


Most urgent
By e-mail

No. Admn/1(17)10/Trg./2021-22/1
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: 01.04.2021

CIRCULAR

Attention is invited to this office circular of even number dated 30.03.2021 vide while it was communicated that officials of PAOs have to attend the training on "Office Procedures" & "Excel Automation". In this connection it is hereby reiterated that all Group 'A' & 'B' officers & Group 'C' officials have to essentially attend the training programme being conducted by INGAF as per the schedule already communicated for which link has already been sent.


(Chandan Mishra)
(Controller of Accounts)

Copy to:-

- 1) Zonal Heads i.e. CA (WZ), CBEC, Mumbai, Dy. CA (EZ), CBEC, Kolkata, Dy. CA(SZ), CBEC, Chennai.
- 2) All PAOs & All sections of HQ.
- 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.

AAO(SG).

2021
01/04/2021