accounts (HoD & Admn.)

- i. The Officer will be Head of the Department for O/o Pr. CCA, CBIC.
 - ii. All Zonal Heads, i.e. DCAs (East, South & West Zone) will report to her regarding the matter of Administration, Establishment, Coordination (Expenditure) & Legal, whereas all AOs/Sr. AOs at HQ & PAOs under North Zone will report directly to her in these matters.
 - iii. Internal Audit (Field & HQ).
- Shri Dhruva Kumar Singh, CCA(Accounts & IT) will be the link officer of Ms. Chandan Mishra Dwivedi, CA(HoD & Admn.).

This issues with the approval of Pr. Chief Controller of Accounts.


(Y.P. Singh)
Sr. Accounts Officer (Admn.)

Copy to:-

1. DCA(EZ /SZ/WZ), CBIC
2. Sr. AO (IT / GST) with a request to upload this on website of O/o Pr. CCA, CBIC.
3. All Sr. AOs/AOs, O/o Pr. CCA, CBIC, New Delhi.
4. Sr. PS to Pr. CCA, CBIC, New Delhi
5. PS to CCAs, CBIC, New Delhi
6. PS to CA, O/o Pr. CCA, CBIC, New Delhi
7. PA to DCA, O/o Pr. CCA, CBIC, New Delhi
8. All sections in HQ office, CBIC, New Delhi