



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/41/AGT-2020/HRD(HRM-II)/2020

Dated: 11.02.2020

To,

The Pr. Chief Commissioners, CGST & Central Excise/Customs (All),
The Pr. Directors General, Customs, CGST & Central Excise (All),
The Chief Commissioners, CGST & Central Excise/Customs (All),
The Directors General, Customs, CGST & Central Excise (All),
The Pr. 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 2020– reg

Annual General Transfers for the year 2020 of IRS (C&IT) officers are due. In this connection, extant Transfer/Placement Guidelines, 2018 issued vide F.No. A- 22011/07/2018-Ad.II dated 12.04.18, as amended may be referred. The officers should ensure that the options given by them 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. **Representations, if any, submitted prior to the date of issue of this circular stand disposed of.** However, officers recently promoted as Joint Commissioner vide O/o No 176/2019 dated 30.12.2019 need not again submit representations for posting on promotion through online Module, as Board is already in the receipt of their representations.

2. Representations for transfer / postings are to be submitted online. DGHRD had developed a module for online submission of representations by officers.

Officers desirous to submit representation for transfer / posting may submit the same online through AGT module which is available on www.dghrdcbic.gov.in and link to this is also provided in www.cbic.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' and submit the representation online. Further, the officers are also required to upload copies (with a limit of 200 kb each) of supporting documents, if any (e.g. copy of Id card of spouse), failing which their representations will not be processed. In case of any difficulty in accessing this AGT Module, officers may contact Shri Mudit Rai, Deputy Director (HRM-II) 011-47071936 or email at pc.dghrd@nic.in. **Online Module will be open from 12/02/2020 to 03/03/2020 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. Step by step process explaining how to fill up the representations online is enclosed as Annexure 'A'. After the last date of receipt of options/representations for AGT 2020, no cognizance of representations received shall be taken for AGT 2020.

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. The Officers should indicate only the names of the Stations(s) and not specific Zones/postings. 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 2020-2021 should furnish the legible copy of Id card of school going child with their representation, failing which their applications shall not be processed.

4. Board has also directed that online module for transmission of representations for transfer/posting shall remain open throughout the year so that officers may upload their transfer/posting related representations on this module itself. **However, for AGT 2020, cut-off date will be 03.03.2020.**

5. List of officers of all grades, due for transfer/ rotation for AGT-2020 as per Transfer Placement Guidelines, 2018, as amended, will be displayed on CBIC and DGHRD websites.

6. 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-2020 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.

7. Attention is also invited to Board's Office Memorandum dated 20.06.2014 issued from F.No. C.50/54/2014-Ad.II regarding bringing other outside influence in respect of service matters. Rule 20 of the Central Civil Services (Conduct) Rules, 1964 states "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government". Accordingly, Board has directed that provisions of the above rule are strictly adhered and no outside influence is brought for posting/transfer, which otherwise will be viewed seriously.

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

Yours faithfully,



**(Balesh Kumar)
Director General (HRM)**

Encl: As Above

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 concerned 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.

**(Balesh Kumar)
Director General (HRM)**