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, कोच्चि
CENTRAL TAX & CENTRAL EXCISE, KOCHI
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/3/37/2017 Estt **Date: 02.01.2018**

Sub: Annual General Transfer, 2018 in Central Tax and Central Excise Commissionerate in Thiruvananthapuram Zone – reg

In the AGT-2017 the personal details of officers/staff were obtained using the cepsonline system. Hence for AGT 2018, 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, 2018. Additional/ Joint Commissioners of Kozhikode/ Thiruvananthapuram/ Customs (Preventive) Commissionerate/ Audit, Kochi/ 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 2018 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 Kochi/ Kozhikode/ Thiruvananthapuram/ 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 01.02.2018.**

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.

8. All DDOs are requested to send the list of officers, who have completed 2/4/6 years in a station, separately for each cadre.

(AMARNATH KESARI)
JOINT COMMISSIONER [P&V]

To:

As per D.L. 1.

Copy submitted to:

1. **The Chief Commissioner of Central Tax and Central Excise, Thiruvananthapuram Zone, Cochin-682 018.**
2. **The Principal Commissioner of Central Tax and Central Excise, Kochi.**
3. **The Commissioner of Central Tax and Central Excise, Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerates.**
4. **The Commissioner of Central Tax and Central Excise (Appeals), Kochi.**

Copy to:

1. **The Additional/ Joint Commissioners of Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerates.**
2. **All Deputy/ Assistant Commissioners in charge of Divisions of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerates.**
3. **All DDOs of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerates.**
4. **All Section Heads in Headquarters Office, Kochi.**
5. **All General Secretaries of Staff Associations of Central Tax and Central Excise, Thiruvananthapuram Zone.**
6. **Notice Board, Hqrs. Office, Kochi.**