

### **Executive Record Sheet for Indian Cost Accounts Service Officers**

1. Name : Alok Ranjan  
 2. Date of Birth : 15-Dec-1989  
 3. Sex (Male/Female) : Male  
 4. Place of Domicile : Samastipur, Bihar  
 5. **Languages:**  
 a) Mother Tongue : Hindi  
 b) Indian Languages Known : Hindi, Maithili and Bhojpuri  
 c) Foreign Languages Known : English  
 6. Date of Joining ICoAS & Allotment Year : 16-Apr-2018 & Batch Year-2017  
 7. Category (SC/ST/OBC/UR) : OBC  
 8. Email Address : [alok.ranjan89@gov.in](mailto:alok.ranjan89@gov.in); [alok.ranjan@mail.ca.in](mailto:alok.ranjan@mail.ca.in)  
 9. Qualification Details:

S. No.	Courses	Institution/ University	Main Subject(s)	Year of Passing/ Division
I	Chartered Accountancy	The Institute of Chartered Accountants of India, New Delhi	Financial Reporting, Management Accounting, Financial Management, Auditing, Taxation, Corporate & allied Laws, Information System	2013/Pass
II	B. Com (H)	Vanijya Mahavidyalaya, Patna / Patna University	Accounts (Honours)	2010/I <sup>st</sup>
III	Fellow Member	Insurance Institute of India, Mumbai	Insurance & Reinsurance	2016/Pass
IV	Diploma in Banking & Finance	Indian Institute of Banking & Finance, Mumbai	Accounts and Banking & Allied Laws	2016/Pass
V	UGC (NET)	University Grant Commission	Commerce	2015/Pass
VI	Certificate Course on Public Finance and Government Accounting	The Institute of Chartered Accountants of India, New Delhi	Public Finance and Government Accounting	2021/Pass

VII	Certificate Course on Foreign Exchange and Management Act	The Institute of Company Secretaries of India, New Delhi	Foreign Exchange and Management Act (FEMA)	2022/Pass
VIII	Certificate Course on Goods & Service Tax	The Institute of Chartered Accountants of India, New Delhi	Goods & Service Tax (GST)	2022/Pass
IX	Certificate Course on Forensic Audit & Fraud Detection	The Institute of Chartered Accountants of India, New Delhi	Forensic Audit & Fraud Detection (FAFD)	2023/Pass
X	Certificate Course on Anti Money Laundering	The Institute of Chartered Accountants of India, New Delhi	Anti-Money Laundering	2023/Pass

10. Experience Details (Only After Joining the Indian Cost Accounts Service):

Sl. No.	Designation	Level/ Grade	Department / Office	Cadre Post or Deputation Post (Central Staffing or others)	Major Experience	Period (From/To)
1	Advisor (Cost) to ASD	Senior Time Scale	Naval Dockyard, Mumbai Western Naval Command, Ministry of Defence, Government of India	Cadre Post	<ul style="list-style-type: none"> <li>➤ In-charge of the Costing Department</li> <li>➤ Finalization of Annual Works &amp; Production Account (Annual Financial Report of Naval Dockyard)</li> </ul>	Oct'22 to till date
2			Naval Dockyard, Vizag Eastern Naval Command, Ministry of Defence, Government of India	Cadre Post <b>(Additional Charge)</b>	<ul style="list-style-type: none"> <li>➤ Advising on matters concerning Financial Management / Cost Management and Taxation</li> <li>➤ Co-ordination with PCDA (Navy) Mumbai &amp; Director Audit (Navy), IA&amp;AD Mumbai</li> </ul>	Feb'24 to till date

3	Assistant Director / Assistant Commissioner	Junior Time Scale	CGST Audit Commissionerate, Audit-I Mumbai, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India	Cadre Post	<ul style="list-style-type: none"> <li>➤ Worked as Circle Head and supervised Departmental Officers conducting GST Audits under CGST Act, 2017 and IGST Act, 2017</li> <li>➤ Discharged responsibilities of 'Rajbhasha Adhikari' for the Commissionerate</li> </ul>	Jul'21 to Sep'22
4	Assistant Director	Junior Time Scale	National Pharmaceutical Pricing Authority (NPPA), Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India	Cadre Post	<p>Enforcement of Drug (Price Control) Order, 2013 issued under Essential Commodities Act, 1955 and dealt with following matters:</p> <ul style="list-style-type: none"> <li>➤ Pricing, Price Monitoring, Overcharging and Legal matters w.r.t. Scheduled and Non-scheduled Medical Devices</li> <li>➤ All Policy matters, Parliamentary Questions, Public Grievances, PMO references, RTI and allied matters pertaining to Medical Devices</li> <li>➤ Dealt works related to Central Public Information Officer</li> <li>➤ Dealt all Administrative issues pertaining to NPPA Websites and Technical matters</li> </ul>	Apr'18 to Jun'21

					<ul style="list-style-type: none"> <li>➤ Dealt all policy matters pertaining to availability of Medical Devices and Ease of Doing Business during COVID-19 pandemic</li> <li>➤ Member of various Local Purchase Committees and Ad-hoc Committees</li> </ul>	
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II. Training Details (Domestic/Foreign):

S.No.	Year	Training Name	Institution	City/ Country	Domestic/ Foreign	Duration (In Weeks)
1	2022	Strategic Cost Management	Indian Institute of Management (IIM), Ahmedabad	Ahmedabad	Domestic	5 days
2	2022	ADVAIT (ADVanced Analytics for Indirect Taxes)	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Mumbai	Mumbai	Domestic	2 days
3	2022	2 <sup>nd</sup> All India Rajbhasha Conference	Ministry of Home Affairs, New Delhi	Surat	Domestic	2 days
4	2022	3Is (Information, Intelligence, Investigation)	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Faridabad	Online	Domestic	2 days
5	2022	Intelligence, Investigation and SCN	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Mumbai	Online	Domestic	3 days
6	2021	Workshop on important decisions of Courts and Tribunals on GST for Group-A Officers of CBIC	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Faridabad	Online	Domestic	1 day

7	2021	Understanding Insolvency & Bankruptcy Code, 2016-Its provisions and impact	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Bengaluru	Online	Domestic	1 day
8	2021	GST for ICoAS Officers posted in CBIC	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Faridabad	Online	Domestic	1 day
9	2021	Training on E-Office	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Bhubaneswar	Online	Domestic	1 day
10	2020	MS Excel - Basic to Advanced	National Productivity Council, Ministry of Commerce & Industry, New Delhi	Online	Domestic	2 Days
11	2020	Cyber Security	Center for Development of Advanced Computing (C-DAC), Hyderabad	Online	Domestic	1 Day
12	2020	Cyber Security Essentials	National Productivity Council, Ministry of Commerce & Industry, New Delhi	Online	Domestic	1 Day
13	2019	Level-I Training on the subject Trade Defence and Trade Remedies	Directorate General of Trade Remedies (DGTR), Ministry of Commerce	New Delhi	Domestic	1 Day
14	2019	Level-II Training for the ITS and ICoAS officers on Trade Remedial Actions	Directorate General of Trade Remedies (DGTR), Ministry of Commerce	New Delhi	Domestic	1 Day

12. Awards/Publication Details:

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Signature