भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER
केंद्रीय कर और केंद्रीय उत्पाद शुल्क CENTRAL TAX AND CENTRAL EXCISE
कोच्चि आयुक्तालय KOCHI COMMISSIONERATE
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GEXCOM/II/(3)/2/2026-ESTT

CIRCULAR

Sub: AGT 2026 - Updation of data in eSevanidhi App by the officers under Thiruvananthapuram Zone – reg.

All the officers of Group B and Group C cadres working under Thiruvananthapuram Zone are requested to update their personal data and history of postings in eSevanidhi App (esevanidhi.in/login) immediately. For logging in to the application, the officer can use his PAN as his username and the password created earlier. For newly registered officers, the default password is 'cca2024'. It is necessary for the officers to change their password using the 'Change Password' option available in the top right drop down menu of the login screen.

2. Since the personal data and history of postings of officers have been migrated from the data available with the Department, all officers were requested to verify their personal data and history of postings during the time of AGT 2022 and make necessary changes, wherever needed. However, while processing the applications for Annual General Transfers in subsequent years, it was noticed that few officers had not updated their data properly. Hence all the officers are requested to go through their personal data and history of

postings and update the same properly. In the fields where 'Migrated' is shown, correct data must be entered from the drop-down menus available. The details of different drop-down menus under the 'Officer' module are given in the Annexure to this circular. **After updation/addition of data, the officer should thoroughly verify the entire data for its correctness.**

3. After editing and updating the data, the same may be submitted for verification to the Verification Officer who will be the Administrative officer of the concerned Division/Headquarters. For submitting the data for verification, the officer has to go to the 'AGT' module and select 'Message' in drop down. Click on 'Add Message' button, select the concerned verification officer from the drop-down menu, type a message requesting for verification and 'Save' the same. If the name of the Administrative Officer is not available in the drop-down menu, the matter may be intimated to the Establishment Section of Kochi Commissionerate for updation.

4. The Administrative Officers will have to login using their login credentials and the verification requests received can be seen in the 'Verification' drop down menu of 'CCA' module. The requests received should be verified with the data in the service book of the officer for its veracity. If the officer from whom the request has been received is not under his/her charge or the same has not been properly updated, the request can be returned back to the officer. All the Administrative Officers are requested to get their details as well as the forwarding officer (Deputy/Assistant Commissioner of the concerned division/headquarter) details updated in the verification/forwarding modules.

5. The submission/verification of personal data and history of postings should be completed latest by 10.02.2026.

6. After completion of this verification process, the Annual General Transfer module will be activated for the officers for online filing of AGT proforma.

7. The officers and staff of Establishment/Systems Sections can be contacted by the officers for seeking support, if needed, for updation of personal data and history of postings.

8. Submitting false/wrong/incomplete data will be viewed seriously. Due diligence may be exercised by the officers in updation of data and the administrative officers while verification of the data.

Digitally signed by Farah Zachariah
Date: 19-01-2026 14:32:42

(Dr. Farah Zachariah)
Joint Commisioner [P&V]

Copy submitted to:

1. **The Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvananthapuram Zone**
2. **The Principal Commissioner/Commissioner of Central Tax and Central Excise, Kochi/ Thiruvananthapuram/Kozhikode/Audit, Kochi /Appeals, Kochi/ Customs (Preventive) Commissionerate**
3. **The Additional Director General, DRI Zonal Unit, Kochi/DGGI Zonal Unit, Kochi/NACIN, Kochi.**

Copy to:

1. **The Additional/ Joint Commissioners of Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive)/Appeals, Kochi Commissionerate**
2. **The Deputy/ Assistant Commissioners in charge of Divisions of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerate**
3. **The Assistant Director (OL), Central Tax and Central Excise Hqrs, Kochi**
4. **All DDOs of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/Appeals/ Customs (Preventive) Commissionerate**
5. **All Section Heads in Headquarters Office, Kochi**
6. **All General Secretaries of Staff Associations of Central Tax and Central Excise, Thiruvananthapuram Zone.**
7. **The Superintendent, Systems, Hqrs, Kochi (For uploading in website)**
8. **Notice Board, Hqrs. Office, Kochi.**

ANNEXURE

In the Officer module in the home screen of the application, the following drop-down modules are available

(i) Officer

The 'Edit Officer' button can be clicked for editing/entering the data. The 'First Name' field and the 'Last Name' field are mandatory fields. Out of the remaining fields, the following are mandatory.

- Mobile Number
- Designation
- Zone
- Commissionerate
- Division
- Range
- Category
- Cadre
- Home Town

The remaining fields are non-mandatory.

(ii) Personal

The 'Edit Personal' button can be clicked for entering the marital status and employment details of spouse.

(iii) Posting

History of Posting has been migrated from the old data available with the department. The officers have to verify each entry for their correctness and the details can be edited using the 'Edit' button available on the right-hand side of each row. The fields viz. Station, Designation, From date, To date, Cadre, Zone, Commissionerate, Division and Range can be edited by the officer. The details of new postings can be added using the 'Add Posting' button. The name 'Migrated' may be appearing in some fields which has not taken data from the old database and the same is to be changed with the correct names as applicable.

(iv) <u>Training</u>

The details of trainings attended can be added using the 'Add Training' button.

(v) <u>Promotion</u>

The details of promotions can be added using the 'Add Promotion' button.

(vi) <u>Awards</u>

The details of awards received can be added using the 'Add Award' button.

(vii) <u>Education</u>

The details of education qualifications can be added using the 'Add Education' button.