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**Government of India**  
**Ministry of Finance**  
**Department of Revenue**  
**Central Board of Indirect Taxes & Customs**  
**Directorate General of Human Resource Development**  
**409/8, Deep Shikha, Rajendra Place,**  
**New Delhi – 110008**

F. No. 8/PC /81/HRD (HRM-II) / 2018

Dated: 31.07.2018

To,

**All Principal Chief Commissioners/Chief Commissioners (GST)(All CCA)**  
**All Principal Chief Commissioners /Chief Commissioners (Customs)(All CCA)**  
**The Director General, Directorate (All CCA)**

Sir/Madam,

**SUB: Initiation of "Online deputation module" for Group 'A' Officers- reg**

Please refer to the above mentioned subject. In this regard, it is stated that an online System has been developed to encourage and facilitate Group 'A' officers to apply for various posts on deputation.

2. Due to glitches/delay in the processing of the documents like Vigilance clearance and APARs/IPRs, it has been felt that the opportunity delayed is opportunity denied. Therefore, a user-friendly online module has been developed by this office, of which HRM-I wing and office of the DG (Vigilance) are active partners.

3. The Module can be easily accessed by the Group "A" officers under CBIC through the website of DGHRD i.e. [www.dghrdcbec.gov.in](http://www.dghrdcbec.gov.in) with the use of unique user Ids and passwords. The User Ids to be used by the Officers has been kept identical as their "@gov.in" id for [example-xyz@gov.in](mailto:example-xyz@gov.in) (as used at the time of AGT Module access) and the passwords shall be sent to all the Officers, using the bulk SMS facility. There is also one provision of "Get/Forgot Password", available on the user's screen. After opening the website, the user shall have to click on the tab "Online Deputation Module".

4. After logging-in, the officers would be able to see the various Vacancy circulars, which shall be uploaded from the back end by the designated officer of DGHRD. The officer after duly checking the various eligibility conditions, can very easily apply online. Before submitting, the officer shall have the option of modifying either the details entered by him or to change the resume file also. Once submitted, the details cannot be changed.

5. It is pertinent to mention that merely submitting the Deputation application online shall not be construed as "Sending the application to Ad-II through proper channel" as the purpose of the Module is only to expedite the APARs, IPRs and Vigilance Clearance readiness. This provision has been made automatic because as and when any officer shall submit the application, automatic e-mails shall be generated to the office of the DG (Vigilance) and HRM-I, DGHRD to keep the Vigilance Clearance, APARs and IPRs ready. This will reduce the processing time considerably, thereby motivating the officers. Duly signed copies, forwarded by Competent authorities, through proper channel to Ad-II are must, as is the present practice also.

6. It is therefore kindly requested to widely circulate this positive move, among all the Group 'A' officers under your jurisdiction, to enable them to apply for suitable deputation posts as and when the vacancies arise.

This issues with the approval of Chairman, CBIC.

Yours sincerely

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क्रम सं० 12185/10 12244  
दिनांक 31/07/2018

प्रेषित

*Vivek*  
(Vivek)  
Joint Director  
DGHRD (HRM-II)