

No. CA/CBIC/MIS/2022-23/238  
Office of the  
PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS  
Central Board of Indirect Taxes and Customs,  
1<sup>st</sup> floor, B wing, DGACR Building,  
I P Estate, New Delhi - 110002

Date : 19/05/2022

**CIRCULAR**

**Subject : Management Information System (MIS) for the offices/sections reporting to the Chief Controller of Accounts (Head of Department), O/o Pr. CCA, CBIC, New Delhi - regarding.**

With reference to the subject cited above, a circular has been issued from this office vide No. CA/CBIC/MIS/2020-21/211 dated 09/03/2021 (copy enclosed) to streamline the functioning of the Organization.

2. In this regard, it is reiterated to comply with the Circular dated 09/03/2021 and to submit the reports in formats prescribed (enclosed). The reports must commence from 30/05/2022 and continue as per the periodicity mentioned against each report.

3. This issues with approval of the Chief Controller of Accounts, CBIC, New Delhi.

Encl : as above.

(ANJLI TYAGI)

Senior Accounts Officer

Copy to :

1. The Sr. AO (Coord. Expd.) (Compliance to Reports II, III, IV, V & VI)
2. The Sr. AO (Admn I/Estt. I/Estt. II) (Compliance to Reports I & II)
3. The Sr. AO (Admn II) (Compliance to Reports I & II)
4. All PAOs (Compliance to Reports III, IV, V & VI)
5. The AO (IT) to upload in ARPIT website.

Copy for information to :

1. All Zonal Heads (to ensure compliance)
2. Sr. PS to the Pr.CCA, CBIC, New Delhi.
3. PS to the CCA, CBIC, New Delhi.

(ANJLI TYAGI)

Senior Accounts Officer

GST-IT/73  
24/5/22

2022  
24/05/2022

4AO (SK)

Coord. IT GST-IT  
118  
19/5/22



Office of the  
PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS  
Central Board of Indirect Taxes and Customs,  
1<sup>st</sup> floor, B wing, DGACR Building,  
I P Estate, New Delhi - 110002

Date : 09/03/2021

CIRCULAR

**Subject : Management Information System (MIS) for the offices/sections reporting to the Controller of Accounts (HQ), O/o Pr.CCA, CBIC, New Delhi - regarding.**

To streamline the functioning of the organization, there is a need to establish a Management Information System (MIS) to achieve the following -

- For effective coordination, control, analysis and visualization of information.
- To improve operational efficiency.
- To reduce downtime for actionable items.
- For Employee Performance Records.
- To give overall picture of the organization.

2. To implement the MIS, the following report formats have been desired for compliance -

- Report-I Weekly pendency report for claims received in Establishment - I and Establishment - II sections. (sections will directly submit to the CA (Admn)).
- Report-II Weekly pendency report for letters/dak received in Establishment - I, Establishment - II, Administration - I, Administration - II and Coordination Expenditure(CDN) sections. (sections will directly submit to the CA (Admn)).
- Report-III Monthly report for status of NPS Grievances in Coordination Expenditure section. (to be compiled and submitted by CDN section to the CA (Admn)).
- Report-IV Weekly report for bills pending in all the PAOs. (to be compiled and submitted by CDN section to the CA (Admn)).
- Report-V Fortnightly Bill report for bills pending in all the PAOs. (to be compiled and submitted by CDN section to the CA (Admn)).

*Ch-d-  
9.3.21*



Report-VI Monthly status of pension cases in all the PAOs. (to be compiled and submitted by CDN section to the CA (Admn)).

3. The reports must commence from 15<sup>th</sup> March, 2021 and continue as per the periodicity mentioned against each report.

This issues with the approval of the Pr.CCA, CBIC, New Delhi.

Encl : Abovementioned reports.

*Ch-d.*  
9.3.21  
Controller of Accounts (Admn)

Copy to :

1. The Sr. AO (Coord. Expd.) (Compliance to Reports II, III, IV, V & VI)
2. The Sr. AO (Admn I/Estt. I) (Compliance to Reports I & II)
3. The AO (Admn II/Estt. II) (Compliance to Reports I & II)
4. All PAOs (Compliance to Reports III, IV, V & VI)

Copy for information to :

1. All Zonal Heads (to ensure compliance)
2. Sr. PS to the Pr.CCA, CBIC, New Delhi.
3. PS to the CCAs, CBIC, New Delhi.
4. PA to the DCA (IA)



Weekly Report

PENDING REPORT FOR THE PERIOD FROM TO

[illegible]



### Report-2

Weekly Report

TO

PENDING REPORT FOR THE PERIOD FROM

4

5

REASON FOR COLUMN 4
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

PENDING FOR MORE THAN 7 DAYS

TOTAL PENDING	
---------------	--

CLEARANCE DURING THE WEEK	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	

LETTERS/DAK RECEIVED DURING THE WEEK	
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

1
NAME OF DEALING ASSISTANT

[illegible]



## Monthly Report

(5)

Status of NPS Grievances for the m/o , 2021

Opening Balance	Grievances received during the m/o January, 2021	Grievances disposed off during the month	Closing balance at the end of the month

Report-4- Weekly Report for the period from..... to.....

Total Bills Received	Total Bills Paid	Total Bills Returned	Total Bills pending	Total Bills pending beyond 7 days	Percentage of Total Bills pending beyond 7 days

\* Reasons may be indicated if bills are pending for more than 7 days.



[illegible]



Monthly status of pension case in respect of PAO (CBIC) \_\_\_\_\_  
for the month of \_\_\_\_\_

1	2	3	4	5	6
Opening balance of number of pending pension cases (pension/family pension)	No of person retired during the month	No of person out of Sl. No.2 where pension cases have been sent to PAO	No of pension cases settled by PAO by issuing authorization letter	Closing balance of pending pension cases (1+3-4)	Remarks Action taken for number of cases (2-3)