



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

Dated: .02.2024

CIRCULAR

Sub: Annual General Transfer (AGT), 2024 in Central Tax and Central Excise Commissionerates in Thiruvananthapuram Zone – reg.

In continuation to this office Circular dated 10.01.2024 regarding updation of data in eSevanidhi App, the following instructions are issued for submission of options by the officers for consideration in Annual General Transfer 2024.

- The Annual General Transfer module has been activated in eSevanidhi App for the officers for online filling of AGT proforma. All officers are directed to submit their transfer/retention requests in the proforma which has made available in website '<http://esevanidhi.in>' for considering their cases in Annual General Transfer, 2024. After logging in to eSevanidhi application, the officer can access the AGT application from the AGT module available in the home screen. In the AGT module, the following drop down modules are available

(i) AGT

The representation for consideration in AGT 2024 can be given by the officers in this drop down module. After clicking on 'AGT', 'Add application' has to be selected to get access to the AGT proforma. Here the officers can give the following preferences:

- Option for Commissionerates, if willing for ICT
- Retention at the present station or option for other stations
- Reason for retention/request for specific station. Medical issues, if any, can be given here
- Option for location of Airports
- Whether worked in Airport/UB/ACC(I&E) previously
- Willingness for DGGI formations
- Willingness for DRI formations
- Willingness for NACIN Kochi
- Willingness for posting to Kavaratti Range, Lakshadweep UT

(ii) Past Applications

Here the officers can view their past AGT applications.

(iii) Submit Application

The officers can save the AGT application and make edit in the same. Once application is submitted, no edit can be made. After submit, the application automatically goes for verification.

- 3** All officers are directed to compulsorily give their request online since all representations received till date has been disposed of. **In case of officers who do not submit the transfer proforma, it will be presumed that they are willing to be posted anywhere under the jurisdiction of Thiruvananthapuram Zone.**
- 4** The options given in the transfer proforma will be taken into consideration while issuing the transfer orders. If officers are not

choosing their options, it will be presumed that they can be considered for posting as per the availability of vacancies.

- 5 After verification, the Administrative Officer has to submit the application to the Forwarding Officer. The Forwarding Officer will be the Deputy/Assistant Commissioner of the respective Division/Headquarters who in turn shall forward the application to the CCA. While forwarding the application, the forwarding officer will have to certify the authenticity of claim by officers for retention/non-willingness for Airport postings on medical grounds, if mentioned by the officer. **The last date for receipt of the AGT representations by CCA is 23.02.2024.**
- 6 For resolution of doubts and clarification on the usage of the application, Shri. Tojo Davis, Superintendent (Admin), Headquarters, Kochi (Mob: 9447002124) can be contacted.

(T G Venkatesh)
Commissioner

Copy submitted to:

1. **The Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvananthapuram Zone**
2. **The Commissioner of Central Tax, Central Excise & Customs, Thiruvananthapuram/Kozhikode/Audit, Kochi /Appeals, Kochi/ Customs (Preventive) Commissionerate**
3. **The Additional Director General, 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**

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- 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.**