

Most urgent  
By e-mail

No. Admn/1(17)10/Trg./2020-21/02  
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: 05.04.2021

CIRCULAR

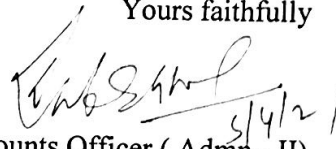
Attention is invited to this office circular No. Admn/1(17)10/Trg./2020-21/281 dated 30.03.2021 on online training on "Office Procedures" & "Excel Automation". It is informed that the training programmes being organized through INGAF for the officials of Pr CCA (CBIC) have been rescheduled as per detail given below: -

TOPICS	DATE
Training on "Office Procedures"	05.04.2021, 07.04.2021 & 08.04.2021
Training on "Excel Automation"	12.04.2021, 15.04.2021 & 16.04.2021

All PAOs are requested to ensure that training is taken as per the revised schedule.

This issues with the approval of the Competent Authority.

Yours faithfully

  
Sr. Accounts Officer ( Admn.- II)

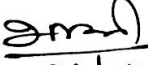
Copy to:-

- 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 the request to upload it on ARPIT portal.
2. Sr. PS to Pr CCA.
3. PS to CCAs.
4. PA to CA.

P.D. upload on ARPIT.

  
05/04/2021

AAO(SC)