NOTICE

ALL ARE AWARE THAT A NEW ONLINE PAYROLL APPLICATION HAS BEEN RUNNING SUCCESSFULLY IN OUR COMMISSIONERATE SINCE JANUARY 2013 ON INTRODUCTION OF THE ONLINE PAYROLL SYSTEM FOR CUSTOMS AND CENTRAL EXCISE (CEPS) ALL OVER KERALA ZONE IN MAY 2012.

FELICITATING EMPLOYEES WORKING IN OUR COMMISSIONERATE, A NEW MODULE CALLED "PAY INFORMATION SYSTEM" HAS BEEN INCORPORATED FOR VIEWING THEIR PAY & ALLOWANCES AND RECOVERY DETAILS VERY EASILY. INCOME TAX STATEMENT AND ANNUAL GENERAL TRANSFER PROFORMA CAN ALSO BE PREPARED THROUGH THE SYSTEM.

IN THIS CONNECTION,, IT HAS BEEN DECIDED TO CAPTURE THE AGT PROFORMA FOR 2014 ELECTRONICALLY FOR PREPARATION OF TRANSFER AND POSTING AS EARLY AS POSSIBLE FROM NEXT YEAR ONWARDS.

ALL OFFICERS ARE REQUESTED TO FORWARD YOUR EMAIL-ID TO THE PAYBILL SECTION AND OBTAIN USERNAME AND PASSWORD FROM DDO FOR ACCESSING THE SITE www.cepsonline.in/mypay AND PREPARE AGT PROFORMA FOR 2014 AND SUBMIT ONLINE.

Steps to Prepare AGT 2014

- Login to Pay Information System (www.cepsonline.in/mypay) with Username and Password provided to you.
- Click on "Menu" under "AGT-2014"
- Open "Master for AGT-2014" and Update details
- Open "History of Postings" and Add/Update sequentially
- Open "Willingness for posting to AP/UB" etc and Update willingness.
- Generate Transfer & Posting Proforma (PART -I) and History of Posting (PART-II) and verify the data.
- Click "File AGT Proforma for 2014" and submit proforma online.
- Finally take printout of both the reports under "Reports" and submit to the Administrative Officer concerned, manually.

(Note: Before submitting the AGT proforma online, please ensure that the particulars are complete in all respect)