



**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**  
**आयुक्त का कार्यालय**  
**OFFICE OF THE COMMISSIONER**  
**केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क**  
**CENTRAL TAX & CENTRAL EXCISE**  
**केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING**  
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**GEXCOM/II/(3)/15/2022-ESTT**

**Dated: 22.04.2022**

**CIRCULAR**

**Sub: Updation of data in eSevanidhi App by the officers under Thiruvananthapuram Zone – reg.**

For processing the applications for Annual General Transfer, 2022 and creation of database of officers, it has been decided to use eSevanidhi App (esevanidhi.in/login) for collection of data in respect of officers working under the Zone. For logging in to the application, the officer can use his PAN as his username and default password as 'cca'. It is necessary for the officers to change their password using the 'Change Password' option available in the top right drop down menu of the login screen.

- 2** Since the personal data and history of postings of officers have been migrated from the data available with the Department, all officers are requested to verify their personal data and history of postings and made necessary changes, wherever needed.
- 3** In the Officer module in the home screen of the application, the following drop down modules are available

**(i) Officer**

The 'Edit Officer' button can be clicked for editing/entering the data. The full name of the officer will be appearing in the 'First Name' field. This has to be edited and the last name has to be put in the 'Last Name' field. Out of the remaining fields, the following are mandatory.

- Mobile Number
- Designation
- Zone
- Commissionerate
- Division
- Range
- Category
- Cadre
- Home Town

The remaining fields are non-mandatory.

**(ii) Personal**

The 'Edit Personal' button can be clicked for entering the marital status and employment details of spouse.

**(iii) Posting**

History of Posting has been migrated from the old data available with the department. The officers have to verify each entry for their correctness and the details can be edited using the 'Edit' button available on the right hand side of each row. The fields viz. Station, Designation, From date, To date, Cadre, Zone, Commissionerate, Division and Range can be edited by the officer. The details of new postings can be added using the 'Add Posting' button. The name 'Migrated' may be appearing in some fields which has not taken data from the old database and the same is to be changed with the correct names as applicable.

**(iv) Training**

The details of trainings attended can be added using the 'Add Training' button.

**(v) Promotion**

The details of promotions can be added using the 'Add Promotion' button.

**(vi) Awards**

The details of awards received can be added using the 'Add Award' button.

**(vii) Education**

The details of education qualifications can be added using the 'Add Education' button.

**After updation/addition of data, the officer should thoroughly verify the entire data for its correctness.**

- 4 After editing and updating the data, the same may be submitted for verification to the Verification Officer who will be the Administrative officer of the concerned Division/Headquarters. For submitting the data for verification, the officer has to go to the 'AGT' module and select 'Message' in drop down. Click on 'Add Message' button, select the concerned verification officer from the drop down menu, type a message requesting for verification and 'Save' the same.
- 5 The Administrative Officers will have to login using their login credentials and the verification requests received can be seen in the 'Verification' drop down module of 'CCA' module. The requests received should be verified with the data in the service book of the officer for its veracity and submit the data to CCA through the concerned Forwarding Officer. If the officer from whom the request has been received is not under his charge, the request can be returned back to the officer.
- 6 The Forwarding Officers will be the Deputy/Assistant Commissioner of the respective Division/Headquarters. The Forwarding Officer will have to login using their login credentials and the requests received can be seen in the 'Forward' drop down module of 'CCA' module. On agreeing with the

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verification, the forwarding officer shall forward the data in respect of the officers under his charge to the CCA. If the officer from whom the request has been received is not under his charge, the request can be returned back to the officer. **The submission of personal data and history of postings should be completed latest by 29.04.2022.**

- 7 After completion of this verification process, the Annual General Transfer module will be activated for the officers for online filing of AGT proforma.
- 8 The officers and staff of Establishment/Systems Sections can be contacted by the officers for seeking support, if needed, for updation of personal data and history of postings.

**(P. Senthil Kumar)**  
**Joint Commissioner [P&V]**

Copy submitted to:

1. **The Chief Commissioner of Central Tax and Central Excise, Thiruvananthapuram Zone**
2. **The Commissioner of Central Tax and Central Excise, Kochi/ Thiruvananthapuram/Kozhikode/Audit, Kochi /Appeals, Kochi/ Customs (Preventive) Commissionerate**
3. **The Principal ADG/ADG, DRI Zonal Unit, Kochi/DGGI Zonal Unit, Kochi/NACIN, Kochi.**

Copy to:

1. **The Additional/ Joint Commissioners of Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive)/Appeals, Kochi Commissionerate**
2. **The Deputy/ Assistant Commissioners in charge of Divisions of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerate**
3. **All DDOs of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerate**
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, Systems, Hqrs, Kochi (For uploading in website).**
7. **Notice Board, Hqrs. Office, Kochi**