केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
Email: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No. II/3/30/2015-Estt. Dated: 04.12.2015

Sub: Annual General Transfer, 2016 in Central Excise & Customs Commissionerates in Kerala Zone – reg.

As done in AGT-2015 it has been decided to to capture personal details of officers/staff for the purpose of AGT-2016 by using the CEPSonline system only. In this regard, each officer is required to obtain an individual username and password from the concerned DDO, if not obtained earlier, 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 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. ***All officers are informed that vide Circular No. 01/2014 Systems dated 08.10.2014, it has been informed that from AGT 2015 onwards only those officers who have undergone training in ACES will be considered for posting to Range Offices.***

5. 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.***

6. Duly filled in proforma should reach this office **latest by 01.02.2016.**

7. **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.**

(AMARNATH KESARI)
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, Audit/Trivandrum/ Calicut/ Customs Preventive Commissionerates
3. The Commissioner (Appeals), Cochin

Copy to:

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