भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
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**

GEXCOM/II/7/1/2020-Estt **Date: 02.03.2021**

ESTABLISHMENT CIRCULAR NO.7/2021

Attention is invited to the following letter received from DGHRD, New Delhi:

Sl. No.	Letter No. and date	Subject
1.	F.No.8/PC/41/AGT-2020/ HRD(HRM-II)/2020 dated 24.02.2021	Annual General Transfer for the year 2021of IRS (C&IT) officers

Copy of the mentioned letter may be downloaded from the website of Kochi commissionerate-www.cenexcisekochi.gov.in for information.

Signed by S Suresh
Date: 03-03-2021 11:17:37
Reason: Approved **[S. Suresh]**
Assistant Commissioner [P&V]

To

1. **All Group A officers in Kochi commissionerate.**
2. **The Superintendent (Systems) - for uploading in website.**
3. **Notice Board, Hqrs Kochi.**

Copy to:

1. **The Additional Commissioner (CCO), Hqrs Kochi, for information.**

Telefax: 011-25710406/ 25717521/25729905
Telephone: 011- 25710483 /25761008
Email I.D:pc.dghrd@nic.in

भारतसरकार/**Government of India**
वित्तमंत्रालय/**Ministry of Finance,**
राजस्वविभाग/**Department of Revenue**
केंद्रीयअप्रत्यक्षकरएवंसीमाशुल्कबोर्ड/**Central Board of Indirect Taxes & Customs**
मानवसंसाधनविकासमहानिदेशालय/**Directorate General of Human Resources Development**
407/8, Deep Shikha, Rajendra Place, New Delhi – 110008

F.No. 8/PC/41/AGT-2020/HRD(HRM-II)/2020 Dated: 24.02.2021

To,

The Pr. Chief Commissioners, CGST &Central Excise/Customs (All),
The Pr. Directors General, Customs, CGST & Central Excise (All),
The Chief Commissioners, CGST &Central Excise/Customs (All),
The Directors General, Customs, CGST &Central Excise (All),
The Pr. Chief Commissioner (AR)/CESTAT,
The Principal Commissioner / Commissioners I/c of Directorates (All),
The Commissioner, Settlement Commission, Chennai/Delhi/Mumbai/Kolkata,
The Commissioner, Authority for Advance Rulings, Delhi,
The Chief Controller of Factories, New Delhi,
The Narcotics Commissioner, Gwalior.

Sir / Madam,

Subject:Annual General Transfer 2021– reg.

All are informed that the Annual General Transfers for the year 2021of IRS (C&IT) officers are likely to be issued as per prescribed timelines. In this connection, extant Transfer/Placement Guidelines, 2018 issued vide F.No. A-22011/07/2018-Ad.II dated 12.04.18, as amended may be referred.

2. Representations for transfer / postings are to be submitted online through the dedicated DGHRD AGT module available on the DGHRD websitewww.dghrdcbic.gov.in for the purpose.A link to the module is also provided on the CBIC websitewww.cbic.gov.in.**It may be noted that all representations, submitted prior to the date of issue of this circular stand disposed.**Further, it may also be noted that officers who have been promoted from Group 'B' to 'A' in December 2020, and have already submitted representations in anticipation of their placements as Assistant Commissioners, should not submit representation again, since they are being separately considered by the Placement Committee.

3. **The AGT OnlineModule will be open from Monday, 01.03.2021 midnight onwards till Friday, 19.03.2021.**The SOP to fill up the representations online is enclosed at **ANNEXURE 'A'** to this letter. Officers due for transfer as per the Transfer/Placement Guidelines or requesting for transfer on personal grounds may indicate their options for transfer on the AGT Module. The Officers should indicate only the names of the Stations(s) and not specific Zones/postings. Board may also exercise its right to refer medical ground cases to a Medical Board for verification of the grounds given. The officers seeking retention in the present Station of posting on the ground of their children studying in Class X / XII during academic session 2021-2022 should furnish the legible copy of identity card of school going child with their representation, failing which their applications shall not be processed.

4. The list of officers of all grades, due for transfer/ rotation for AGT-2021 as per Transfer Placement Guidelines, 2018, as amended, shall be displayed as per procedure, on CBIC and DGHRD websites. A weekly list of representations received in DGHRD will be uploaded every Friday on DGHRD/CBIC websites and the final list on 22.03.2021, to confirm the receipt ofthe applications through the AGT Module. No cognizance shall be taken of representations received after the last date of receipt of options/ representations for AGT 2021.

5. Board has also directed that no transfer/rotation orders (LRs) involving change of station should be issued by the Pr.Chief Commissioners/Chief Commissioners in their respective jurisdictions from the date of this circular till the completion of AGT-2021 exercise. However, in case of exceptional circumstances such Local Rotation (LR) orders may be issued by the Pr.Chief Commissioners/Chief Commissioners/Cadre Controlling Commissioners with the prior approval of the Board.

6. Attention is also invited to Board's Office Memorandum dated 20.06.2014 issued from F.No. C.50/54/2014-Ad.II regarding bringing other outside influence in respect of service matters. Rule 20 of the Central Civil Services (Conduct) Rules, 1964 states "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government". Accordingly, Board has directed that provisions of the above rule are strictly adhered and no outside influence is brought for posting/transfer, which otherwise will be viewed seriously.

7. The contents of this letter may be brought to the notice of all concerned.

सी०जी०एच०आर०डी०
प्रेषक.....
क्रम सं. 7974 to 8039
दिनांक....24/02/2021

Yours faithfully,

24.02.2021

(Neeta Lall Butalia)
Director General (HRD)

Enclosed: a/a: ANNEXURE 'A'

Copy to:

1. The Member (Admn.), CBIC, North Block, New Delhi – for kind information.
2. The Commissioner (Coord./Admn.), CBIC, North Block, New Delhi – for information and with the request to circulate this circular among all concerned officers working in the different sections of Administrative Wing of CBIC.
3. The Webmaster, CBIC – with a request to upload this circular alongwith its enclosures on the CBIC website.

24.02.2024

(Neeta Lall Butalia)
Director General (HRD)

डी०जी०एच०आर०डी०
प्रेषक.....
क्रम सं०.....8040 to 8049
दिनांक.....24/02/2024

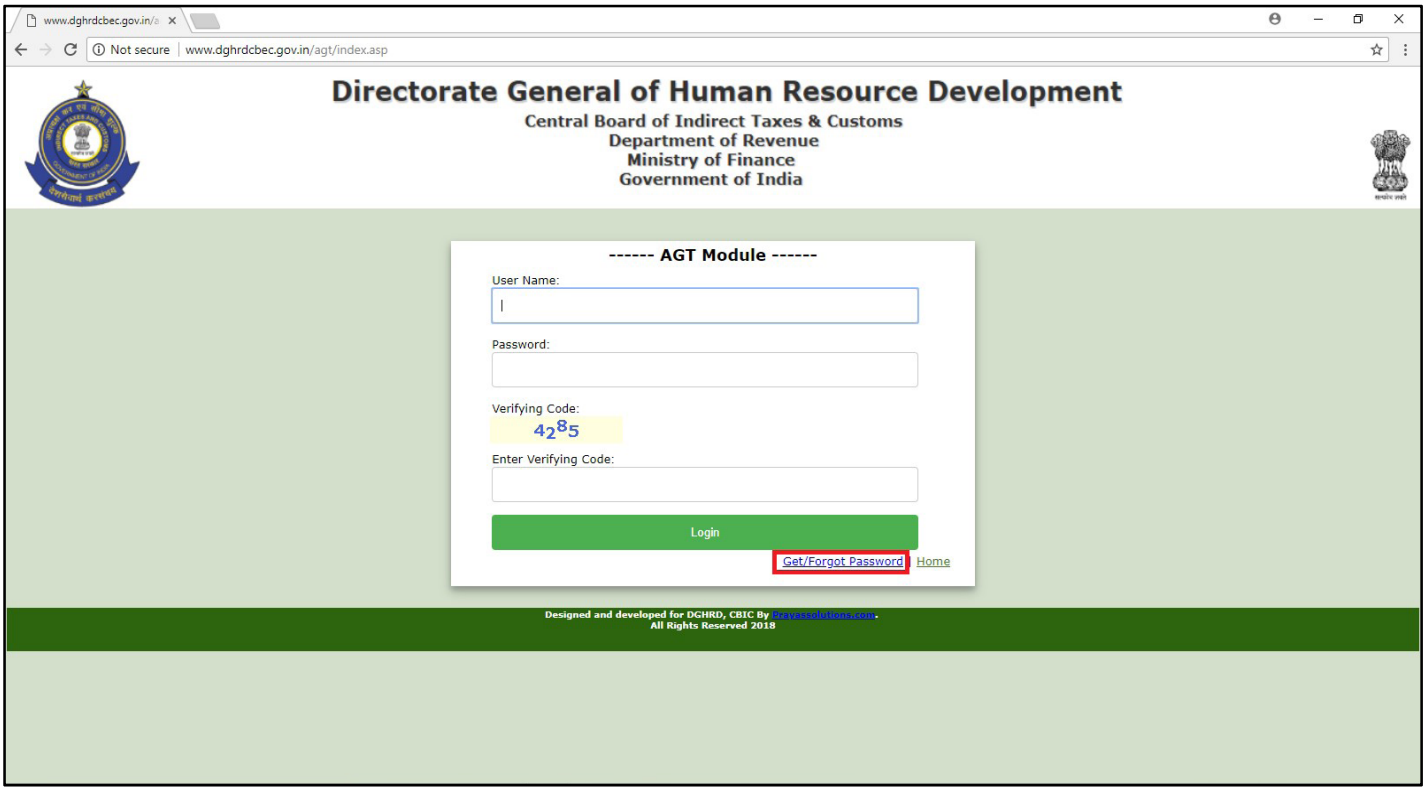
प्रेषित

Annexure-A

HOW TO USE ONLINE AGT MODULE
STEP BY STEP PROCESS

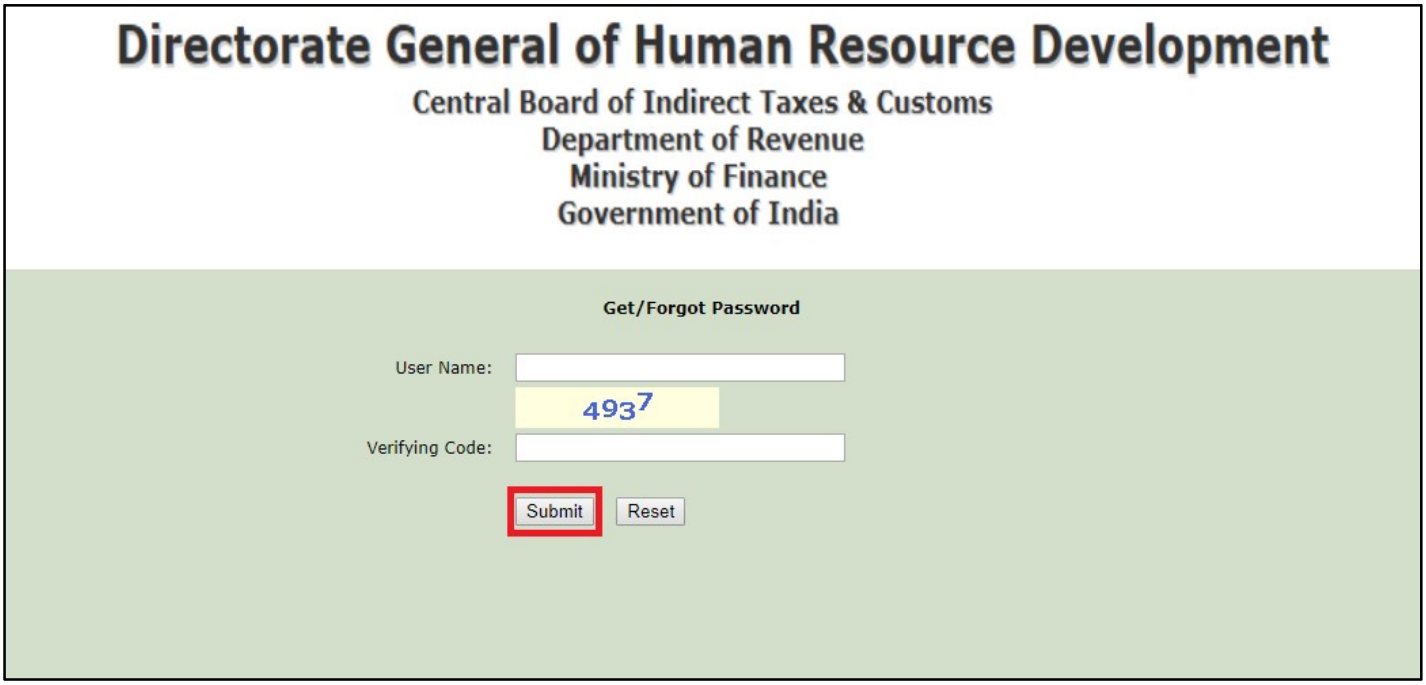
1. **For the first time login, go to the link www.dghrdcbic.gov.in/agt/index.asp and login with the username as your e-mail ID used for 'SPARROW' module. Then click 'Get/Forgot Password' to generate password.**

IMAGE 1



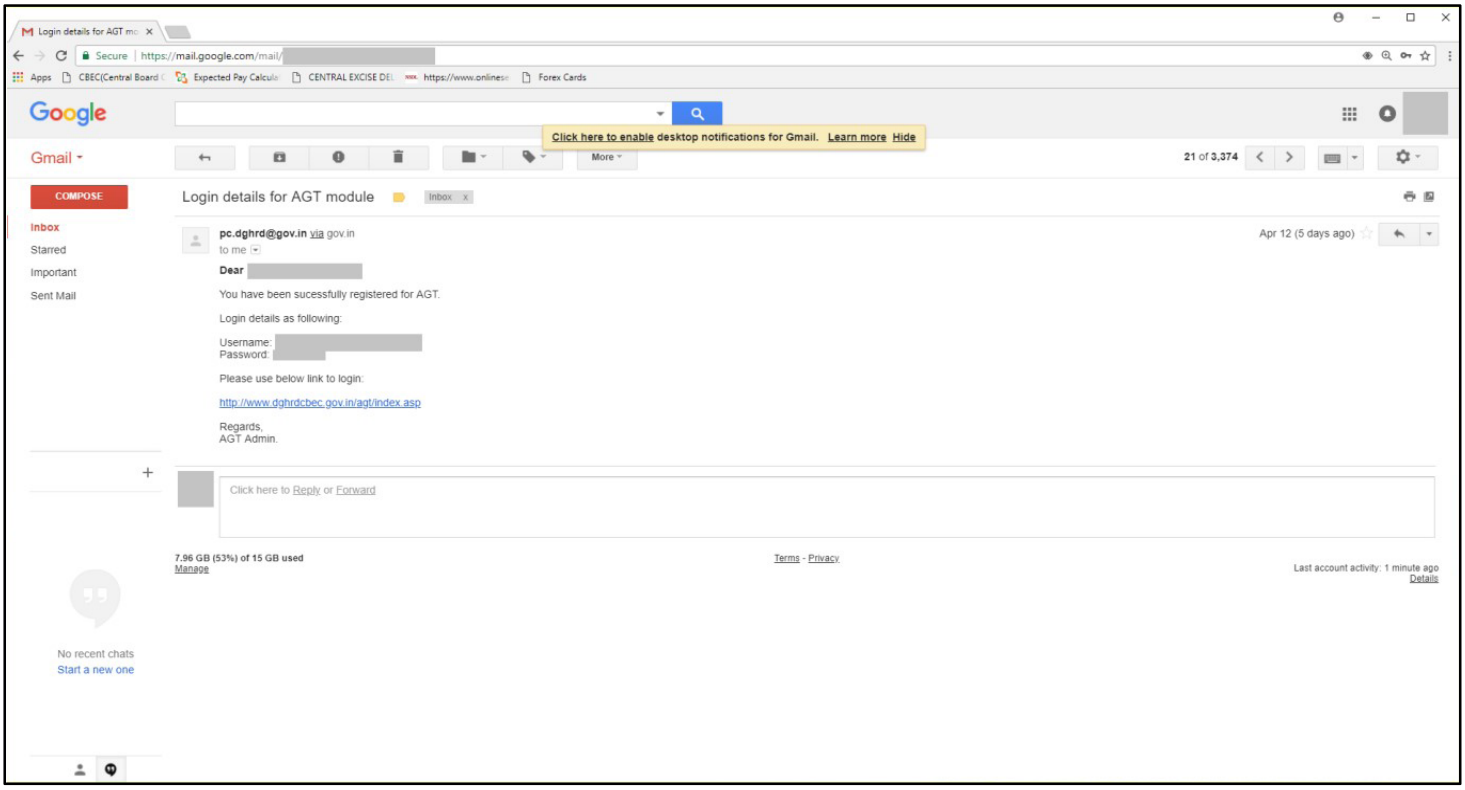
2. **Here you can generate password by entering User Name (your e-mail ID used for 'SPARROW' module) for Online AGT Module.**

IMAGE 2



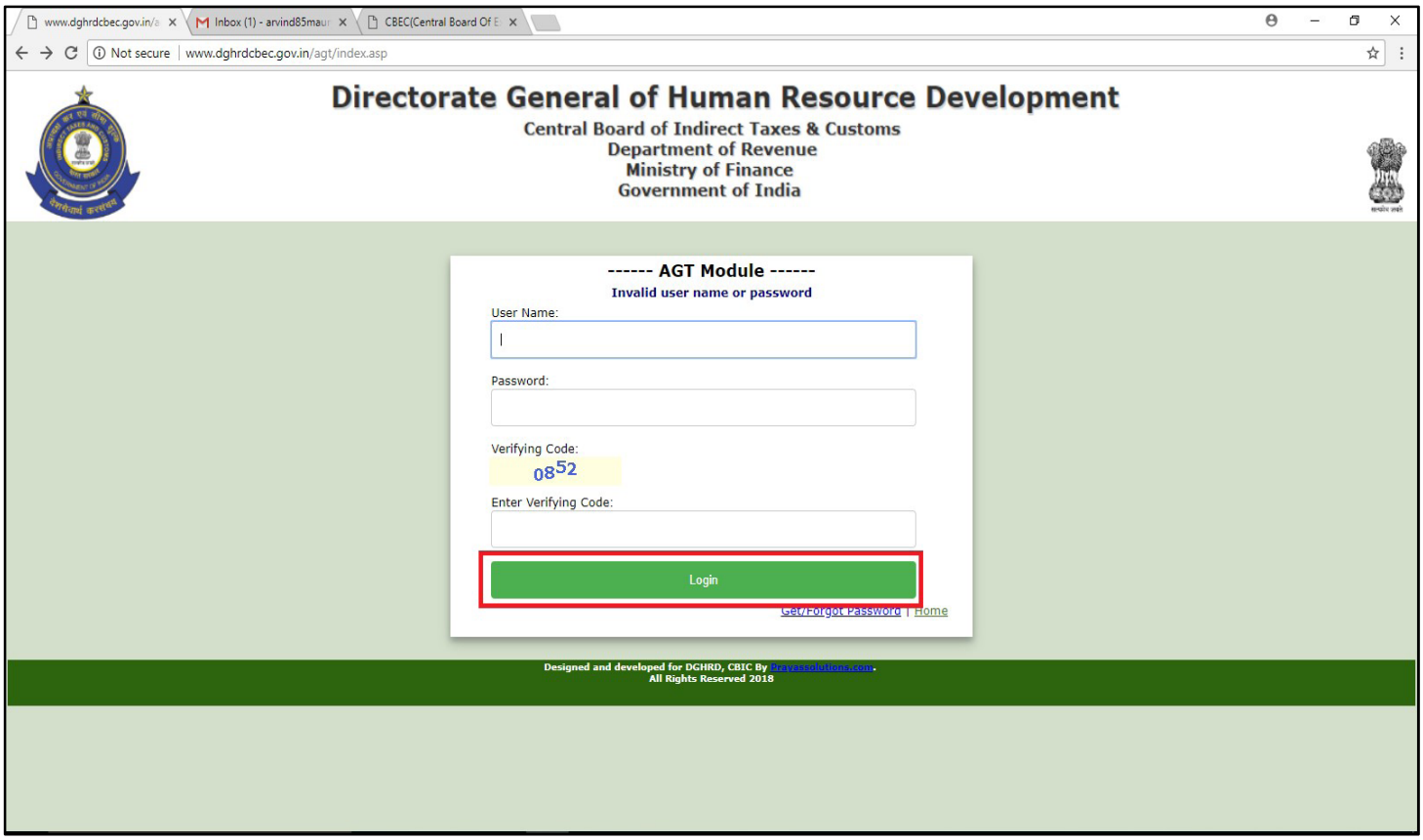
3. **After clicking on 'Submit' button (see the Image 2) after filling all details, you will receive one time password on your e-mail (your e-mail ID used for 'SPARROW' module).**

IMAGE 3



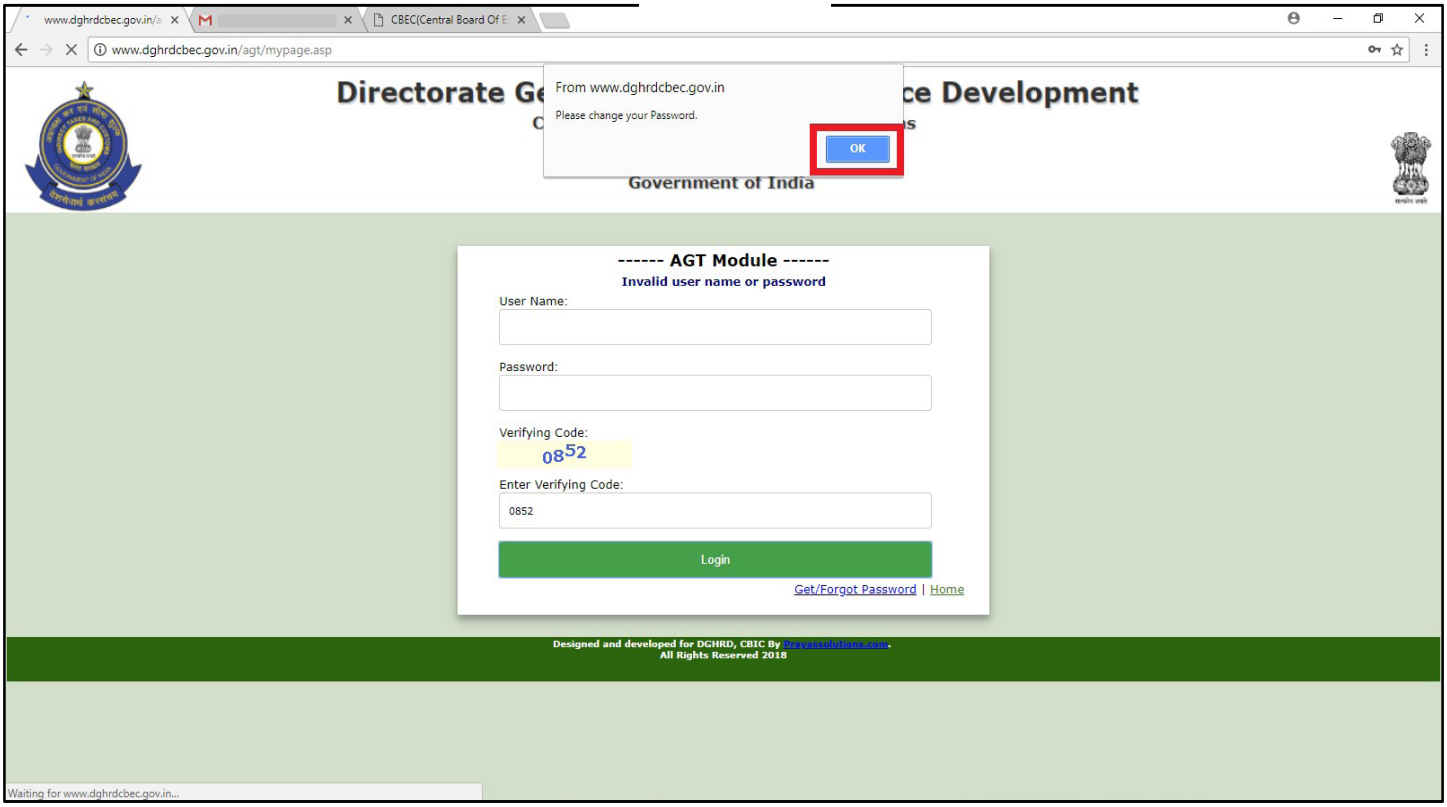
4. **Now enter 'User Name' & 'Password' you received on e-mail. Enter 'Verifying Code' and click on 'Login'.**

IMAGE 4



5. **After clicking 'Login' you will be prompted to 'Please change your password'. Click 'Ok' and then proceed to set your new password.**

IMAGE 5.1



In the next window you can set your new password

IMAGE 5.2



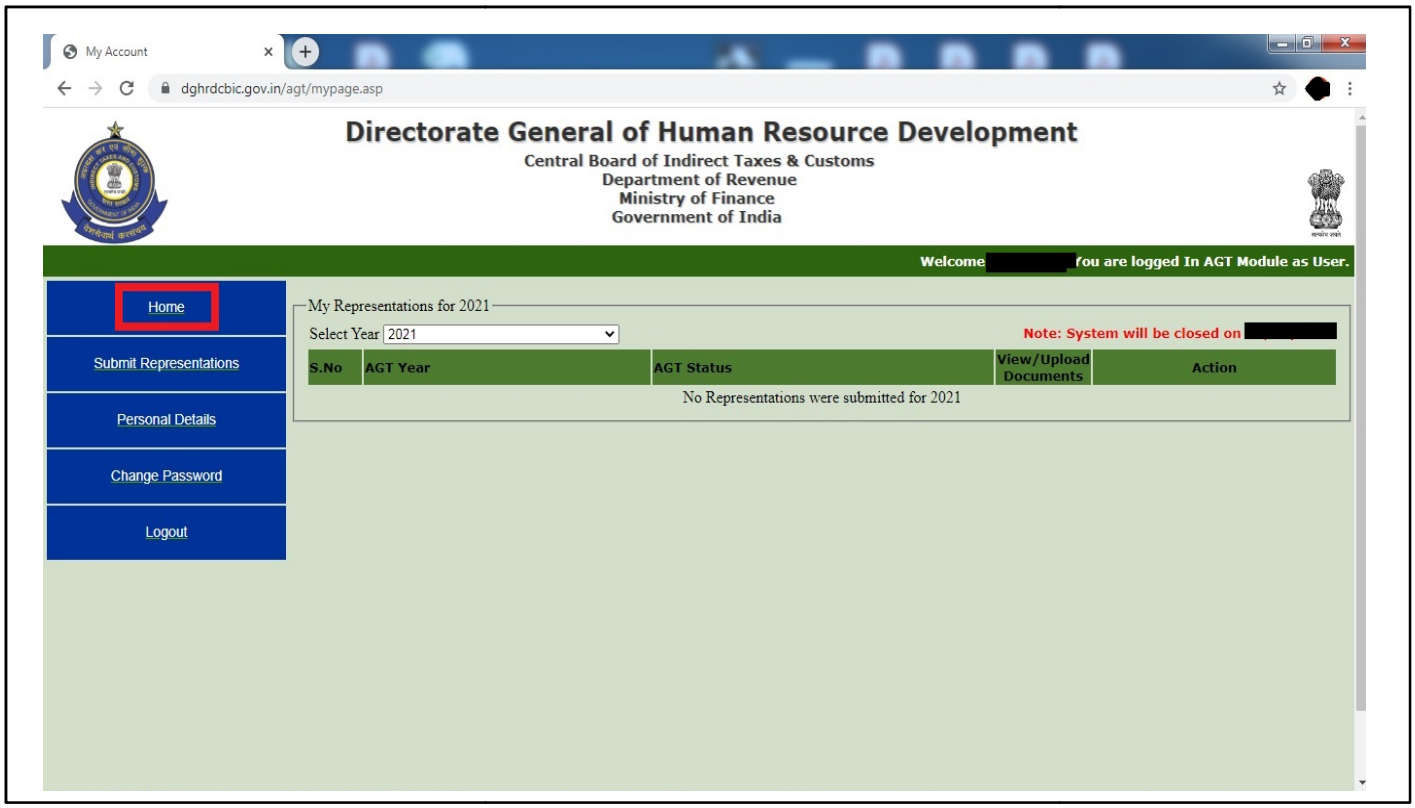
Points to remember while setting password:-

IMAGE 5.3

Password must be at least 8 characters long
Password must not begin with a number
Password must have 3 out of the following 4 characteristics:
At least one upper case letter (A-Z)
At least one lower case letter (a-z)
At least one number (0-9)
At least one of the following symbols: hyphen (-), underscore (_), dollar ($), pound/hash (#)

6. **Once you have changed your password click Home Tab (refer Image 5.2) to go to your home page.**

IMAGE 6



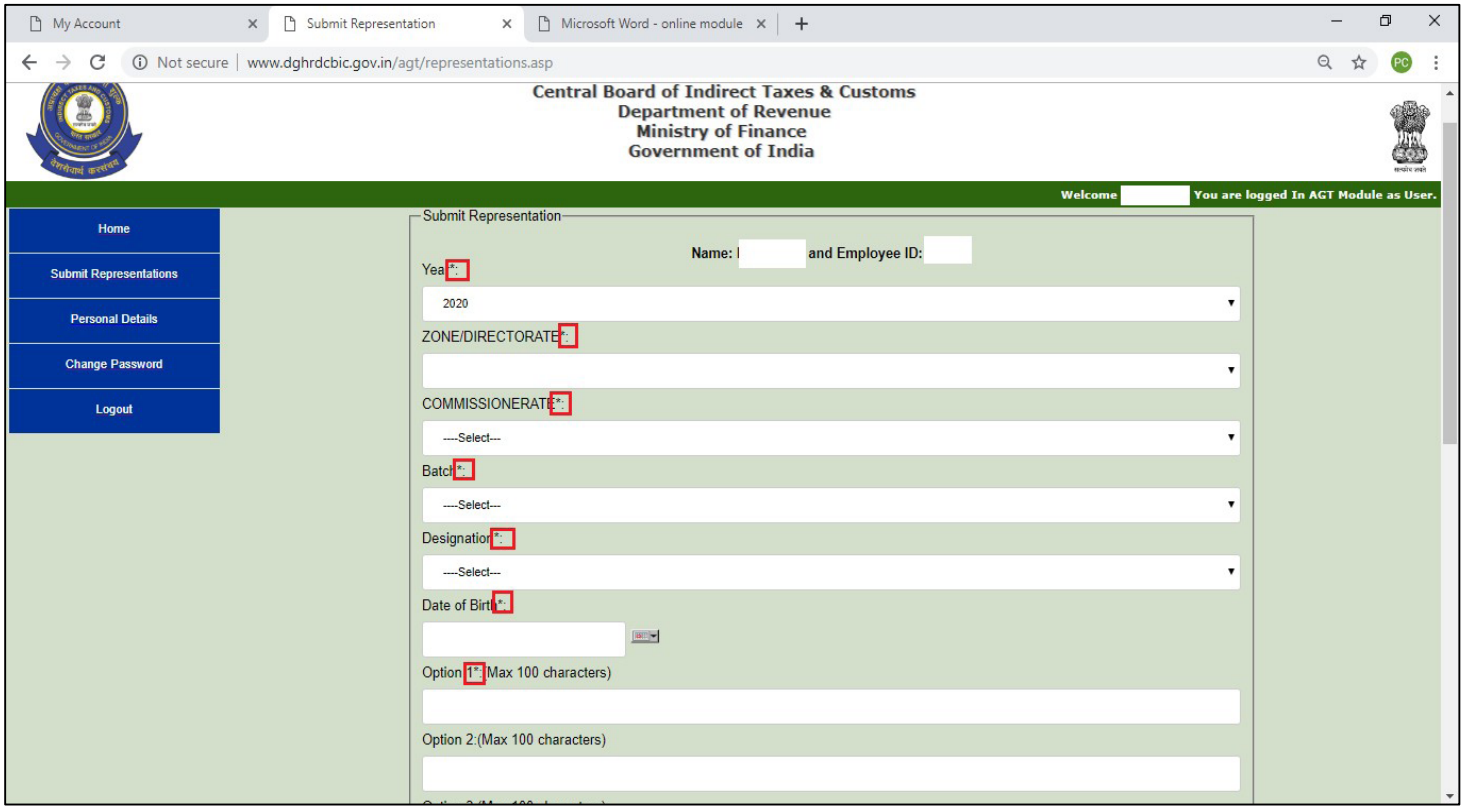
7. **For submitting your representation click on Submit Representations tab:**

IMAGE 7



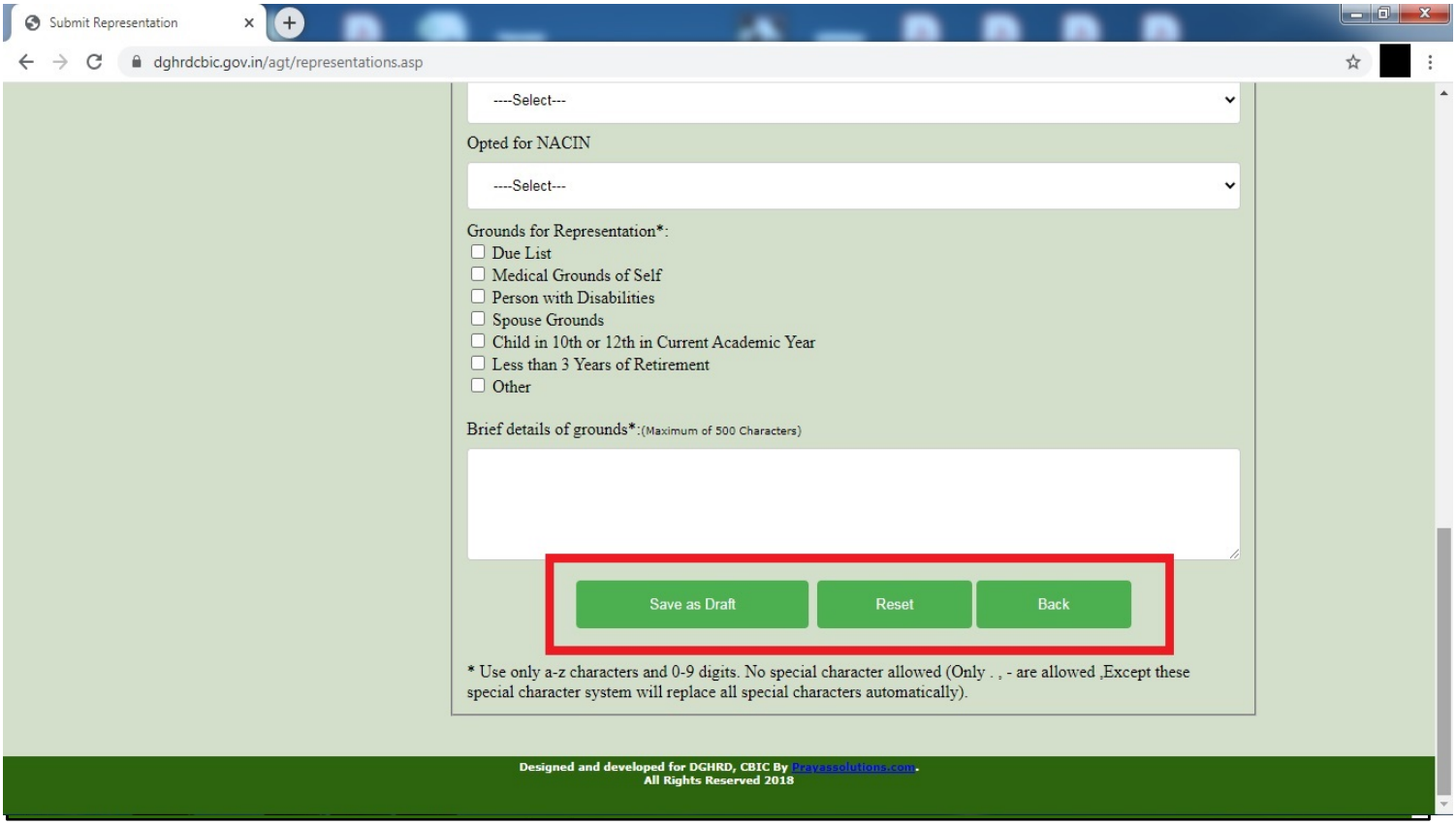
8.1 Fill all the relevant details in the fields provided. Please note that the fields marked with asterisk (*) are mandatory.

IMAGE 8.1



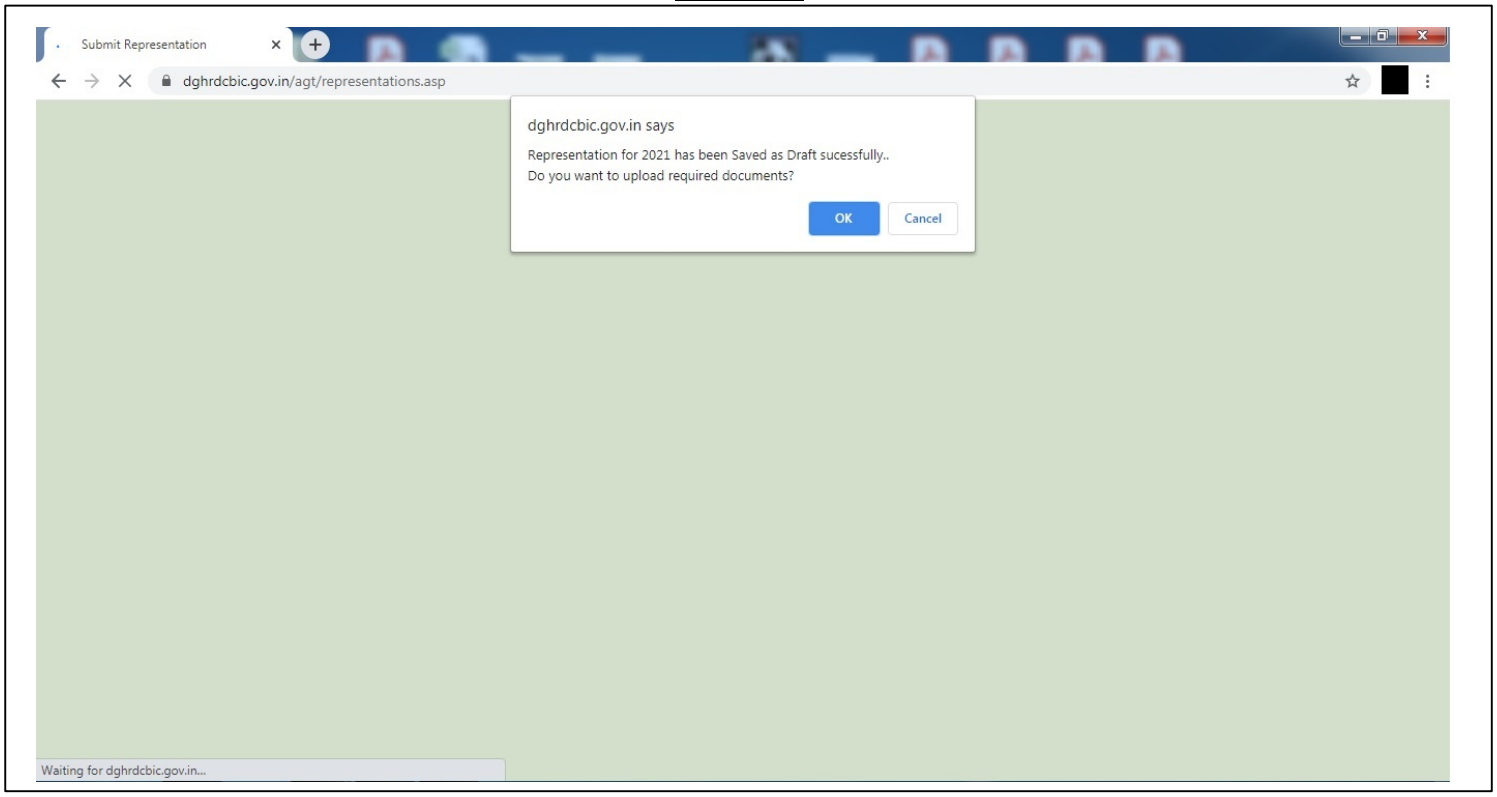
8.2 You will have Three options at the bottom of this form:

IMAGE 8.2



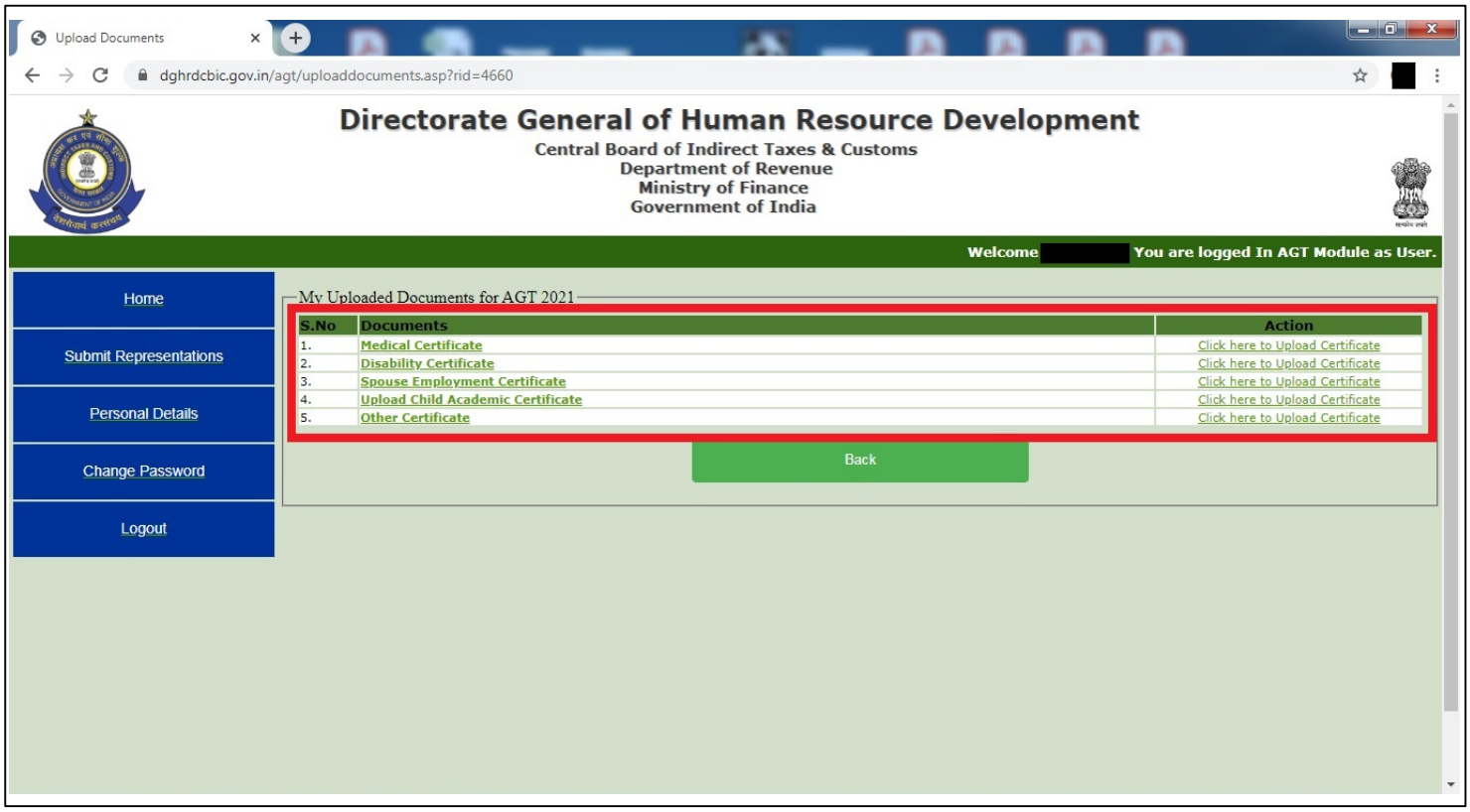
9.1 <u>Save as draft:</u> You can save your representation for review and later submission.

<u>IMAGE 9.1</u>



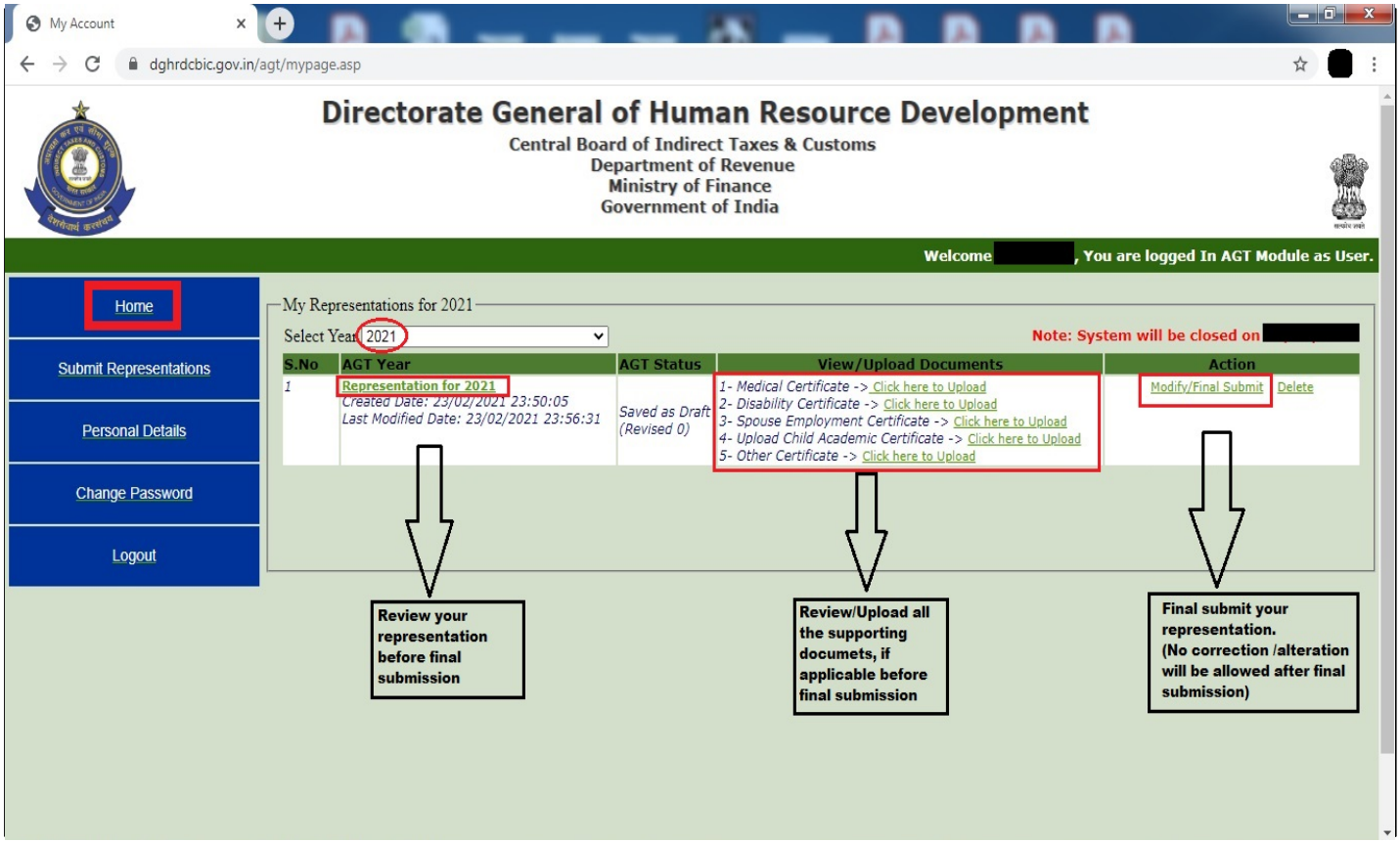
9.2 After clicking on "Save as Draft" you will be prompted to upload relevant documents. After clicking on 'Ok' (refer Image 9.1), you can upload supporting documents, if any. You can also upload supporting documents any time before final submission of your representation. Maximum 200 kb of documents can be uploaded in each category.

<u>IMAGE 9.2</u>



9.3 Final Submit: You can modify your representation, if required, by clicking on "Modify" button and required to click on "Final Submit" button for submitting your representation to DGHRD before predefined Closing Date of AGT Module. Once you click "Final Submit" button your representation will be directly incorporated in the database maintained by DGHRD. Please make sure to submit your representation before "Closing Date".

IMAGE 9.3



ONLINE AGT MODULE – HELPLINE

IN CASE OF ANY DIFFICULTY IN ACCESSING THE AGT MODULE, YOU MAY E-MAIL AT PC.DGHRD@NIC.IN