OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN-682 018

E-mail: cexcochi@excise.nic.in FAX-0484-2390608 Phone : 0484-2390404

C.No. II/39/39/2013-Estt. Dated: 31 .12.2013

Sub: Annual General Transfer, 2014 in Central Excise & Customs Commissionerates in Kerala Zone – reg.

As all officers and staff are aware a new online payroll application CEPS (Central Excise & Customs Pay Roll System) has been running successfully in Kerala Zone since January 2013. It has been decided to capture personal details of officers/staff for the purpose of AGT-2014 by using this system only. In this regard, each officer is required to obtain an individual username and password from the concerned DDO for accessing the website www.cepsonline.in/mypay for all the details regarding Pay, Income Tax, AGT etc. Username will be the e-mail address supplied by the employee. Password will be generated and e-mailed by the concerned DDO when the employee supplies the e-mail address.

2. Superintendent (Systems) and officers of Computer Section in Hqrs/Divisions and the staff and Administrative Officer (DDO) in Hqrs. /Divisions should co-operate with the individual officers for online filing of AGT proforma and for obtaining username & password of www.cepsonline.in/mypay site.

3. All officers are directed to submit their transfer/retention requests in the revised proforma available in website **www.cepsoline.in/mypay** for considering their cases for Annual General Transfer. Additional/ Joint Commissioners of Calicut/ Trivandrum/ Customs Preventive Commissionerates/ All Divisional Deputy/ Assistant Commissioners/ Range Superintendents/ Section Heads in Divisions and Headquarters Office/ Superintendents in Custom Houses are requested to circulate this letter among the staff working under their charge. The print out of the online filled applications of AGT may be sent through proper channel, along with their specific comments, if any. All officers are directed to compulsorily give their online filled print out of AGT proforma since all representations received till dates have been disposed off. In case the officers do not submit their options, it will be presumed that they are willing to be posted anywhere in Cochin/ Calicut/ Trivandrum/ Customs Preventive Commissionerate.

4. Officers may note that the willingness for Airport/ UB postings given in Part-III of the proforma should also be duly filled in by all officers. ***All officers are further informed that option for AP/UB/ AIU etc. once exercised will be final and will not be allowed to be withdrawn at a later date till next AGT.***

5. Duly filled in proforma should reach this office **latest by 30.01.2014.**

6. **History of Postings of each officer should be signed by Administrative Officer certifying the correctness of data. History of postings received without certification/ signature of Administrative Officers will not be accepted.**

(K C JOHNY)
ADDL.COMMISSIONER

To

As per D.L. 1.

Copy submitted to:

1. The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone, Cochin -18.
2. The Commissioner of Central Excise, Customs & Service Tax, Trivandrum/ Calicut/ Customs Preventive Commissionerates.
3. The Commissioner (Appeals), Cochin.

Copy to:

1. The Additional/ Joint Commissioners of Calicut/ Trivandrum/ Customs Preventive Commissionerates and all Deputy/ Assistant Commissioners in charge of Divisions of Cochin Commissionerate.
2. All General Secretaries of Staff Associations of Central Excise Kerala Zone.
3. Notice Board, Hqrs. Office, Cochin.