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/7/1/2019 – Estt. Date: 21.01.2019

Sub: Annual General Transfer, 2019 in Central Tax and Central Excise Commissionerate in Thiruvananthapuram Zone – reg

In the AGT-2018 the personal details of officers/staff were obtained using the 'cepsonline' system. Hence for AGT 2019, 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 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 (EDP) 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, 2019. 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/ Supcrintcndcnts in Custom formations are requested to circulate this letter

among the staff working under their charge. The print out of the online filled applications of AGT 2019 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 08.02.2019.**

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.

Rajeswari

(Rajeswari R. Nair)
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, Kochi-682 018.**
2. **The Principal Commissioner of Central Tax and Central Excise, Kochi.**
3. **The Commissioners of Central Tax and Central Excise, Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerates.**
4. **The Commissioner of Central Tax and Central Excise (Appeals), Kochi.**
5. **The Principal ADG, DRI, Zonal Unit, Kochi.**
6. **The Principal ADG, DGGI, Zonal Unit, Kochi**
7. **The Additional Director General, NACIN, 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. {With a request to update the *employee master* with the details of officers under your charge and also to add the details of all officers whose name is not there in '*cepsonline.in/ceps*'. In case of any difficulty you are requested to contact Shri. Sasikumar. T, Inspector (9895886871)}.**
4. **All Section Heads in Headquarters Office, Kochi.**
5. **All General Secretaries of Staff Associations of Central Tax and Central Excise, Thiruvananthapuram Zone.**
6. **The Superintendent,EDP, Hqrs, Kochi (For uploading in website).**
7. **Notice Board, Hqrs. Office, Kochi.**

PROFORMA FOR ANNUAL GENERAL TRANSFER – 2019

COMMISSIONERATE - _____

1.	Name of the officer (in block letters)		
	Employee Code No. -	E-mail ID -	
	Phone	Office -	Personal -
2.	Date of Birth		
3.	Designation		
4.	Formation in which working at present		
5.	Date of Joining in this Department		
6.	Date from which working in the present station in any cadre		
7.	Date from which working in the present formation in any cadre		
8.	Have you undergone ACES/GST Training		Yes/No
9.	Educational Qualification		
10.	(i) Marital Status		
	(ii) If your spouse is employed, give details whether Central Govt./State. Govt./Private etc., and whether the job is transferable, etc		
11.	Permanent Address		
12.	Present Residential Address		

PART – I – INTER COMMISSIONERATE TRANSFER WITHIN ZONE

13.	Are you willing for ICT		Yes/No
14.	Option of Commissionerates in order of preference	1.	
		2.	
		3.	
		4.	
		5.	

PART-II – COMMISSIONERATE STATION POSTING			
15.(a)	If you want a posting to a particular station or retention in the same station, name the station and give reasons		
15.(b)	If it is not possible to accommodate you at the station of your choice, name three other station in order of your preference	1.	
		2.	
		3.	

PART – III OPTION FOR AIRPORT/AIU/ACC (UB) FOR THE YEAR 2019-2020			
16.(a)	Are you willing for posting to Airport/AIU	Trivandrum	Yes/No
		Calicut	Yes/No
		Kannur	Yes/No
16.(b)	Are you willing for posting to UB	Trivandrum	Yes/No
		Calicut	Yes/No
		Kannur	Yes/No

PART – IV OPTION FOR DGGI/ DRI/ NACIN/ LAKSHADWEEP FOR THE YEAR 2019-2020			
17.(a)	Are you willing for posting to DGGSTI on local rotational transfer-cum-loan basis	Thiruvananthapuram	Yes/No
		Kochi	Yes/No
		Kozhikode	Yes/No
17.(b)	Are you willing for posting to DRI on local rotational transfer-cum-loan basis	Thiruvananthapuram	Yes/No
		Kochi	Yes/No
		Kozhikode	Yes/No
17.(c)	Are you willing for posting to NACIN	Yes/No	
17.(d)	Are you willing for posting to Kavarathi, Lakshadweep	Yes/No	

PART V

HISTORY OF POSTING SINCE ENTRY IN THE DEPARTMENT

(SPECIFIC DATE SHOULD BE GIVEN)

S. No.	Designation	Station	Formation/ Section	Date from	Date to
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Declaration by the Employee

1. Certified that the particulars given are true and correct to the best of my knowledge and belief.

2. I hereby express my willingness for posting to Airport/AIU/UB unconditionally and I am fully aware that the option once exercised is final and cannot be withdrawn at a later date.

Place:	Signature:
Date:	Name:

Verification Certificate by Office

Certified that the particulars given in Column 1 to 11 and Part V have been verified and found to be correct.

Signature of Administrative Officer

Forwarding by Controlling Officer

C.No._____ Date -

Space for forwarding officers comments:

Place:	Signature:	
Date:	Name & Designation of the forwarding officer:	