



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER
केंद्रीय कर और केंद्रीय उत्पाद शुल्क CENTRAL TAX AND CENTRAL EXCISE
कोच्चि आयुक्तालय KOCHI COMMISSIONERATE

सी.आर. बिल्डिंग, आई.एस. प्रेस रोड, कोच्चि C.R. BUILDING, I.S. PRESS ROAD, KOCHI – 682 018

E-mail:- cexcochi@nic.in

Phone: 0484-2390404

GEXCOM/II/(3)/2/2026-Estt

Date: As e-signed

REMINDER – I
(CIRCULAR Dt. 17.02.2026)

Sub: Annual General Transfer (AGT), 2026 in Central Tax and Central Excise Commissionerates in Thiruvananthapuram Zone – Data regarding non-compliance - reg.

Please refer to this office Circular dated 17.02.2026 regarding activation of Annual General Transfer (AGT) 2026 proforma in e-Sevanidhi portal. As per the Circular, the last date for submission of options/requests is 10.03.2026.

2. The status of submission of AGT applications as per the portal as on 04.03.2026 is as follows:

Sl No	Status	No of applications
1.	Total Applications	448
2.	Fully Filed	8
3.	Verification pending	95
4.	Forwarding pending	161
5.	Draft	184

3. It is reiterated that if **officers do not submit the AGT application within stipulated time on the portal, it will be presumed that they are willing to be posted anywhere under the jurisdiction of Thiruvananthapuram Zone.**

4. All the Forwarding Officers and Verification Officers are requested to ensure that the officers under their charge have filed their AGT application.

5. All officers are requested to verify the status of their application in 'AGT > Message' module and check whether the status is 'Draft', 'Submitted', 'Verified' or 'Forwarded'. It is seen that a total number of 184 applications are lying in the 'Draft' mode as on 04.03.2026. The actions warranted in respect of the pending applications are as follows:

Status	Action
Draft	Officers have filled the AGT proforma and saved as draft, but the same has not been submitted to the verification officer. In such cases, the officer has to open the draft application, change the 'Status' from 'Draft' to 'Submit' and save the same immediately.
Submitted	The application has been submitted by the officer, but it has not been verified and forwarded.
Verified	The application has been verified by the Verification Officer and is pending with the Forwarding Officer.
Forwarded	The application has reached the CCA and no action is warranted.

6. For resolution of doubts and clarification on the usage of the application, Shri. Tojo Davis, Superintendent (Establishment), Headquarters, Kochi (Mob: 9447002124) can be contacted.

7. No further extension will be given to the last date i.e. 10.03.2026 for submission of request

7. This issues with the approval of the competent authority.

[Dr. Farah Zachariah]
Joint Commissioner [P&V]

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**
- 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.**