



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. HRM-II/PCM/(1)/CIR/1/2024-PLC-HRM-II-DGHRD-DELHI

Dated: 26.11.2024

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/Mumbai,
The Chief Controller of Factories, New Delhi,
The Narcotics Commissioner, Gwalior.

Madam/Sir,

Subject: Annual General Transfer 2025– reg

All are informed that the Annual General Transfers for the year 2025 of IRS (C&IT) officers are likely to be issued as per prescribed timelines. 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.

2. Representations for transfer/postings are to be submitted online through the dedicated Module available on DGHRD website www.dghrdcbic.gov.in for the purpose. A link to the module is also provided on the CBIC website www.cbic.gov.in. **It may be noted that all representations submitted prior to the date of issue of this circular stand disposed.** Further, it may also be noted that the officers who are anticipating their promotion in the near future may also submit their representations through online Module.

3. The AGT **online Module will be open from 01/12/2024 to 31/12/2024 (23:59Hrs)**. The SOP to fill up the representations online is enclosed as **ANNEXURE 'A'** to this letter. Further, in case of any difficulty in accessing this AGT Module, officers may send an email at **pc.dghrd@nic.in**. Officers due for transfer as per the Transfer/Placement Guidelines or requesting for transfer 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 and may indicate their options for transfer on the AGT Module. The officers should indicate only the names of the Station(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 postings on the ground of their children studying in Class X/XII during the academic session 2025-2026 should furnish the legible copy of identity card of school going child with their representation. Similarly, in the cases of Spouse working in Government department, supporting documents should be provided, failing which their applications shall not be processed.

4. The list of officers of all grades, due for transfer/ rotation for AGT-2025 as per Transfer Placement Guidelines, 2018, as amended, shall be displayed as per procedure, on CBIC and DGHRD websites. DGHRD will notify the officers through email, to confirm the receipt of the applications through the AGT Module. No cognizance shall be taken of representations received after the last date of receipt of options / representations for AGT 2025.

5. However, as per Para 7.6 of the extant Transfer/Placement Guidelines, 2018, as amended, the officers may be transferred out before the completion of his/her tenures on their own request or on administrative grounds/in public interest.

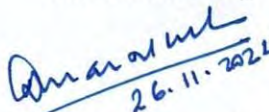
6. Board has also directed that no Transfer/Local Rotation orders (LRs) involving change of station should be issued by the Pr. Chief Commissioners/Chief Commissioners in their respective jurisdictions (apart from the officers posted in accordance with the Board's Office Order subsequent to the issuance of this circular) till the completion of AGT-2025 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 of non-official or 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 may be 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.

Encl: A/A: ANNEXURE 'A'

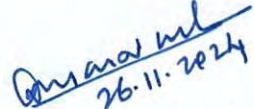
Yours faithfully,


26.11.2024

(Amand Shah)
Director General
DGHRD (HRM)

Copy to:

1. The Member (Admin), CBIC, North Block, New Delhi – for kind information.
2. The Commissioner (Coord./Admin), 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 along with its enclosures on the CBIC website.


26.11.2024

(Amand Shah)
Director General
DGHRD (HRM)

HOW TO USE ONLINE AGT MODULE
STEP BY STEP PROCESS

1. For the first time login, go to the link www.dghrdcbic.gov.in/agt/index.asp and login with the username as your e-mail ID used for 'SPARROW' module. Then click 'Get/Forgot Password' to generate password.

IMAGE 1

www.dghrdcbic.gov.in/agt/index.asp

Not secure | www.dghrdcbic.gov.in/agt/index.asp

Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India

----- AGT Module -----

User Name:

Password:

Verifying Code: 4285

Enter Verifying Code:

Login

[Get/Forgot Password](#) [Home](#)

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2. Here you can generate password by entering User Name (your e-mail ID used for 'SPARROW' module) for Online AGT Module.

IMAGE 2

Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India

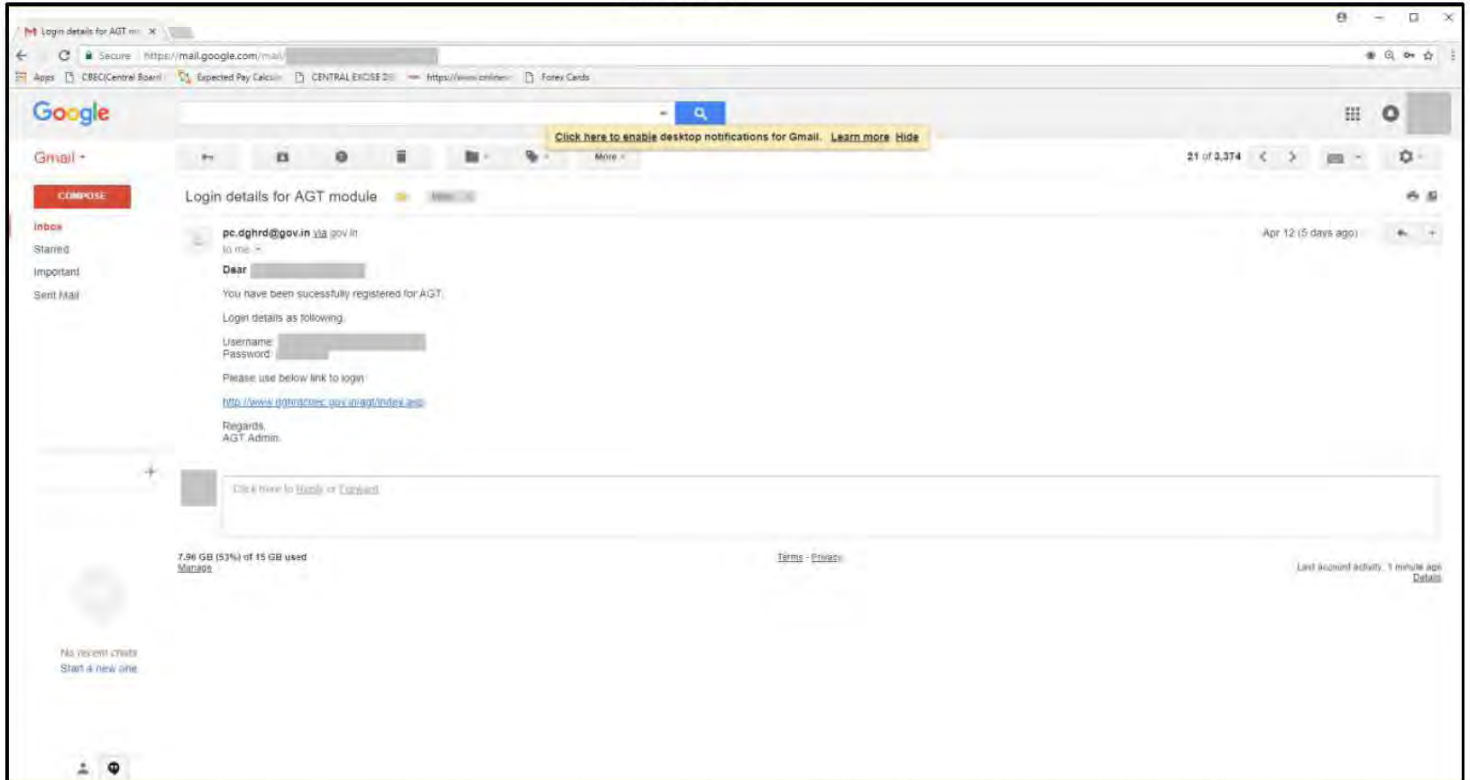
Get/Forgot Password

User Name:

Verifying Code: 4937

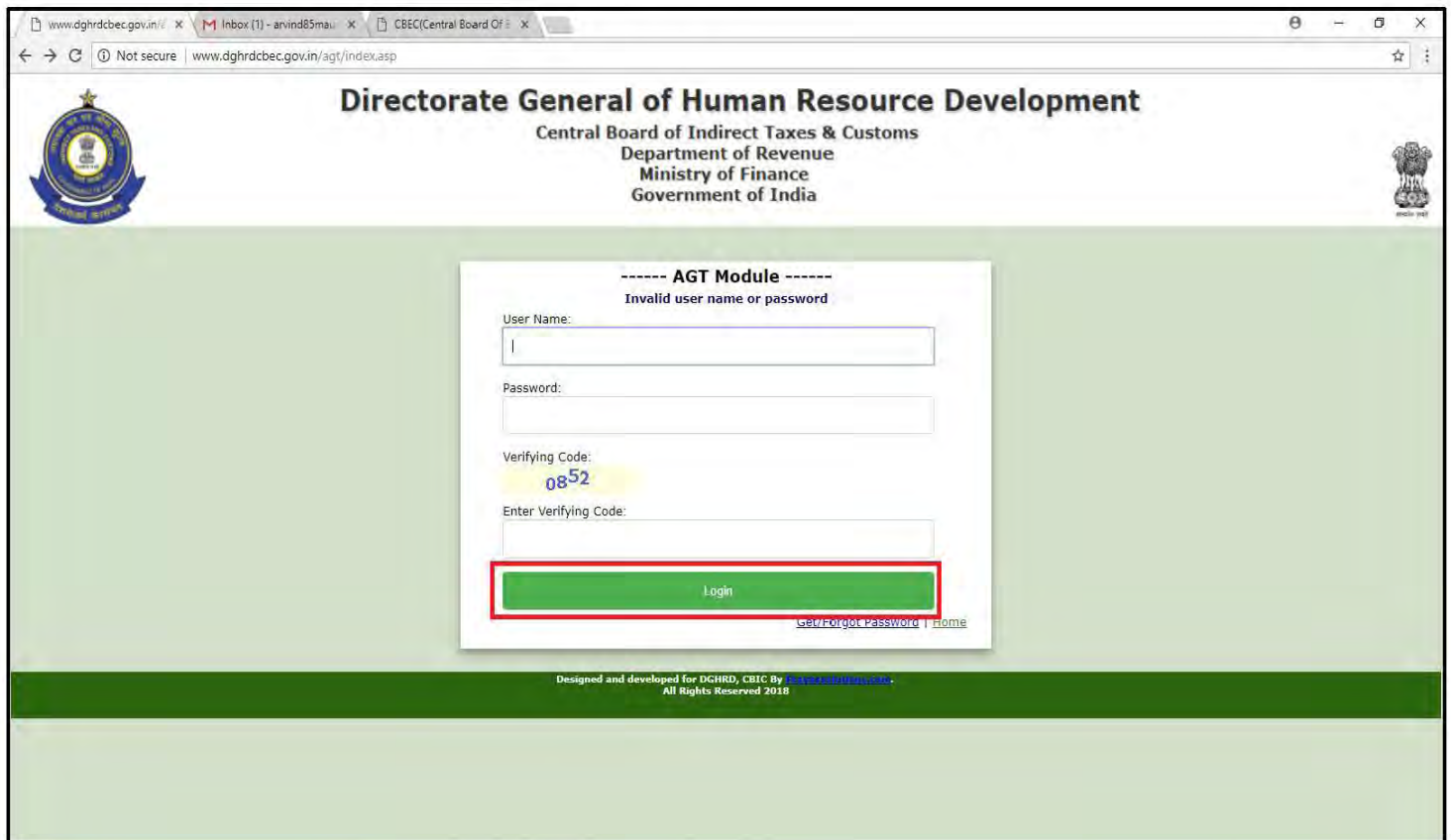
3. After clicking on 'Submit' button (see the Image 2) after filling all details, you will receive one time password on your e-mail (your e-mail ID used for 'SPARROW' module).

IMAGE 3



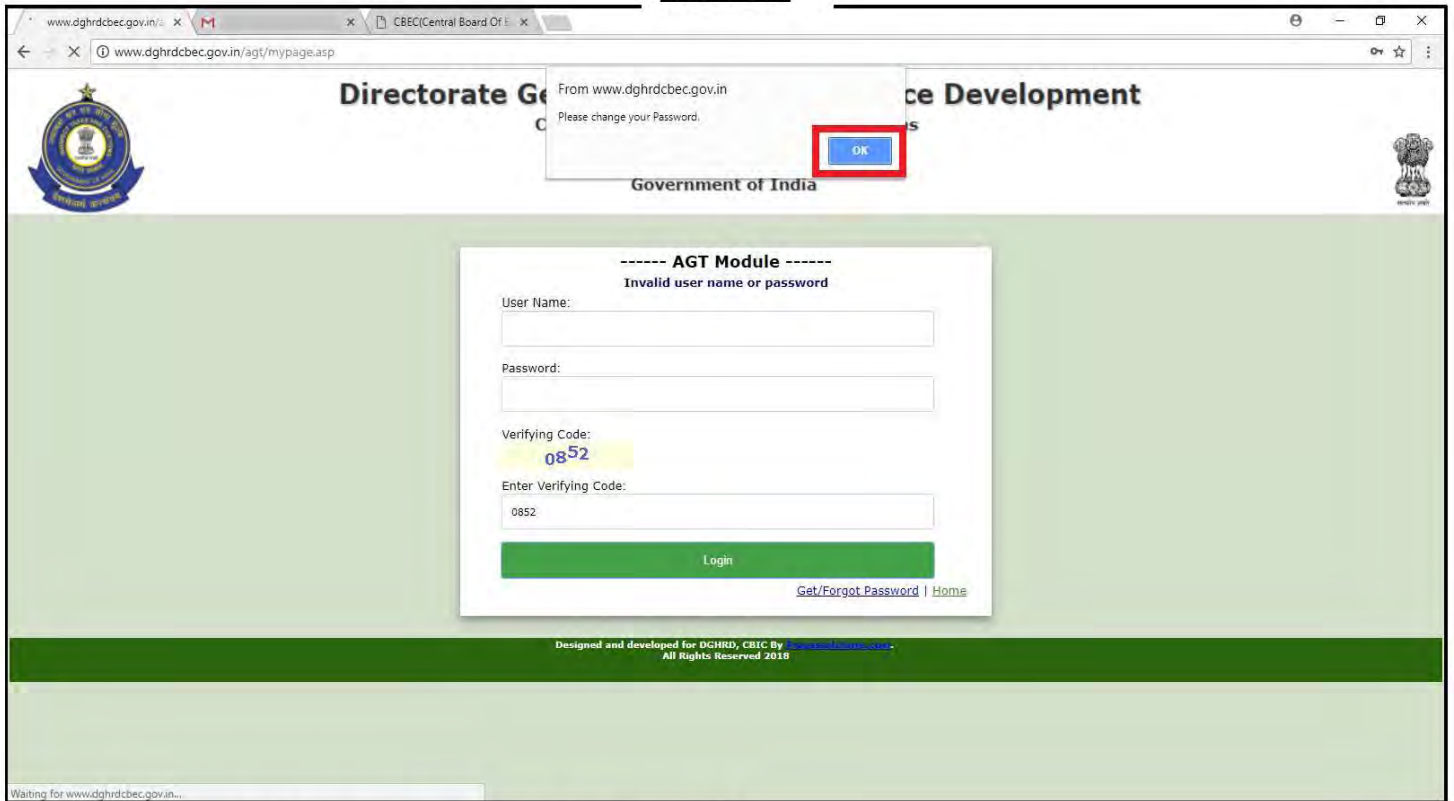
4. Now enter 'User Name' & 'Password' you received on e-mail. Enter 'Verifying Code' and click on 'Login'.

IMAGE 4



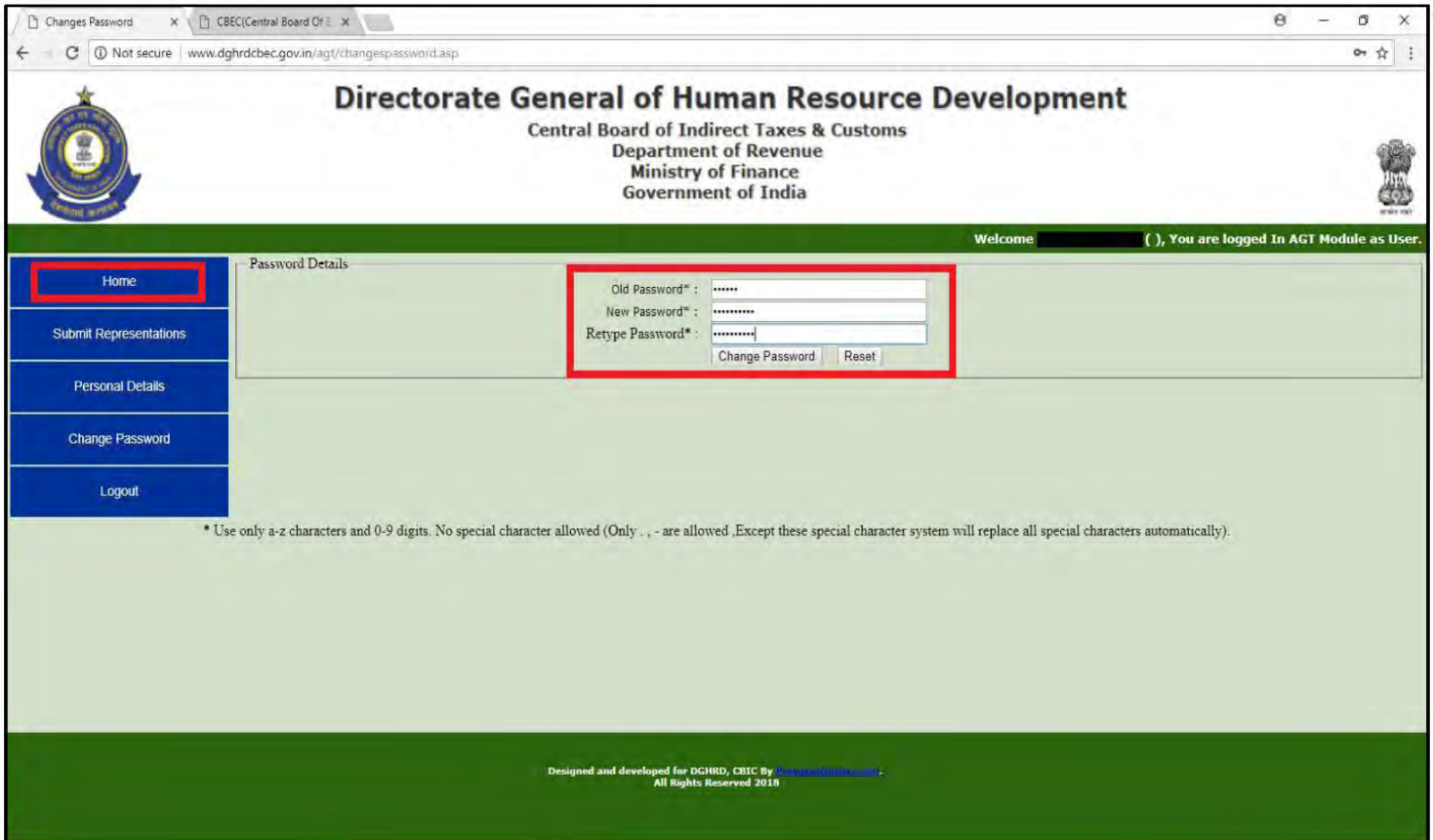
5. After clicking 'Login' you will be prompted to 'Please change your password'. Click 'Ok' and then proceed to set your new password.

IMAGE 5.1



In the next window you can set your new password

IMAGE 5.2



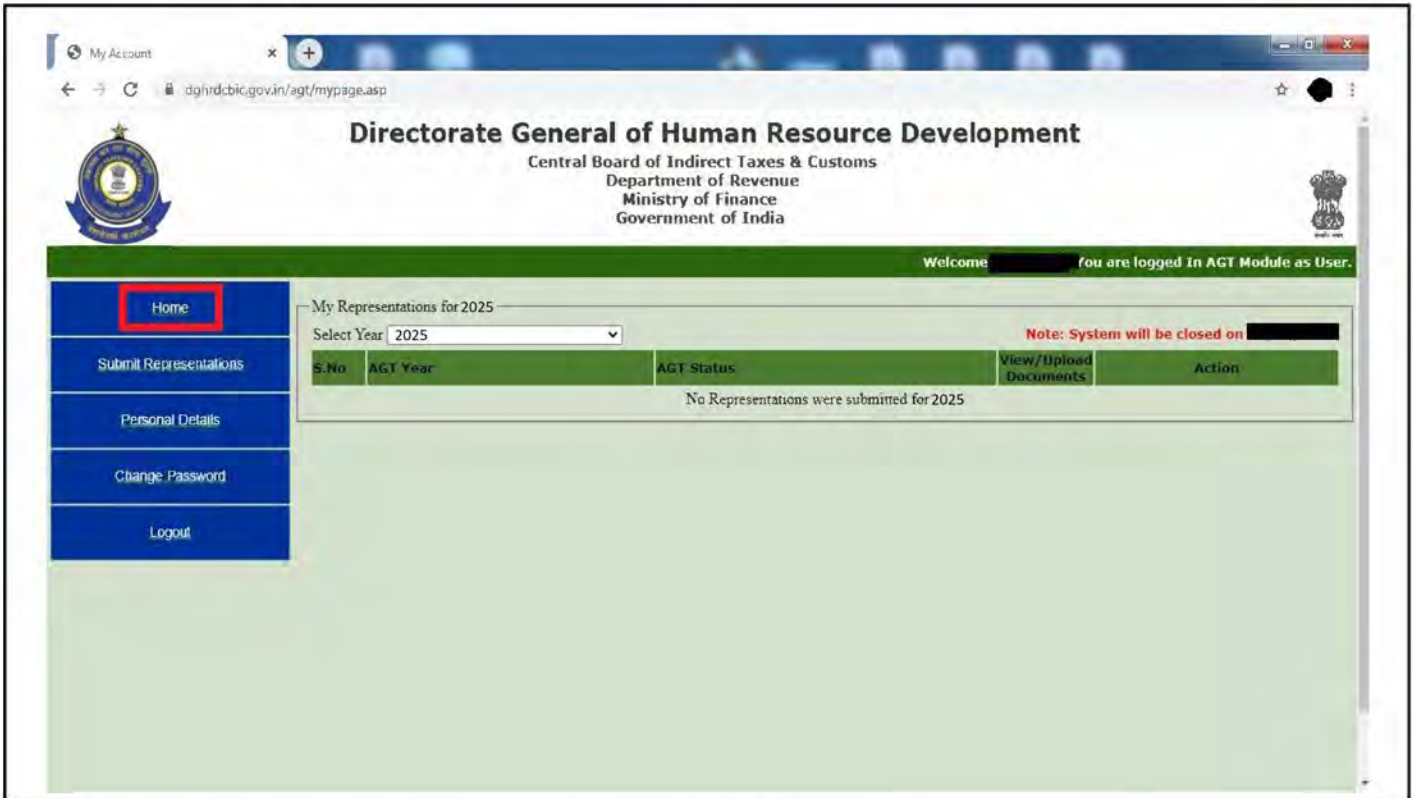
Points to remember while setting password:-

IMAGE 5.3

Password must be at least 8 characters long
Password must not begin with a number
Password must have 3 out of the following 4 characteristics:
At least one upper case letter (A-Z)
At least one lower case letter (a-z)
At least one number (0-9)
At least one of the following symbols: hyphen (-), underscore (_), dollar (\$), pound/hash (#)

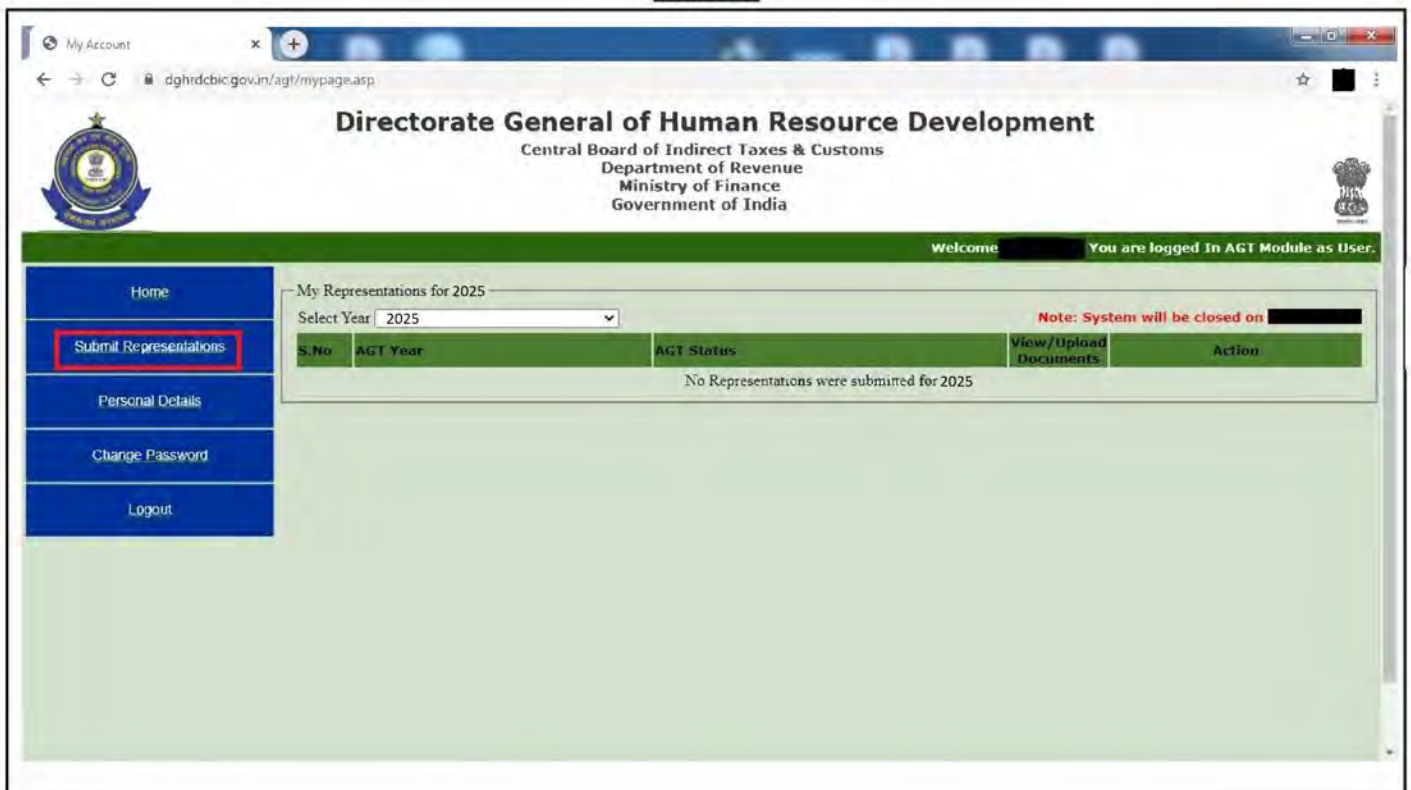
6. Once you have changed your password click Home Tab (refer Image 5.2) to go to your home page.

IMAGE 6



7. For submitting your representation click on Submit Representations tab:

IMAGE 7



8.1 Fill all the relevant details in the fields provided. Please note that the fields marked with asterisk (*) are mandatory.

IMAGE 8.1

My Account | Submit Representation | Microsoft Word - online module

Not secure | www.dghrdcbic.gov.in/agt/representations.asp

Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India

Welcome [User] You are logged in ACT Module as User.

Home
Submit Representations
Personal Details
Change Password
Logout

Submit Representation

Name: [] and Employee ID: []

Year* [2025]

ZONE/DIRECTORATE* []

COMMISSIONERATE* []

Batch* []

Designation* []

Date of Birth* []

Option 1* (Max 100 characters)

Option 2* (Max 100 characters)

8.2 You will have Three options at the bottom of this form:

IMAGE 8.2

Submit Representation

dghrdcbic.gov.in/agt/representations.asp

Opted for NACIN []

Grounds for Representation*:

- Due List
- Medical Grounds of Self
- Person with Disabilities
- Spouse Grounds
- Child in 10th or 12th in Current Academic Year
- Less than 3 Years of Retirement
- Other

Brief details of grounds* (Maximum of 500 Characters)

[]

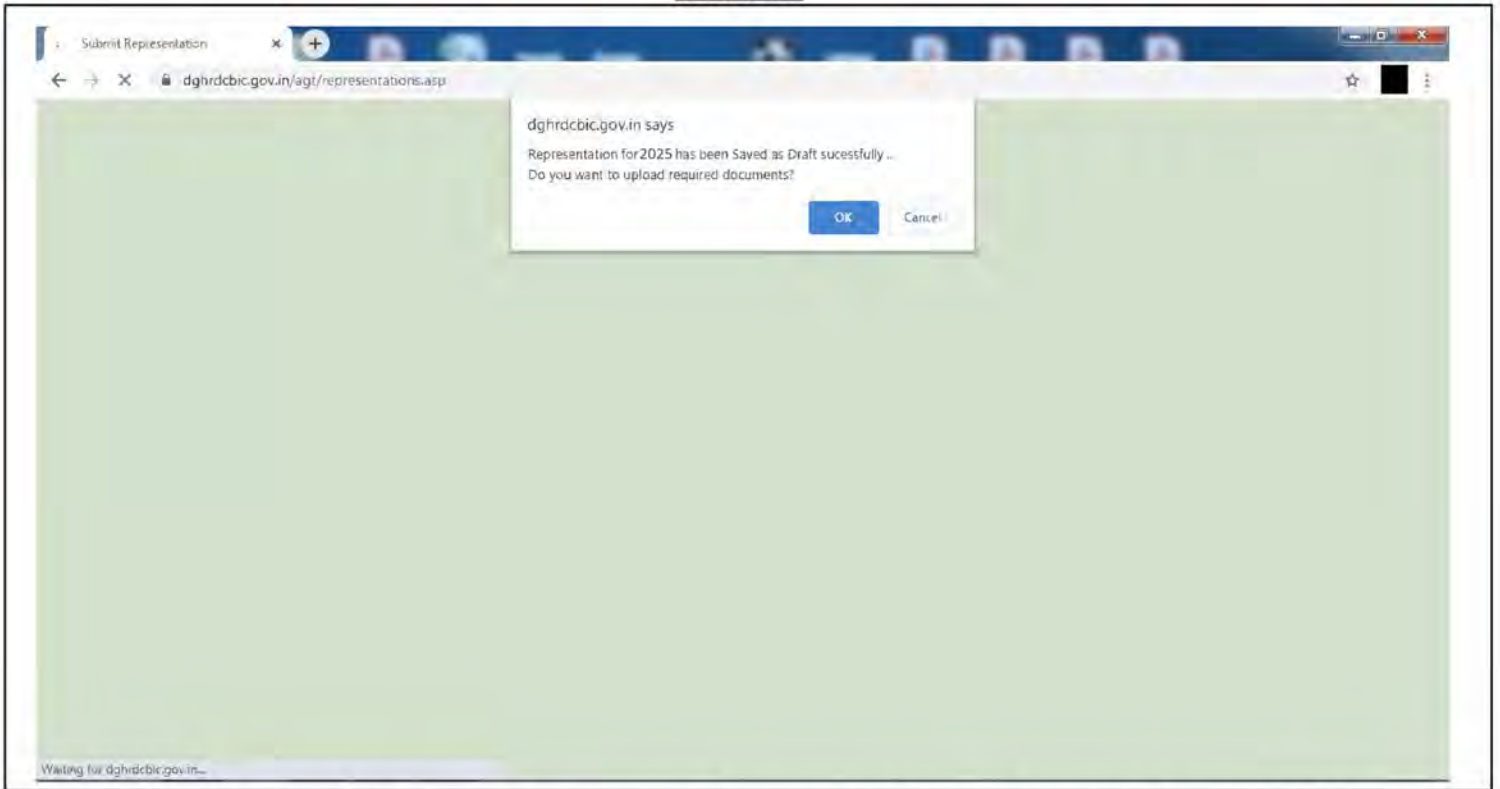
Save as Draft | Reset | Back

* Use only a-z characters and 0-9 digits. No special character allowed (Only . , - are allowed ,Except these special character system will replace all special characters automatically).

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9.1 Save as draft: You can save your representation for review and later submission.

IMAGE 9.1



9.2 After clicking on “Save as Draft” you will be prompted to upload relevant documents. After clicking on ‘Ok’ (refer Image 9.1), you can upload supporting documents, if any. You can also upload supporting documents any time before final submission of your representation. Maximum 200 kb of documents can be uploaded in each category.

IMAGE 9.2



9.3 Final Submit: You can modify your representation, if required, by clicking on “Modify” button and required to click on “Final Submit” button for submitting your representation to DGHRD before predefined Closing Date of AGT Module. Once you click “Final Submit” button your representation will be directly incorporated in the database maintained by DGHRD. Please make sure to submit your representation before “Closing Date”.

IMAGE 9.3

The screenshot shows the 'My Representations for 2025' page in the AGT Module. The page header includes the Directorate General of Human Resource Development logo and name, along with the Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India. A navigation menu on the left includes 'Home', 'Submit Representations', 'Personal Details', 'Change Password', and 'Logout'. The main content area shows a table with one representation entry for 2025, created on 22/02/2025 and last modified on 23/02/2025. The status is 'Saved as Draft (Revised 0)'. A list of documents to be uploaded is provided: 1- Medical Certificate, 2- Disability Certificate, 3- Spouse Employment Certificate, 4- Upload Child Academic Certificate, and 5- Other Certificate. The 'Action' column contains 'Modify/Final Submit' and 'Delete' buttons. Three arrows point from the 'Representation for 2025' cell, the document list, and the 'Modify/Final Submit' button to three separate instruction boxes below the table.

AGT Status	View/Upload Documents	Action
Saved as Draft (Revised 0)	<ul style="list-style-type: none"> 1- Medical Certificate -> Click here to Upload 2- Disability Certificate -> Click here to Upload 3- Spouse Employment Certificate -> Click here to Upload 4- Upload Child Academic Certificate -> Click here to Upload 5- Other Certificate -> Click here to upload 	Modify/Final Submit Delete

Review your representation before final submission

Review/Upload all the supporting documents, if applicable before final submission

Final submit your representation. (No correction /alteration will be allowed after final submission)

ONLINE AGT MODULE – HELPLINE

IN CASE OF ANY DIFFICULTY IN ACCESSING THE AGT MODULE, YOU MAY E-MAIL AT PC.DGHRD@NIC.IN