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: 30.01.2014

MOST URGENT

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

Please refer to this office letter of even no. dated 31.12.2013 regarding submission of AGT requests for AGT – 2014.

The last date for submission of AGT proforma is **30.01.2014**. It is noticed that a large number of officers have still not submitted their AGT Proforma online. It may be noted that submission of AGT Proforma helps capturing of data on all the officers in the new online payroll application CEPS as communicated in this office letter dated 31.12.2013. It may be noted that the said data capture is in the interest of all officers and the organization. Therefore, it may be noted that the data is required to be uploaded also by officers who are not due for transfer outside the Commissionerates where they are working presently. Hence, all serving officers who have not yet uploaded information online may please take necessary action to do so.

In case of any doubt the officers may contact the following officers for guidelines:-

Name of Officer	Office No.	Mob. No.
Shri Joe Paul Mampilly, Superintendent	0484-2390404-371	9387173075
Shri Arun Kumar A, Inspector	0484-2390404-308	9633693733
Shri Jacob Varughese, Tax Assistant	0484-2390404-341	9747406747

All Group 'A' officers are also requested to update their Data Sheet/AGT Proforma details in the departmental website **www.cepsonline.in/mypay** for preparing various reports and returns.

30/1/14

(P R NAIR)
JOINT COMMISSIONER [P&V]

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.