

		<p>Phone No. 28335061/28335062 Fax No. 044-28331113 Email id : cca.estt.section@gmail.com</p>
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**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF
GST & CENTRAL EXCISE, TAMILNADU & PUDUCHERRY
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034**

C.No.II/03/18/2018-CCA-Estt.

Dated: 1 /05/2018

TIME BOUND - LAST DATE 10TH MAY, 2018

To

The Pr. Commissioner / Commissioner of GST & Central Excise,
Puducherry / Chennai North/ South/ Outer/
Coimbatore/ Trichy / Madurai /Salem/
Audit Chennai-I / II /Coimbatore/
Appeals Chennai-I / II /Coimbatore.

Sir/ Madam,

Sub: Annual General Transfers 2018 - Reg

Please find *enclosed* a copy of DGHRD Letter F.No.8/PC/03/AGT-2018/HRD (HRM-II)/2018 dated 27th April, 2018 on the above subject, for information and necessary action (*also available at cbec.gov.in website*).

2. This year, DGHRD has developed a module for online submission of representations by Officers for AGT. The AGT Module is available on www.dghrdcbec.gov.in and link to this is also provided in www.cbec.gov.in. once the officers finally submit the representation online, it will be directly incorporated in the database maintained by DGHRD. This *online Module will be open for a limited period from 27.04.2018 to 15.05.2018 midnight*. Officers are also required to submit through proper channel signed copy of the printout of their applications to their respective CC for forwarding the same to DGHRD.

3. Officers who are due for transfer as per the Transfer/Placement Guidelines of IRS (C & CE) officers issued vide F. No. A-22011/07/2018-Ad.II dated 12.04.2018, as amended, by the CBIC or requesting for transfer on personal grounds may indicate their options for transfer on the AGT Module itself. All earlier representations received in DGHRD stand disposed off.

..... 2/-

4. The Officer should indicate only the name of the Station (s) and not specific Zones/Postings. Officers requesting transfer on compassionate grounds (Para 11 of Transfer/Placement Guidelines, 2018) & those seeking retention on the ground of their children studying in class X/ XII during academic year 2018-19 must provide documentary evidence to support their representation.
5. 'Due List' for AGT-2018 of all grades of IRS (C&CE) Officers, as per the new Transfer Placement Guidelines, 2018 shall be displayed by CBIC and DGHRD website.
6. The Officers who were transferred /retained till AGT 2018 vide Board's Office Order may also be requested to submit their representations/options for posting during AGT 2018.
7. It is requested that the above reference may please be circulated to all the Group "A" Officers working under your charge. DGHRD has stated that representations received after 22.05.2018 will not be entertained. Hence, the representations may please be sent to this Office (in duplicate) on or before 10.05.2018 in a single bunch (by a special messenger) (also scanned copy to be mailed to : cca.estt.section@gmail.com) so as to enable this Office to consolidate the data and send the same to DGHRD with the recommendation of the Principal Chief Commissioner well before the due date. If no options are received a 'NIL' report may please be furnished. Representations received after 10.05.2018 will not be entertained.

Yours faithfully,

Encl: As above.


(MANASA GANGOTRI KATA)
JOINT COMMISSIONER

Copy to

1. PS to Principal Chief Commissioner of GST & Central Excise, Chennai
2. Superintendent (Computers), Chennai, ^{NORTH} for uploading in the Zonal website.



भारत सरकार/Government of India

वित्त मंत्रालय/Ministry of Finance,

राजस्व विभाग/Department of Revenue

केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड/Central Board of Indirect Taxes & Customs

मानव संसाधन विकास महानिदेशालय/Directorate General of Human Resources Development

407/8, Deep Shikha, Rajendra Place, New Delhi – 110008

F.No. 8/PC/03/AGT-2018/HRD(HRM-II)/2018

Dated: 27th April, 2018

To,

The Pr. Chief Commissioners, GST & Central Excise/Customs (All),
The Pr. Directors General, Customs, GST & Central Excise (All),
The Chief Commissioners, GST & Central Excise/Customs (All),
The Directors General, Customs, GST & Central Excise (All),
The 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 2018– reg

New Transfer/Placement Guidelines, 2018, as amended, has been placed on the CBIC & DGHRD websites. The Board has directed that the process of securing options for Annual General Transfers of IRS (C&CE) Officers in 2018 is to be completed in a time bound manner. The transfers would be based on criteria laid down in the new Transfer/ Placement Guidelines of IRS (C&CE) officers issued vide F.No. A-22011/07/2018-Ad.II dated 12.04.2018, as amended, by the CBIC.

2. This year, DGHRD has developed a module for online submission of representations by officers for AGT. The AGT Module is available on www.dghrdcbec.gov.in and link to this is also provided in www.cbec.gov.in. The user id for this online module will be the email id of officers used for 'SPARROW'. For example, if the email is kumar333@gov.in then user id will be kumar333@gov.in. After login, officers can generate password themselves by clicking 'Get/Forgot Password'. Once the officers finally submit the representation online, it will directly be incorporated in the database maintained by DGHRD. Further, the officers are also required to upload copies (with a limit of 200 kb each) of supporting documents, if any, failing

which their applications shall not be processed. Officers are also required to submit through proper channel signed copy of the printout of their applications to their respective CC/DGs for forwarding the same to DGHRD. In case of any difficulty in accessing this AGT Module, officers may contact Shri Mudit Rai, Deputy Director (HRM-II) 011-25733169 or email at pc.dghrd@nic.in. **This online Module will be open for a limited period from 27.04.2018 to 15.05.2018 midnight.** Weekly list of representations received in DGHRD will be uploaded every Friday on DGHRD/CBIC websites to confirm the receipt of the applications through the AGT Module. After the last date of receipt of options/ representations, the online Module will be closed and officers will not be able to upload representations. Step by step process explaining how to fill up the representations online is enclosed as Annexure 'A'.

3. 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 itself (available on CBIC/DGHRD websites). The Officers should indicate only the names of the Stations(s) and not specific Zones/postings. Principal Chief Commissioner/ Chief Commissioner / Principal Director General/ Director General in-charge of Zones / Directorates may specifically mention their recommendations while forwarding any representations received from officers for transfer on compassionate grounds, who are otherwise not due for transfer. Officers requesting for posting to a Station on compassionate grounds (mentioned in Para 11 of the Transfer/ Placement Guidelines, 2018 of IRS (C&CE) Officers) must provide documentary evidence to support their representations. 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 2018-19 should furnish the copies of supporting documents with their representation, failing which their applications shall not be processed. Officers exercising their option are also requested to specifically mention whether they are willing to be considered for posting in NACIN, Faridabad and its Zonal/Regional Training Institutes subject to their eligibility for posting at that station.

4. It is requested that all options and representations from the officers in your Zone/ charge may be forwarded to this Directorate in a single bunch in Proforma-I (copy enclosed) after duly segregating them according to rank of the officers, with an index of the representations being forwarded. The controlling officers should clearly state in their forwarding letter the relevant paragraph of the Transfer/Placement Guidelines, 2018 under which such recommendation is being made. All jurisdictional Pr. CCs/CCs/Pr. DGs/DGs should forward hard copies of the applications of officers to **Additional Director General (HRM-II), Directorate General of Human Resources Development, 407/8, Deep Shikha Building, Rajendra Place, New Delhi -110008 latest by 22.05.2018.**

5. The officers should ensure that the options given by them on online AGT Module are strictly in accordance with the guidelines laid down in the Transfer/Placement Guidelines, 2018 to improve their probability of being posted to a Region/Station requested for. Only those representations, which are received through proper channel, shall be processed. DGHRD will not process any representations received from officers through post/fax/email. All earlier representations received in DGHRD stand disposed of.

6. 'Due List' for AGT-2018 of all grades of IRS (C&CE) officers, as per new Transfer Placement Guidelines, 2018, shall be displayed on CBIC and DGHRD websites.

7. Further, the officers who were transferred/retained till AGT-2018 vide Board's Office Orders may also be asked to send their representations /options for posting during AGT-2018.

8. 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-2018 exercise. However, in case of grave and exceptional circumstances such LR orders may be issued by the Pr. Chief Commissioners / Chief Commissioners / Cadre Controlling Commissioners with the prior approval of the Board.

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

Yours faithfully,

Encl: As Above

Shubh Chintan
(Shubh Chintan)
Addl. Director General (HRM-II)

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 IRS (C&CE) 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.

Shubh Chintan
(Shubh Chintan)
Addl. Director General (HRM-II)

