



भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance // राजस्व विभाग / Department of Revenue

केन्द्रीय कर के प्रधान मुख्य आयुक्त का कार्यालय, बेंगलूरु अंचल

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX, BENGALURU ZONE

पी.बी.सं.5400, सी.आर.भवन, क्वीन्स रोड, बेंगलूरु-560001

P.B.NO.5400, C.R. BUILDING, QUEEN'S ROAD, BENGALURU-560001

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परिपत्र / CIRCULAR

Sub: - Annual General Transfer- 2025 in the grades of Superintendent and Inspector – reg.

This office is proposing to initiate the process for AGT, 2025 in the grades of Superintendent & Inspector. In this regards, please find enclosed the following::

- a. Transfer Proforma.
 - b. Station Seniority of Superintendents / Inspectors in Bengaluru Station.
 - c. List of Superintendents & Inspectors who are completing tenure of 04 years & above in the same Commissionerate.
 - d. List of Superintendents & Inspectors who are completing tenure of 03 years in Audit Commissionerates of Bengaluru/Mysuru/Belagavi.
 - e. List of Superintendents & Inspectors who are completing tenure of 02 years in Appeals Commissionerates of Bengaluru-I/Bengaluru-II/ Mysuru & Belagavi.
2. An online AGT module exclusively to be used by the Establishment Section for online submission of representations has been made operational and the link for the same will be sent directly to the mail-id of Establishment Section of all the Commissionerates.
 3. The officers opting for transfer/retention shall submit their complete and duly signed representations (in hard copy) along with documents in support of their requests, well in advance to the respective Establishment Section.
 4. It will be the responsibility of the Establishment Section to check the correctness and completeness of the submitted representations and to submit the same online via AGT Module before forwarding the hard-copies of the representations to this office.
 5. Vigilance Clearance in respect of the officers submitting options for posting to Bengaluru Customs / Mangaluru Customs / Directorates on Loan basis has to be obtained prior to online submission of requests.
 6. In respect of officers working outside Bengaluru station, the respective Principal Commissioners / Commissioners are requested to go through the representations submitted

by the officers and forward the same along with a verification report regarding the leave particulars and the comments if any, with reference to the reasons given for transfer.

7. In respect of officers working in Bengaluru station, the respective Principal Commissioners / Commissioners are requested to verify the veracity of the representations submitted by the officers and forward the same with their comments, if any, to this office. All the requests for transfer / retention received from the officers in the prescribed proforma along with all the requisite document(s) may please be forwarded to this office on or before **21.02.2025**. **The representations received after the said date will not be considered/ entertained under any circumstances.**

8. The Station seniority list for outstations viz., Mangaluru, Mysuru and Belagavi may be drawn and circulated by the respective Commissionerates as specified in Para-17 of the Transfer Guidelines 2021, respectively latest by 31.01.2025 and copy of the same may be submitted to this office.

9. The officers may be directed not to submit advance copies of their representations directly to this office. The same will not be considered.

10. The Circular may be widely published among all the officers.

11. Discrepancies, if any, found in the attached enclosures, may be brought to the notice of this office along with documentary evidence for rectification **latest by 31.01.2025**.

भवदीय/Yours faithfully,

Signed by
Shreyas Kushavara Mallesh
Date: 23-01-2025 15:12:46
(श्रेयस के.एम./ SHREYAS K.M)
संयुक्त आयुक्त (प्र.मु.आ.का)
JOINT COMMISSIONER (PCCO)

To,

1	The Chief Commissioner of Customs	Bengaluru Customs Zone
2	The Principal Commissioner/Commissioner of Central Tax/ Customs	South/East/North/ West /North-West / Audit-I/Audit-II/ Appeals-I/Appeals-II Commissionerates, Bengaluru. Mysuru C.Tax/ Mysuru Appeals/Mysuru Audit Belagavi C.Tax/Belagavi Appeals/ Belagavi Audit Mangaluru C.Tax /City Customs/ Airport & ACC/ Mangaluru Customs
3	The Principal ADG / ADG	DG Audit, Bengaluru/ DGTS, Bengaluru/

		CESTAT Bengaluru/ DGGI, Bengaluru/ DGGI, Belagavi/ NACIN, Bengaluru/ DRI Bengaluru/ Mangaluru/ Belagavi
4	The CAO/ AO (Estt.)/ Supdt-in-charge	South/East/North/ West /North-West / Audit-I/Audit-II/ Appeals-I/Appeals-II Commissionerates, Bengaluru. Mysuru C.Tax/ Mysuru Appeals/Mysuru Audit Belagavi C.Tax/Belagavi Appeals/ Belagavi Audit Mangaluru C.Tax City Customs/ Airport & ACC/ Mangaluru Customs DG Audit, Bengaluru/ DGTS, Bengaluru/ CESTAT Bengaluru/ DGGI, Bengaluru/ DGGI, Belagavi/ NACIN, Bengaluru/ DRI Bengaluru/ Mangaluru/ Belagavi
5	The General Secretary	Superintendents /Inspector Association, Karnataka
6	The Superintendent (Sys.), East Commissionerate to upload a copy in the website.	

TRANSFER PROFORMA – AGT 2025
(to be routed through proper channel)

1. PERSONAL INFORMATION

NAME OF THE OFFICER			
DESIGNATION			
DATE OF BIRTH	DD	MM	YYYY
PRESENT COMMISSIONERATE/ DIRECTORATE			
(i) IF POSTED ON LOAN BASIS, THEN PROVIDE THE NAME OF LOANER COMMISSIONERATE (I.E LENDING AUTHORITY)			
(ii) DATE SINCE POSTED IN SAME COMMISSIONERATE/ DIRECTORATE	DD	MM	YYYY
(iii) IF POSTED IN CUSTOMS, DATE SINCE POSTED IN CUSTOMS ZONE			
PRESENT STATION OF POSTING			
DATE SINCE POSTED IN SAME STATION	DD	MM	YYYY
PREVIOUS POSTING COMMISSIONERATE/ DIRECTORATE			
CONTACT NUMBER			

2. RETENTION IN SAME STATION/ COMMISSIONERATE
(FILL ONLY WHEN RETENTION IS SOUGHT FOR OTHERWISE WRITE "NA")

RETENTION SOUGHT FOR IN SAME	STATION/ COMMISSIONERATE
GIST OF THE REASON(S)	
WHETHER REPRESENTATION/ PROOF FOR RETENTION IS ATTACHED WITH PROFORMA	YES / NO

3. OPTIONS/ PREFERENCES FOR STATION CHANGE
(ONLY 3 OPTIONS CAN BE EXERCISED FROM THE GIVEN OPTIONS AS ATTACHED WITH THE PROFORMA AS ANNEXURE)

OPTIONS/ PREFERENCE	CODE	NAME OF THE POSTING
1		
2		
3		

4. DETAILS OF OUTSTATION TENURE
(FILL ONLY WHEN CHANGE OF STATION IS SOUGHT FOR OTHERWISE WRITE "NA")

WHETHER COMPLETED THE OUTSTATION TENURE	YES / NO		
DATE SINCE POSTED TO OUTSTATION	DD	MM	YYYY

5. OPTIONS/ PREFERENCES FOR TRANSFER
(ONLY 5 OPTIONS CAN BE EXERCISED FROM THE GIVEN OPTIONS AS ATTACHED WITH THE PROFORMA AS ANNEXURE)
(IF RETENTION IN SAME COMMISSIONERATE IS PRIORITY THEN INDICATE THE SAME AS OPTION 1)

OPTIONS/ PREFERENCE	CODE	NAME OF THE POSTING
1		
2		
3		
4		
5		

6. PREVIOUS POSTING TO CUSTOMS

(FILL ONLY WHEN APPLYING FOR CUSTOMS POSTING OTHERWISE WRITE "NA")

WHETHER WORKED IN BENGALURU CUSTOMS / AIRPOOL / MANGALURU CUSTOMS/ EPC IN THE PRESENT GRADE?	YES / NO			
DETAILS	S.NO.	COMMISSIONERATE	FROM (YYYY)	TO (YYYY)
	1			
	2			
	3			

7. PREVIOUS POSTING TO AUDIT

(FILL ONLY WHEN APPLYING FOR AUDIT POSTING OTHERWISE WRITE "NA")

WHETHER WORKED IN BENGALURU AUDIT-I/ II/ MYSURU AUDIT/ BELAGAVI AUDIT/ BELAGAVI AUDIT (MANGALURU CIRCLE) IN THE PRESENT GRADE?	YES / NO			
DETAILS	S.NO.	COMMISSIONERATE	FROM (YYYY)	TO (YYYY)
	1			
	2			
	3			

8. VIGILANCE CLEARANCE

(TO BE OBTAINED IF OFFICER HAS APPLIED FOR POSTING TO SEZ/CUSTOMS/DIRECTORATES)

WHETHER THE OFFICER IS CLEAR FROM VIGILANCE ANGLE AS ON DATE	YES/ NO
WHETHER VIGILANCE CERTIFICATE IS ATTACHED WITH PROFORMA	YES/ NO
ANY OTHER REMARK(s)	

9. DETAILS OF LEAVE AVAILED

(FOR OFFICERS SEEKING TRANSFER BACK ON COMPLETION OF OUTSTATION TENURE)

TYPE OF LEAVE	PERIOD OF LEAVE					
	FROM			TO		
	DD	MM	YYYY	DD	MM	YYYY

10.HISTORY OF POSTING
(TO BE ENCLOSED AS ANNEXURE)

Period		Commissione rate/ Organizatio n	HQ/ Division office	Section/ Range/ Circle	Station	Additional Charge	Remark s
From (Date)	To (Date)						

DECLARATION

I hereby declare that the particulars furnished above are true and correct and I am liable for any action that may be initiated against me, if the particulars/certificates submitted by me are found to be false.

Place:
Date:

Signature of the officer

This is to certify that all the above particulars furnished by the officer has been verified with the Service Book/available records and found correct.

Place:
Date:

Administrative Officer with Name and Seal

ANNEXURE

HISTORY OF POSTING IN INSPECTOR AND SUPERINTENDENT GRADE

Name of the Officer (Shri/ Smt/ Kum)	
Date of Birth	
Employee Code	
Date of Joining in the Department	
Date of Joining in Inspector Grade	
Date of Joining in Superintendent Grade	

Period		Commissione rate/ Organizatio n	HQ/ Division office	Section/ Range/ Circle	Station	Additional Charge	Remarks
From (Date)	To (Date)						

Signature of the officer

Verified by AO/CAO

GENERAL INSTRUCTIONS

1. Use only **CAPITAL LETTERS** to fill the form.
2. Format to be used for dates – **dd/mm/yyyy**.
3. Only such Codes and Names for posting options shall be exercised as given in this Annexure.
4. Incomplete proforma/proforma not signed/not certified by the concerned authorities will not be considered/entertained.
5. Representation(s) along with supporting documents(s) (if any) has to be attached with the proforma.
6. No advance copies will be entertained.
7. The officers have to submit hard-copies of proforma along with supporting documents to respective Establishment section.
8. Only Establishment section will have access to online AGT Module.
9. Inspectors are not eligible for SEZ Postings.

OPTIONS FOR STATION CHANGE -(FOR PT 3.)

CODE	OPTIONS
A	BENGALURU
B	BELAGAVI
C	MYSURU
D	MANGALURU
E	NORTH WEST (OS)

OPTIONS FOR POSTING – (FOR PT. 5)

a) CUSTOMS POSTINGS

CODE	OPTIONS
1	BENGALURU CUSTOMS
2	AIRPOOL
3	EPC MYSURU
4	EPC CHITRADURGA
5	MANGALURU CUSTOMS

b) AUDIT POSTINGS

CODE	OPTIONS
6	AUDIT-I BENGALURU
7	AUDIT-II BENGALURU
8	MYSURU AUDIT
9	MYSURU AUDIT (BENGALURU STATION)
10	BELAGAVI AUDIT
11	BELAGAVI AUDIT (MANGALURU CIRCLE)

c) SEZ POSTINGS

CODE	OPTIONS
12	SEZ BENGALURU
13	SEZ MYSURU
14	SEZ BELAGAVI
15	SEZ MANGALURU
16	SEZ HASSAN

d) DIRECTORATE POSTINGS (ON LOAN BASIS)

CODE	OPTIONS
17(A)	DGGI BENGALURU
17(B)	DGGI BELAGAVI
17(C)	DGGI MANGALURU
18(A)	DRI BENGALURU
18(B)	DRI MANGALURU
19	DG SYSTEMS BENGALURU
20	NACIN BENGALURU
21	AR, CESTAT BENGALURU
22	DGTS BENGALURU
23	DG AUDIT BENGALURU

e) COMMISSIONERATE POSTINGS

CODE	OPTIONS
24	PCCO
25	BENGALURU EAST
26	BENGALURU WEST
27	BENGALURU NORTH
28	BENGALURU SOUTH
29(A)	BENGALURU NORTH-WEST

29(B)	BENGALURU NORTH-WEST(OS)
30	APPEALS-I BENGALURU
31	APPEALS-II BENGALURU
32	MYSURU C.TAX
33	MYSURU APPEALS
34	BELAGAVI C.TAX
35	BELAGAVI APPEALS
36	MANGALURU C.TAX

f) RETENTION IN SAME COMMISSIONERATE

CODE	OPTIONS
37	RETENTION IN SAME COMMISSIONERATE