I/1669079/2024

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)/2/2024-ESTT

CIRCULAR

Sub: AGT 2024 - Updation of data in eSevanidhi Application by the officers under Thiruvananthapuram Zone – reg.

All the officers of Group B and Group C cadres working under Thiruvananthapuram Zone are requested to update their personal data and history of postings in eSevanidhi Application (esevanidhi.in/login) immediately. For logging in to the application, the officer can use his PAN as his username and the password created earlier. For newly registered officers, the default password is '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 were requested to verify their personal data and history of postings during the time of AGT 2022 and make necessary changes, wherever needed. However, while processing the applications for AGT 2023, it was noticed that a few officers had not updated their data properly. Hence all the officers are requested to go through

I/1669079/2024

their personal data and history of postings and update the same properly. In the fields where 'Migrated' is shown, correct data must be entered from the drop down menus available. The details of different drop down menus under the 'Officer' module are given in the Annexure to this circular. **After updation/addition of data, the officer should thoroughly verify the entire data for its correctness.**

3   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. If the name of the Administrative Officer is not available in the drop down menu, the matter may be intimated to the Establishment Section of Kochi Commissionerate for updating the same .

4   The Administrative Officers will have to login using their login credentials and the verification requests received can be seen in the 'Verification' drop down menu of 'CCA' module. The requests received should be verified with the data in the service book of the officer for its veracity. If the officer from whom the request has been received is not under his/her charge or the same has not been properly updated, the request can be returned back to the officer. All the Administrative Officers are requested to get their details as well as the forwarding officer (Deputy/Assistant Commissioner of the concerned division/ headquarter) details updated in the verification/forwarding modules.

5   **The submission/verification of personal data and history of postings should be completed latest by 25.01.2024.**

6   After completion of this verification process, the Annual General Transfer module will be activated for the officers for online filing of AGT proforma.

I/1669079/2024

7   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.

8   Submitting false/wrong/incomplete data will be viewed seriously. Due diligence may be exercised by the officers in updation of data and the administrative officers while verification of the data.

(Rani C R)
Additional Commisioner [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/Appeals/ 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. **Hindi Cell (for Hindi version)**
8. **Notice Board, Hqrs. Office, Kochi.**

I/1669079/2024

ANNEXURE

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 'First Name' field and the 'Last Name' field are mandatory fields. 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.

I/1669079/2024

(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.