भारत सरकार/GOVERNMENT OF INDIA
वित्त मंत्रालय/MINISTRY OF FINANCE, राजस्व विभाग/DEPARTMENT OF REVENUE
केंद्रीय उत्पाद, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केंद्रीय राजस्व भवन/C.R.BUILDING, आई एस प्रेस रोड/I.S.PRESS ROAD, कोचिन/COCHIN-682 018

C. No. IV/16/19/2014-Systems Dated:08.10.2014

CIRCULAR 01/2014 SYSTEMS

It is noticed that there are Officers working in Ranges and handling ACES modules without getting any training in this regard and not aware of the different modules , especially affecting Scrutiny and Review and Correction process of returns . It has been decided that from the next AGT onwards only those officers who have undergone training in ACES will be considered for posting to Range Offices. All officers who rquire any training in ACES may register their names in Training Cell immediately.

Though ACES do not provide any role for officers other than Range Officers and Divisional officers , it is felt that such officers who want access to ACES could be given access to 'view' the different modules based on their requirements. Hence any officers requiring access may request giving their SSOID and jurisdiction for which view option is required through the Deputy/ Asst. Commissioner of divisions or Section heads to Systems Manager for providing access to ACES.

Requests are seen received for loading Microsoft Office Suite in PCs in the Systems from various formations. However considering the cost implications, only free and open source OpenOffice Suite will be provided by the office and all officers are requested to familiarise themselves with OpenOffice suite. Those who require training in Open Office may register their names with Training Cell, Headquarters in this regard.

Reshma Lakhani

RESHMA LAKHANI 9/10/14.
COMMISSIONER

As per DL1

To,
All Joint Commissioners/ Dy/Asst Commissioners in Hqrs/Divns
All section heads in Central Excise Hqrs

Copy to : Administrative Officer for making necessary changes in AGT proforma.
Superintendent(Training)/ (Systems) to make necessary arrangements for imparting training.