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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/1/2023-PLC-HRM-II-DGHRD-DELHI

Dated: 25.04.2024

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 2024– reg

In continuation of AGT-2024 circular dated 27.12.2023, it is informed that the Due Lists (as on 31.03.2024) as per the extant Transfer/Placement Guidelines, 2018 issued vide F.No. A-22011/07/2018-Ad. II dated 12.04.18 was published on both CBIC and DGHRD websites. Additionally, it is pertinent to note that due to current ongoing General Elections to the Lok Sabha/State Legislative Assemblies, there may be a delay in AGT-2024. In light of this possible delay, an extended due list as on 31.07.2024 has been prepared in addition to the previously published one.

2. Consequently, it is informed that the AGT online **Module will be open from 25/04/2024 to 02/05/2024 (23:59Hrs)**. The online AGT Module intended for seeking representations will only be accessible by those offices whose names appear on this extended due lists. The

extended list of officers of all grades, due for transfer/ rotation (as on 31.07.2024) for AGT-2024 as per Transfer Placement Guidelines, 2018, as amended, shall be displayed as per procedure, on CBIC and DGHRD websites. Representations for transfer/postings are only to be submitted online through this dedicated AGT **online Module** for the purpose. A link to the module is also provided on the DGHRD and CBIC websites viz. www.dghrdcbic.gov.in & www.cbic.gov.in.

3. 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 2024-2025 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. No cognizance shall be taken of representations received after the last date of receipt of options / representations for AGT 2024.

4. 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.

5. 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.

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

Yours faithfully,

Amand Shah
25/11/2024

Encl: A/A: ANNEXURE 'A'

(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.

Amand Shah
25/12/2024

(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.dghrdcbec.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

----- 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

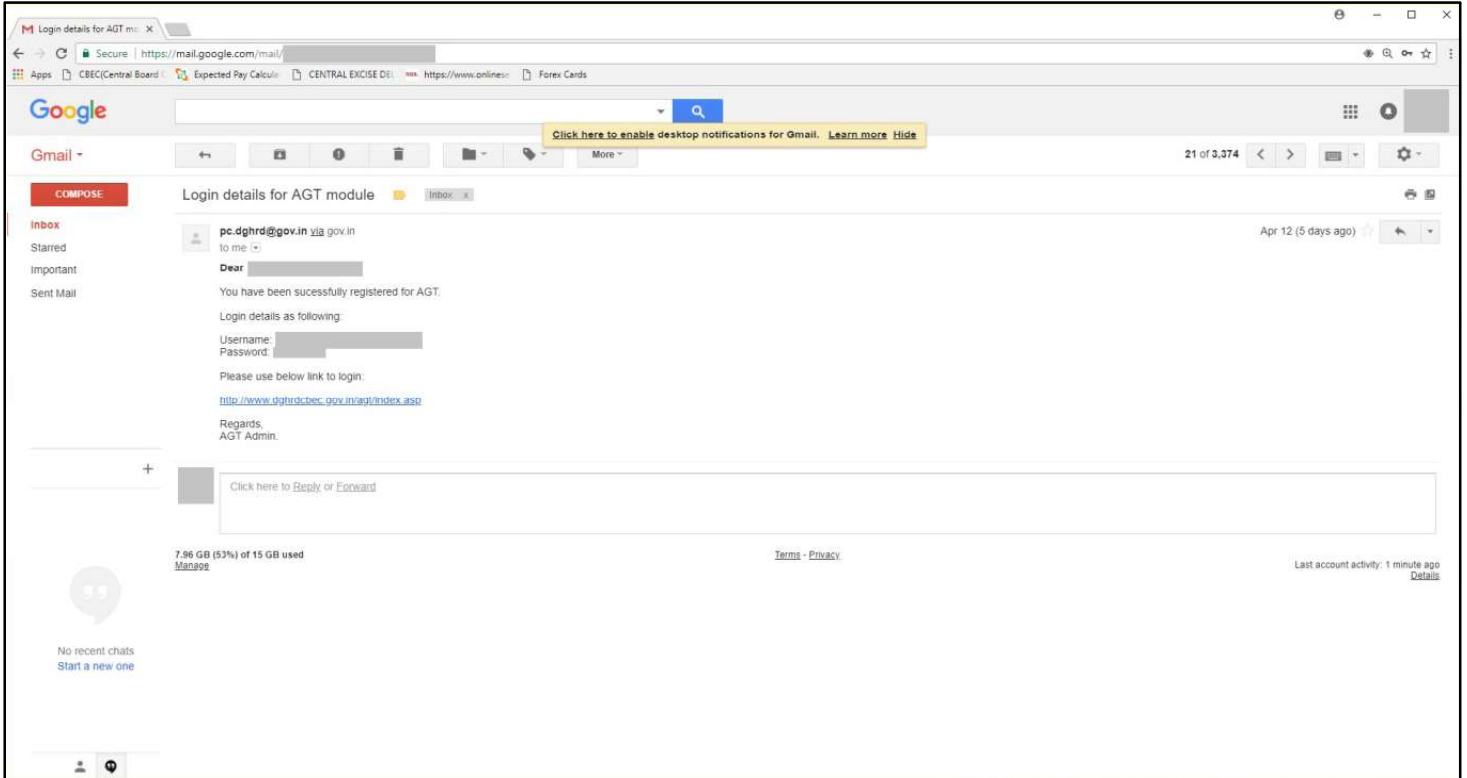
Get/Forgot Password

User Name:

Verifying Code: 4937

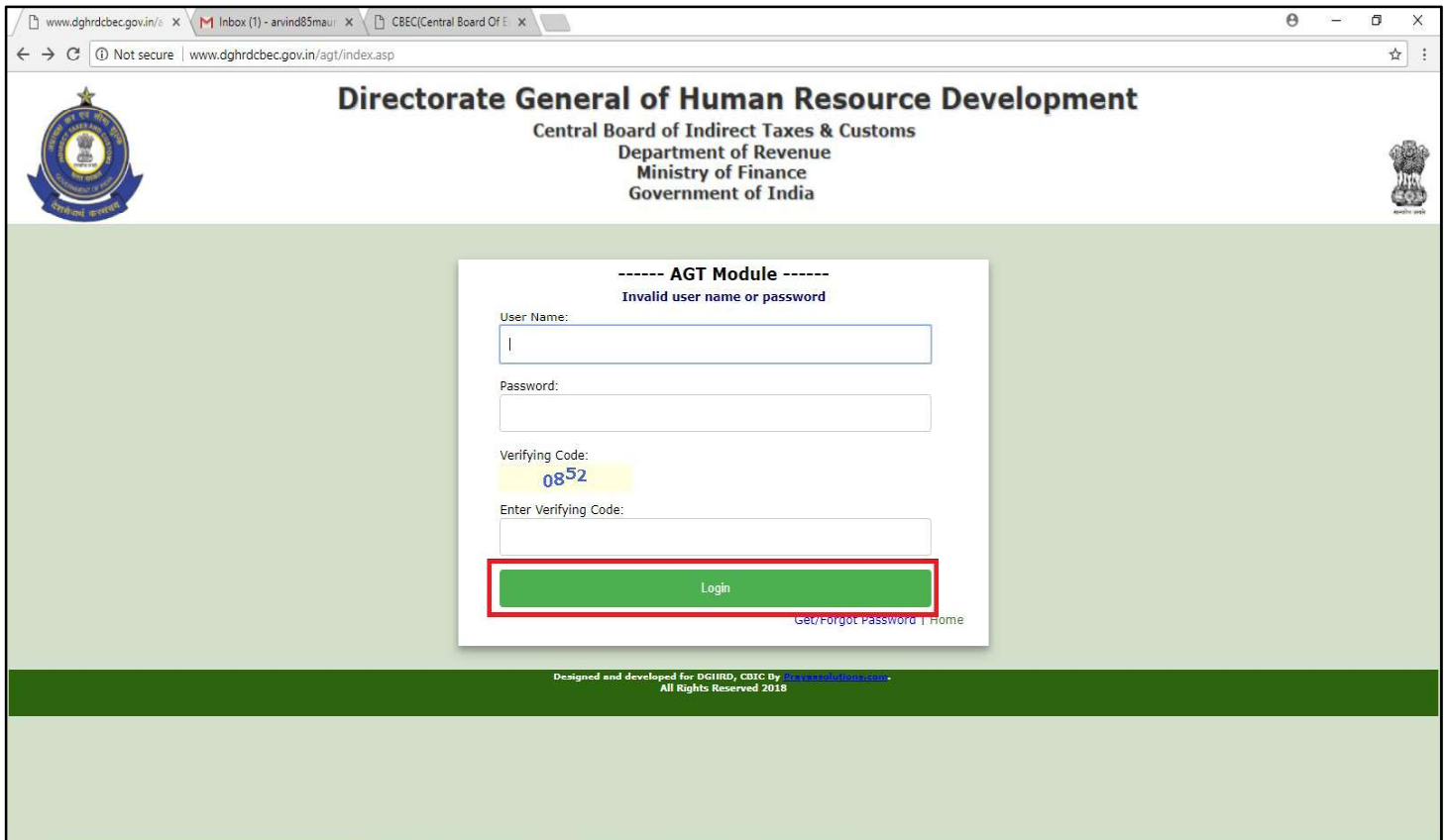
3. After clicking on 'Submit' button (see the Image 2) after filling all details, you will receive one time password on your e-mail (your e-mail ID used for 'SPARROW' module).

IMAGE 3



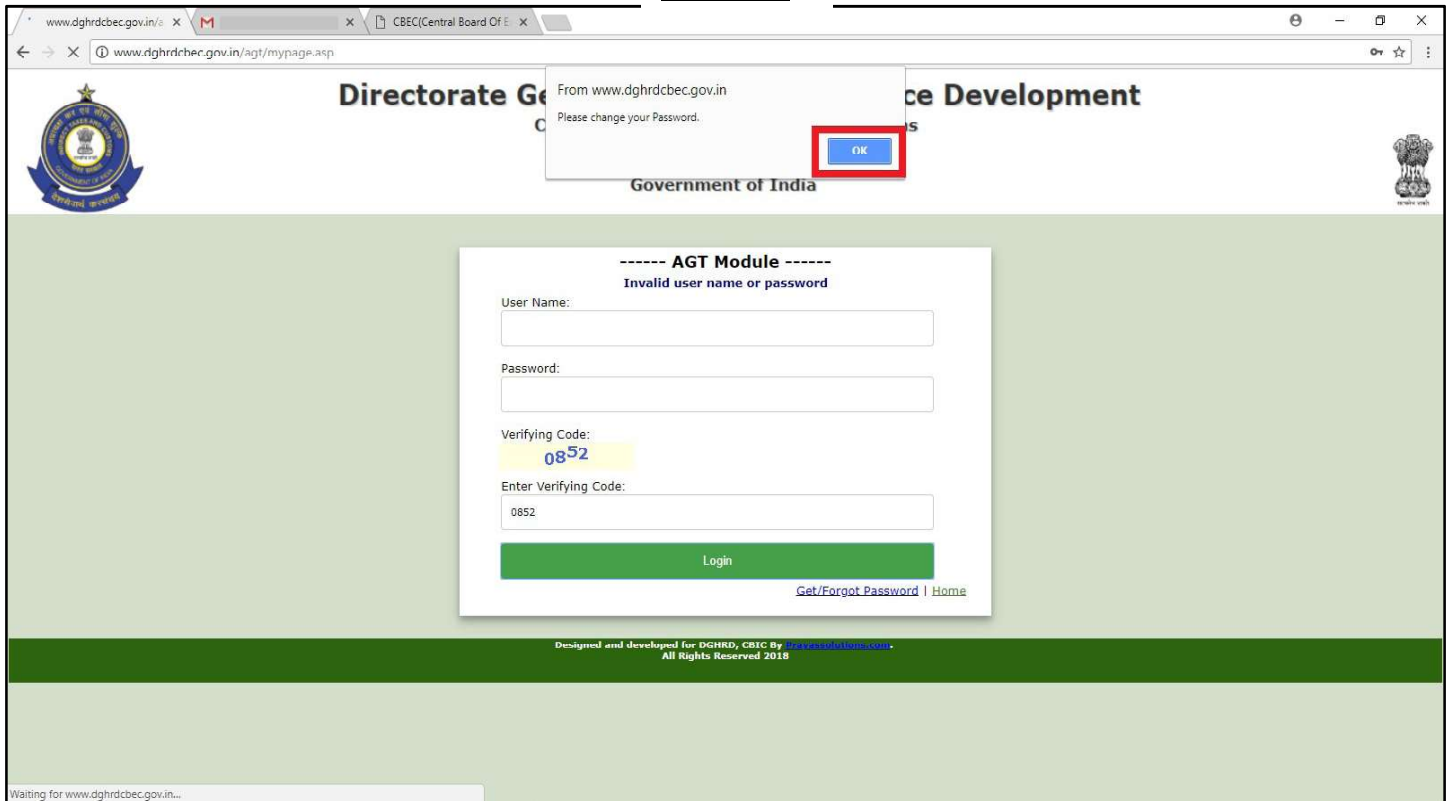
4. Now enter 'User Name' & 'Password' you received on e-mail. Enter 'Verifying Code' and click on 'Login'.

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



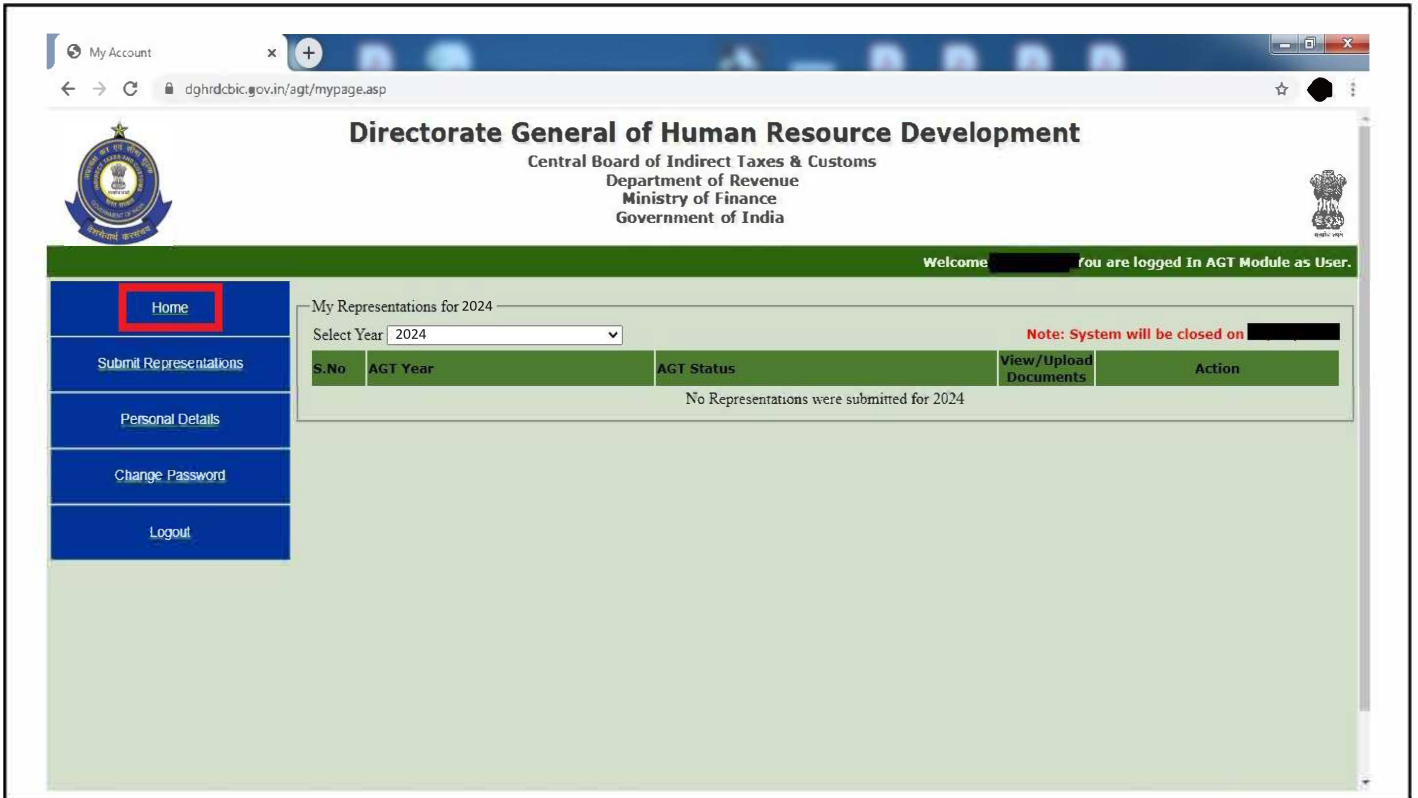
Points to remember while setting password:-

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

The screenshot shows a web browser window with the URL www.dghrdcbic.gov.in/agt/representations.asp. The page header identifies the organization as 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 is titled 'Submit Representation' and contains the following fields:

- Name: [] and Employee ID: []
- Year: 2024
- ZONE/DIRECTORATE: []
- COMMISSIONERATE: []
- Batch: []
- Designation: []
- Date of Birth: []
- Option 1: (Max 100 characters)
- Option 2: (Max 100 characters)

Red boxes highlight the asterisks on the Year, ZONE/DIRECTORATE, COMMISSIONERATE, Batch, Designation, Date of Birth, and Option 1 fields, indicating they are mandatory.

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

IMAGE 8.2

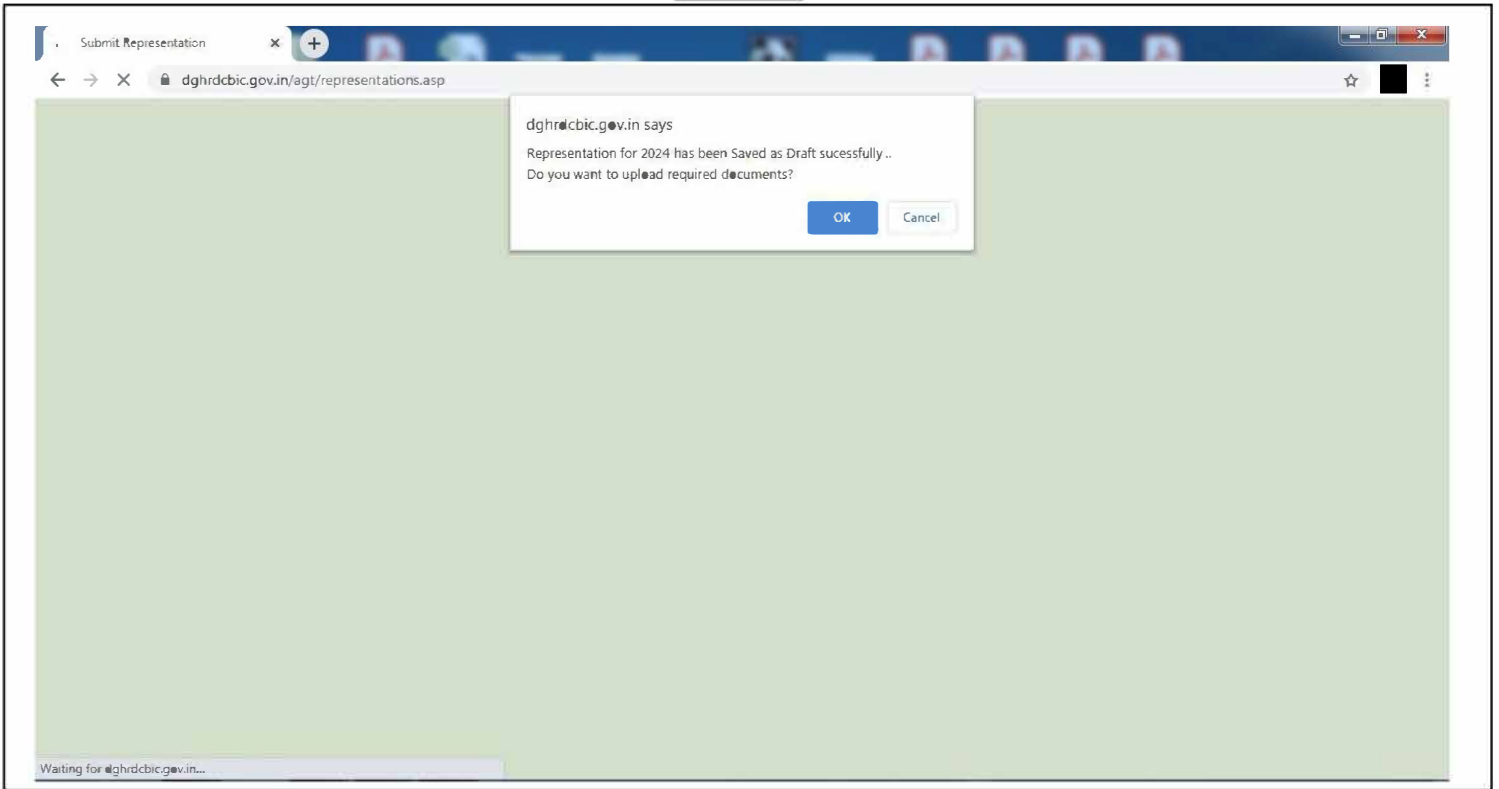
This screenshot shows the bottom section of the 'Submit Representation' form. It includes a dropdown menu for 'Opted for NACIN' and a list of 'Grounds for Representation' with checkboxes:

- 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

Below the list is a text area for 'Brief details of grounds* (Maximum of 500 Characters)'. At the bottom, three buttons are highlighted with a red box: 'Save as Draft', 'Reset', and 'Back'. A footer note states: '* 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).'

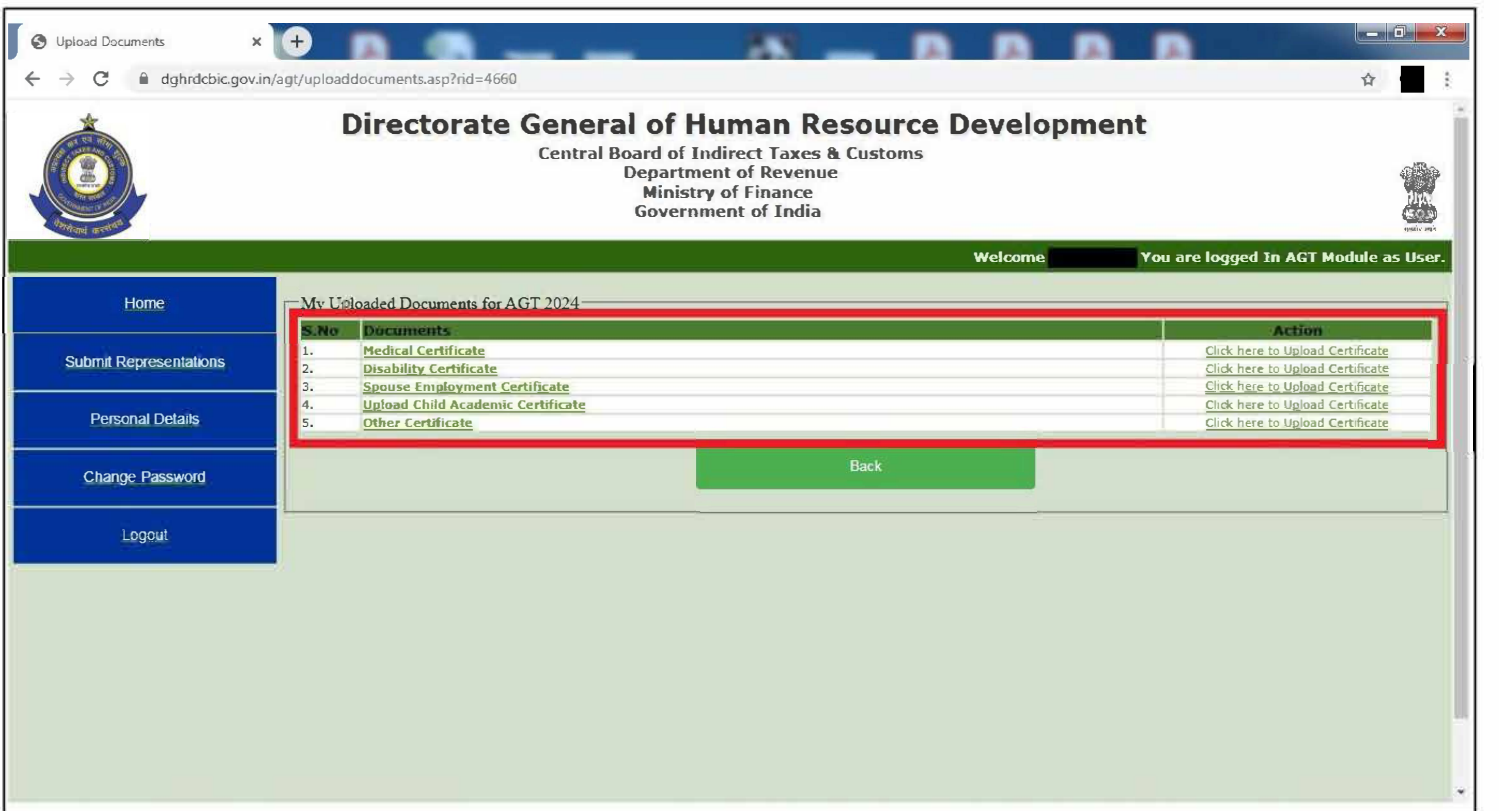
9.1 Save as draft: You can save your representation for review and later submission.

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 user interface of the AGT Module. At the top, it displays the logo of the Directorate General of Human Resource Development, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India. The user is logged in as a user, and the system will be closed on a specific date. The main content area shows a table of representations for 2024. The first row shows a representation for 2024, created on 23/02/2024 at 23:50:05, last modified on 23/02/2024 at 23:56:31, and saved as a draft. The table has columns for AGT Status, View/Upload Documents, and Action. The AGT Status is 'Saved as Draft (Revised 0)'. The View/Upload Documents column lists five items: 1- Medical Certificate, 2- Disability Certificate, 3- Spouse Employment Certificate, 4- Upload Child Academic Certificate, and 5- Other Certificate, each with a 'Click here to Upload' link. The Action column has 'Modify/Final Submit' and 'Delete' buttons. Three arrows point from the table to three boxes below: 'Review your representation before final submission', 'Review/Upload all the supporting documents, if applicable before final submission', and 'Final submit your representation. (No correction /alteration will be allowed after final submission)'. A sidebar on the left contains buttons for Home, Submit Representations, Personal Details, Change Password, and Logout.

ONLINE AGT MODULE – HELPLINE

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