E-MAIL/FAX/SPEED POST

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 कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
कोच्चि, KOCHI
, 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. IV/16/22/2017-EDP **Date: 21.08.2017**

CIRCULAR

Sub: Mapping of officers to ACES/GST application – reg.

The following directions are issued with respect to the creation/updation of SSO-ID and mapping of officers to GST & ACES application, for urgent necessary action.

1. All officers (Inspector & above) should keep their SSO IDs and ICEGATE mail IDs active.
2. **Activation of SSO-ID:** For activating inactive SSO IDs and ICEGATE mail IDs and for resetting passwords, they may request by email to **saksham.seva@icegate.gov.in** or through toll free no. **1800-266-2232** or **1800-121-4560**. In case any officer has forgotten their SSO Id and/or password, they may contact the SASKSHAM SEVA. No fresh application may be sent for creation of new SSO-Id in such cases.
3. **Creation of new SSO-ID:** Officers for whom SSO IDs have not been created so far may immediately apply for creation of SSO IDs and ICEGATE mail IDs. There is a template (Excel Sheet) for applying for SSO-Id which is available in the Kochi Commissionerate website. Please fill up this template (do not change any column in it) and submit it to their respective Divisional AC/DCs. Officers working in Headquarters office/CC Office/Appeals may submit the filled in application to their respective Section Heads. Divisional AC/DCs and Section Heads may consolidate

these applications in a single template and send it along with scanned copies of Service Book page(s) containing Name, date of birth & date of joining, to email id**:** **cex15sys.ker@nic.in** for onward transmission to saksham seva helpdesk by the ACL Admn.

4. **Designation Change on Promotion:** Officers who are promoted after the issuance of SSO-ID need to update their profile. The procedure is similar to that explained above except for the template and document. The template to be used is 'template for transfer' (available in Kochi Commissionerate website) and document required is scanned copy of promotion. As explained above, Divisional AC/DCs and Section Heads may consolidate these applications in a single template and send it along with scanned copy of order to email id*:* **cex15sys.ker@nic.in** for onward transmission to saksham seva helpdesk by the ACL Admin. Saksham Seva has informed that many of the Officers have not yet updated their designation. This may be done urgently.
5. Divisional Officers/Section heads are directed to mark a copy of relief/joining report to Headquarter computer cell for mapping/unmapping of officers in ACES application. Intimation on Transfer of charge/Addl. Charge also may be given to Headquarter computer cell.
6. The officers having GST application in their login, need to send mapping request from application with copy of their posting order for approval by the ACL admin.

Sd/-

[B. G. Krishnan]
Joint Commissioner
Systems Manager

To

1. **As per DL1 of Kochi Commissionerate, Thiruvanathapuram Zone**
2. **Superintendent(EDP) for uploading on the website**