भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोच्चिन COCHIN
केन्द्रीय राजस्व भवन CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि I.S. PRESS ROAD, KOCHI-682 018

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

C.No. II/30/16/2016 Estt **Date: 07.12.2016**

Sub: Annual General Transfer, 2017 in Central Excise & Customs Commissionerate in Kerala Zone – reg

In the AGT-2016 the personal details of officers/staff were obtained using the cepsonline system. Hence for AGT 2017, it is decided to follow the same and 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 as and 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 assist the individual officers for online filing of AGT proforma and for obtaining username and 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 Transfers 2017. Additional/ Joint Commissioners of Calicut/ Trivandrum/ Customs Preventive Commissionerate/ 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 2017 to 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 date have been disposed. 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/Audit Commissionerates.

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 the next AGT.***

5. Duly filled in proforma should reach this office **latest by 01.02.2017.**

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

7. Divisional heads should ensure the submission of printouts of the online filed AGT proforma in respect of all officers working under their jurisdiction without fail.

(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**