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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/(3)/B2A/1/2023-PLC-O/o ADG-HRM-II-DELHI/Pt.-I

Dated: 13/10/2023

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),

Madam/Sir,

Subject: Calling for option for posting on promotion of Group B Officers to the grade of Assistant Commissioner vide Office Order No 171/2023 dated 10.10.2023 - reg.

Please refer to Board's Office Order No 171/2023 dated 10.10.2023 whereby 532 Group 'B' officers have been promoted to the grade of Assistant Commissioner of Customs & Indirect Taxes and it was also directed to forward copies of joining reports of these officers alongwith their name, designation, date of birth, current Zone, mobile number and email id.

1. In this regard, it is informed that Employee Ids for all the newly promoted Assistant Commissioner of Customs & Indirect Taxes have been created which is available on the DGHRD website. Now for the purpose of placement of these officers, On-line module for submission of representations for their transfer / posting has been made operational and the same can be accessed at following link -

<https://www.dghrdcbic.gov.in/agt/>

2. The user ids for accessing this online module shall be the e-mail id of these newly promoted Assistant Commissioners, as communicated to this office by their respective controlling offices / or the login id which is being used for Sparrow software for filing APAR by these officers. A Step by Step guide to fill up the representation is enclosed herewith. Further, in case of any difficulty in accessing the representation Module, officers may send an email at pc.dghrd@nic.in.

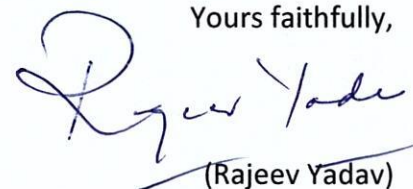
3. It may be noted that the representation module requires authentication and a system generated password which will be sent to the officer's email id to enable them to access the module. This online Module will be open for a limited period for these newly promoted Assistant Commissioners only from 16/10/2023 to 03/11/2023 (12 O'clock midnight).

4. Officers requesting for posting to a particular 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. The officers seeking retention in the present station of posting on the ground of their children studying in Class X / XII during Academic Session 2023-24 should furnish the copies of supporting documents with their representation. Similarly, in the cases of Spouse working in Government department, supporting documents should be provided.

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

Encl:- as above

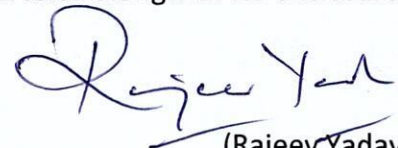
Yours faithfully,



(Rajeev Yadav)

Pr. Addl. Director General (HRM-II)

Copy to the Webmaster, CBIC - with a request to upload this circular alongwith its enclosures on the CBIC website.



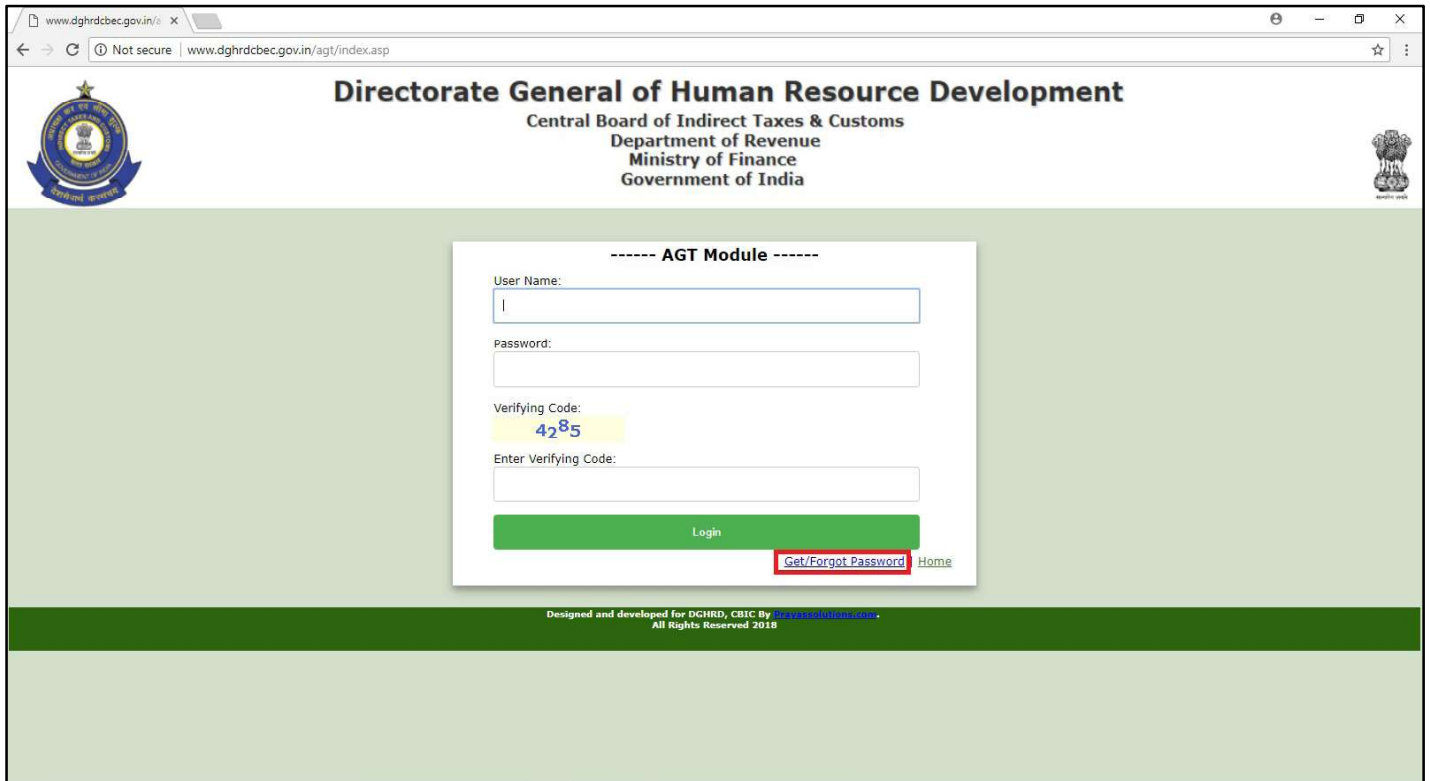
(Rajeev Yadav)

Pr. Addl. Director General (HRM-II)

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



The screenshot shows a web browser window with the URL www.dghrdcbec.gov.in/agt/index.asp. The page header includes the logo of the Directorate General of Human Resource Development and the text: "Directorate General of Human Resource Development", "Central Board of Indirect Taxes & Customs", "Department of Revenue", "Ministry of Finance", "Government of India". The main content area is titled "----- AGT Module -----" and contains a login form with the following fields: "User Name:" (with a text input field), "Password:" (with a text input field), "Verifying Code:" (displaying "4285" in a yellow box), and "Enter Verifying Code:" (with a text input field). Below the fields is a green "Login" button. To the right of the "Login" button is a red-bordered button labeled "Get/Forgot Password" and a link labeled "Home". At the bottom of the page, there is a small text: "Designed and developed for DGHDRD, CBIC By www.dghrdcbec.gov.in. All Rights Reserved 2018".

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

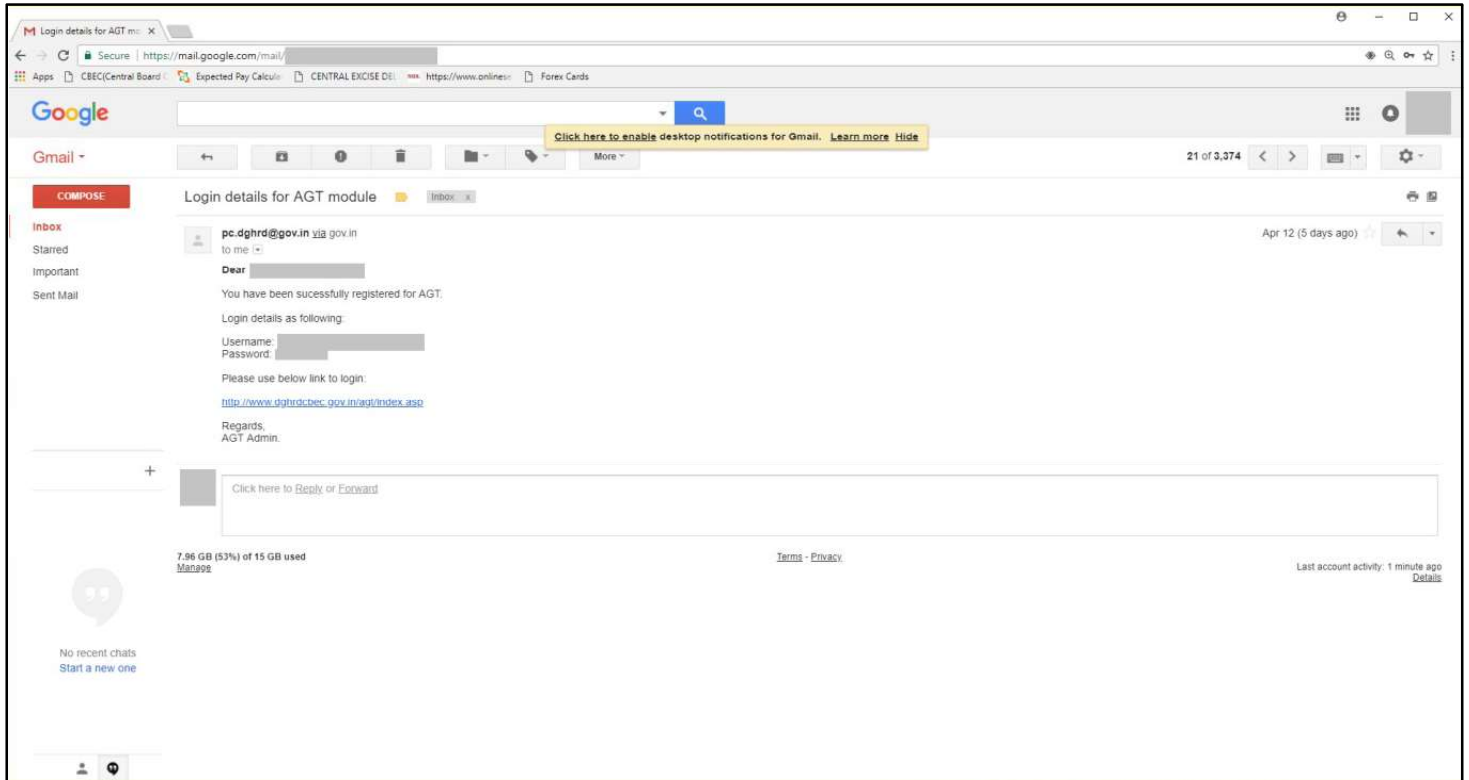
IMAGE 2



The screenshot shows the "Get/Forgot Password" page. The header is the same as in Image 1. The main content area is titled "Get/Forgot Password" and contains a form with the following fields: "User Name:" (with a text input field) and "Verifying Code:" (displaying "4937" in a yellow box). Below the fields are two buttons: a red-bordered "Submit" button and a "Reset" button.

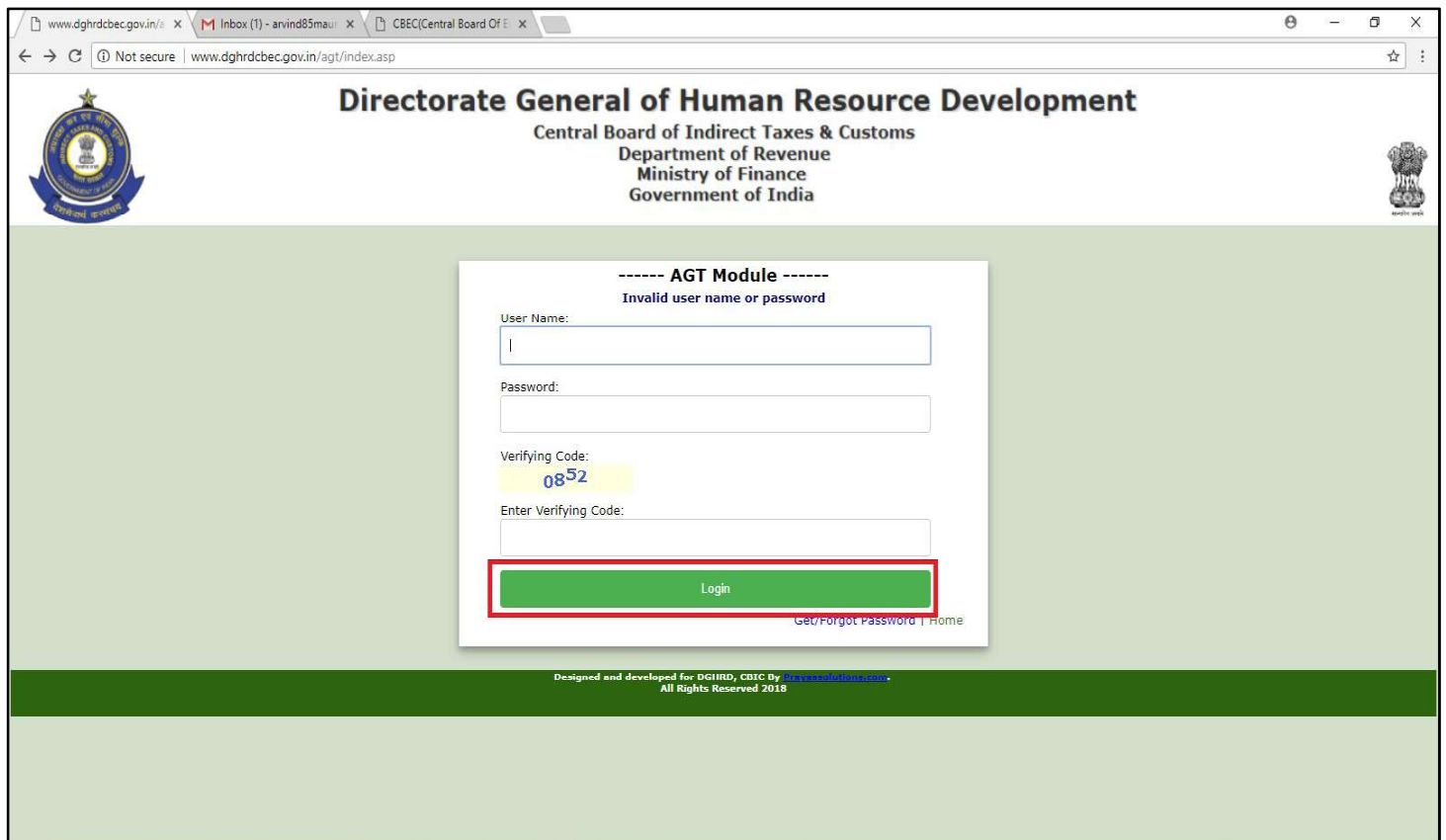
- After clicking on 'Submit' button (see the Image 2) after filling all details, you will receive one time password on your e-mail (your e-mail ID used for 'SPARROW' module).

IMAGE 3



- 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

www.dghrdcbec.gov.in/agt/mypage.asp

Directorate General of Human Resource Development

From www.dghrdcbec.gov.in
Please change your Password.

Ok

Government of India

----- AGT Module -----
Invalid user name or password

User Name:

Password:

Verifying Code: 0852

Enter Verifying Code:

0852

Login

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

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In the next window you can set your new password

IMAGE 5.2

Changes Password x CBEC(Central Board Of Excise & Customs)

Not secure | www.dghrdcbec.gov.in/agt/changespassword.asp

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

Welcome: (), You are logged In AGT Module as User.

Home

Submit Representations

Personal Details

Change Password

Logout

Password Details

Old Password*:

New Password*:

Retype Password*:

Change Password Reset

* 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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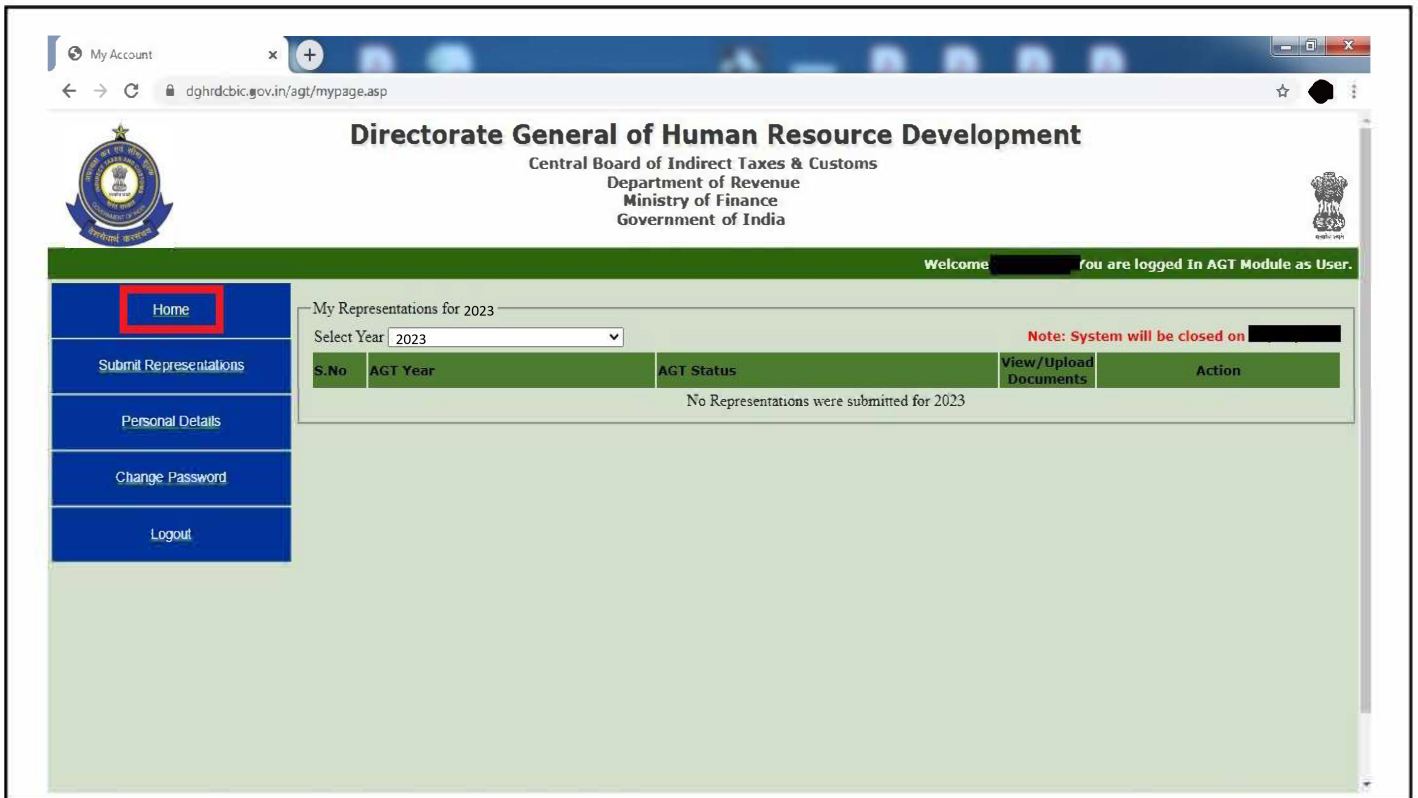
Points to remember while setting password:-

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 (#)

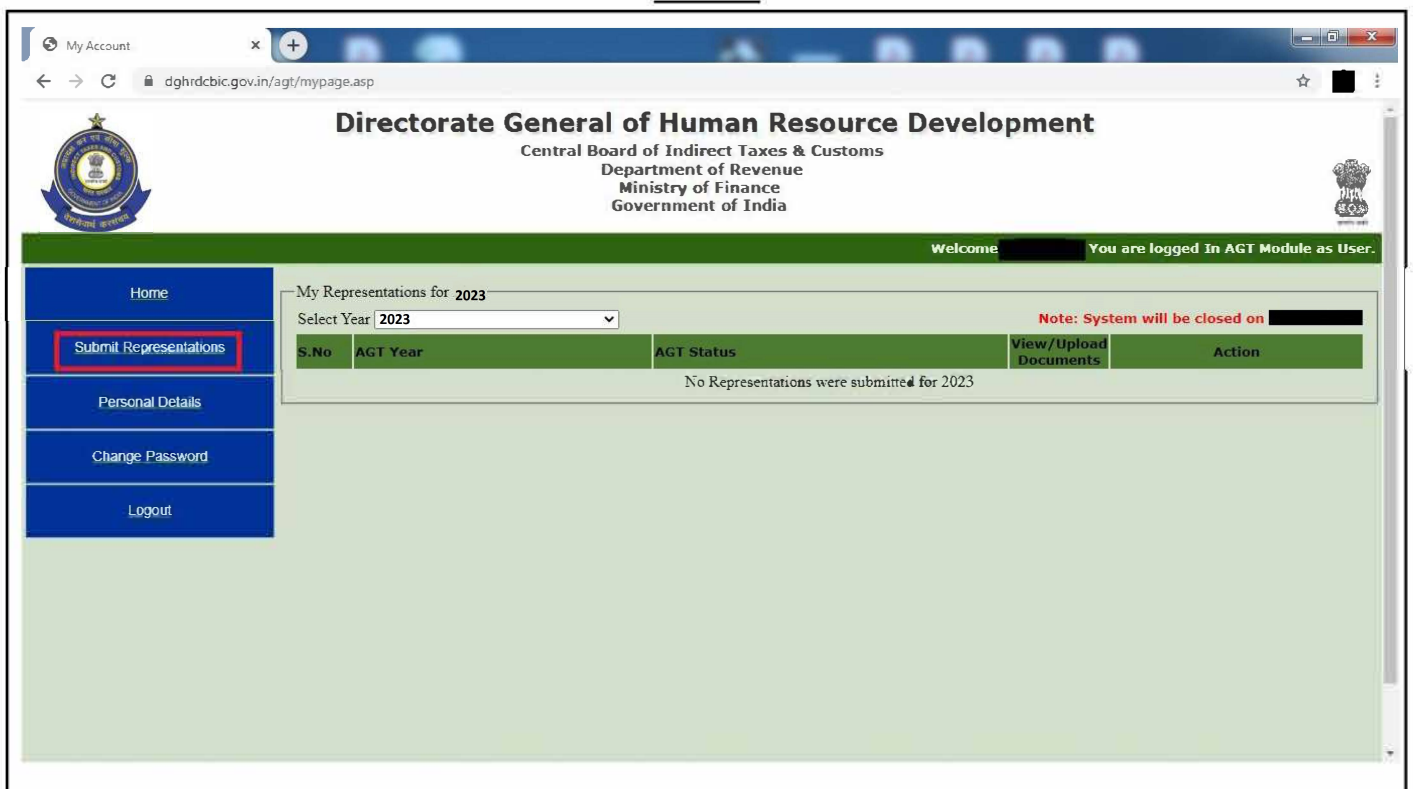
6. Once you have changed your password click Home Tab (refer Image 5.2) to go to your home page.

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 [Name] You are logged In AGT Module as User.

Home
Submit Representations
Personal Details
Change Password
Logout

Submit Representation

Name: [Name] and Employee ID: [ID]

Year* [2023]

ZONE/DIRECTORATE* [Zone]

COMMISSIONERATE* [Commissionerate]

Batch* [Batch]

Designation* [Designation]

Date of Birth* [Date]

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

-----Select-----

Opted for NACIN

-----Select-----

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)

[Text Area]

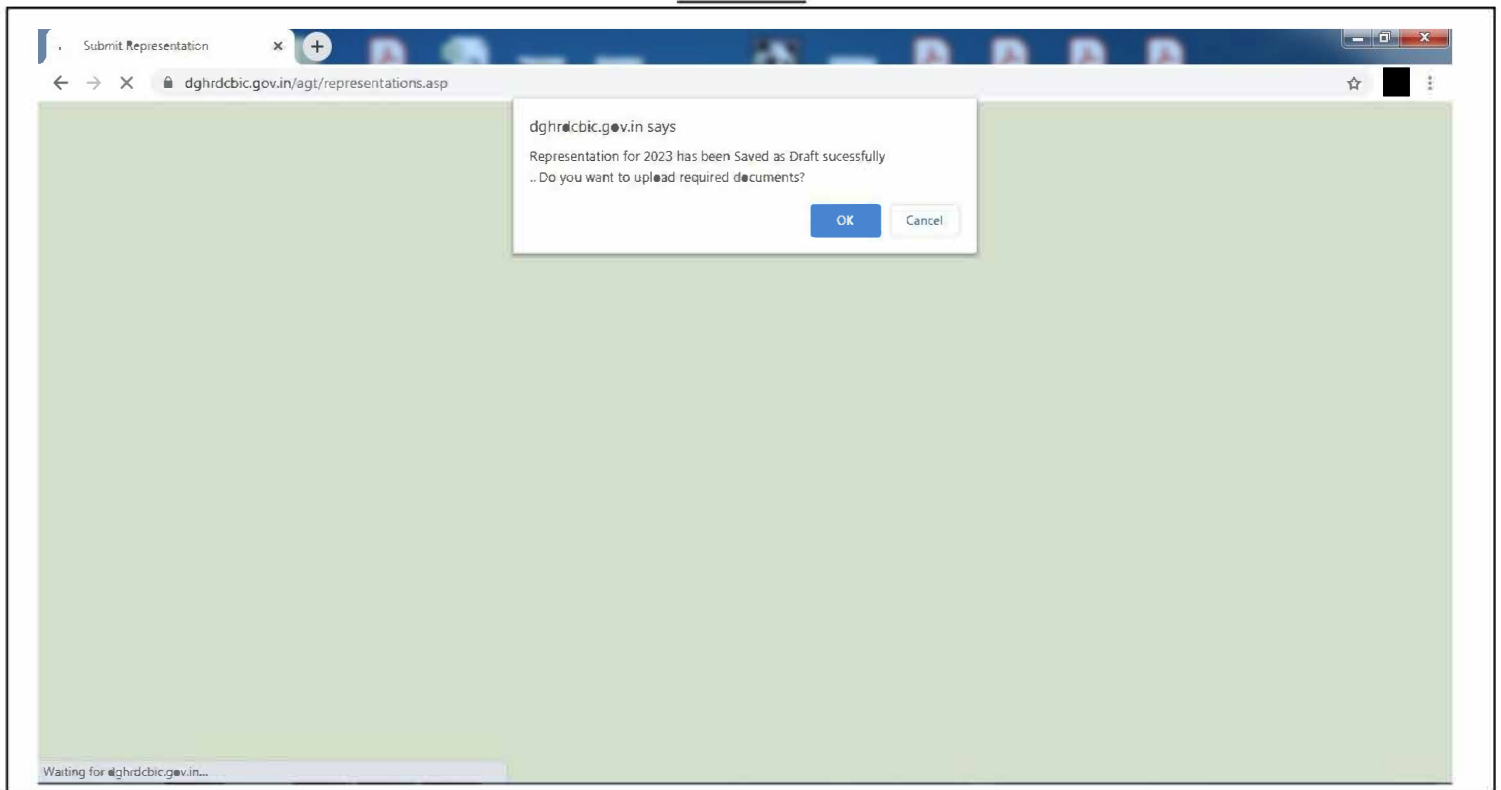
Save as Draft Reset Back

* 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).

Designed and developed for DCHRD, CBIC By [Link]
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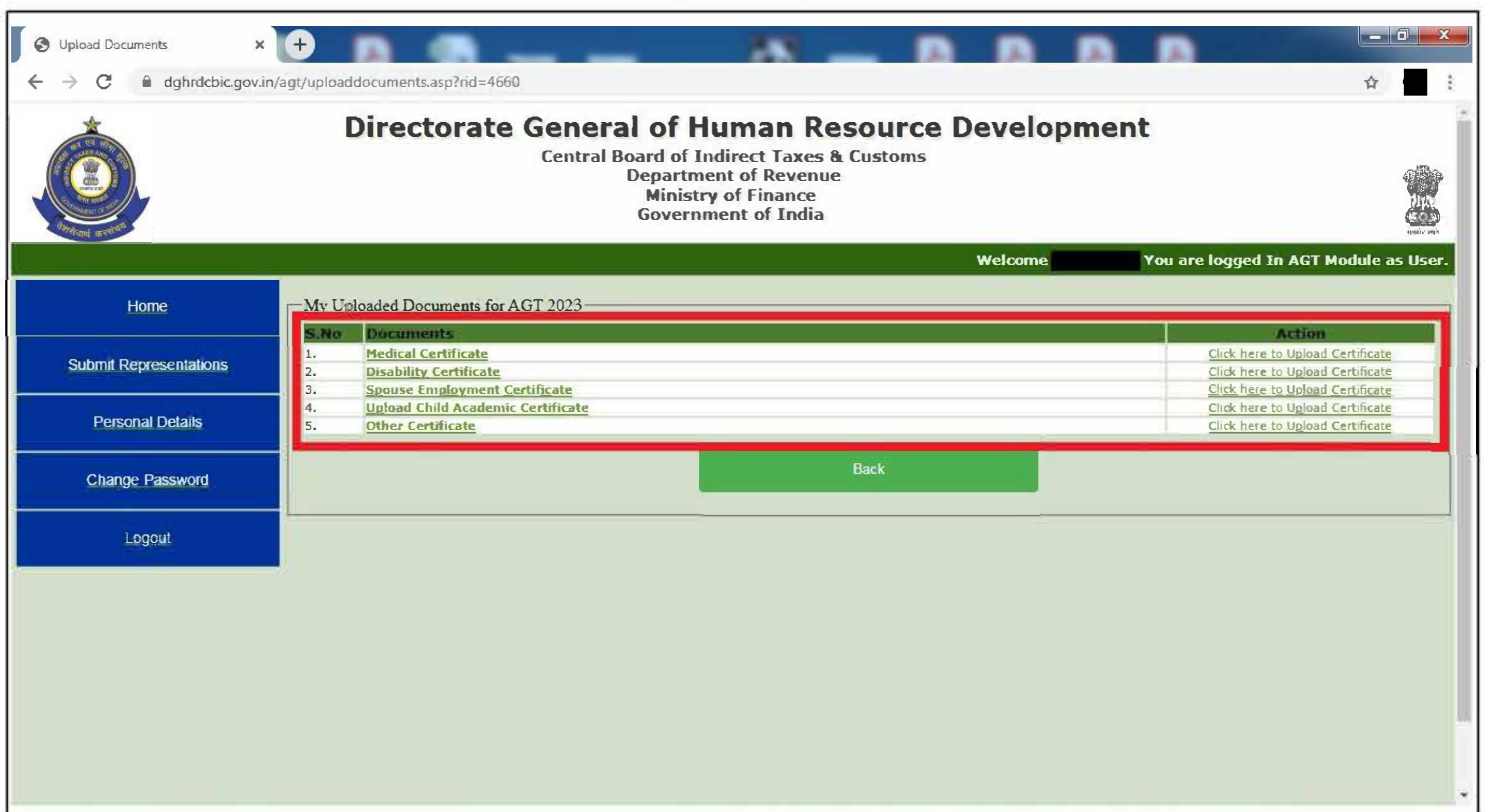
9.1 Save as draft: You can save your representation for review and later submission.

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 displays the 'My Account' page of the AGT Module. The header includes the Directorate General of Human Resource Development logo and the text: 'Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India'. A green banner at the top right says 'Welcome [User Name], You are logged In AGT Module as User.'.

On the left, a blue sidebar contains navigation links: 'Home' (highlighted with a red box), 'Submit Representations', 'Personal Details', 'Change Password', and 'Logout'.

The main content area is titled 'My Representations for 2023' with a 'Select Year' dropdown set to '2023'. A table lists the user's representations. The first entry, 'Representation for 2023', is highlighted with a red box. It shows a 'Created Date' of '23/02/2023 23:50:05' and a 'Last Modified Date' of '23/02/2023 23:56:31'. The 'AGT Status' is 'Saved as Draft (Revised 0)'. The 'View/Upload Documents' column lists five items with links to upload: 1- Medical Certificate, 2- Disability Certificate, 3- Spouse Employment Certificate, 4- Upload Child Academic Certificate, and 5- Other Certificate. The 'Action' column has 'Modify/Final Submit' (highlighted with a red box) and 'Delete' buttons.

Three large white arrows point from the table to three instruction boxes below:

- Review your representation before final submission** (points to the representation row)
- Review/Upload all the supporting documents, if applicable before final submission** (points to the document upload links)
- Final submit your representation. (No correction /alteration will be allowed after final submission)** (points to the 'Modify/Final Submit' button)

A red note at the top right of the table area states: 'Note: System will be closed on [Closing Date]'.

ONLINE AGT MODULE – HELPLINE

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