I/687095/2022

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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NATION TAX MARKET

GEXCOM/II/(3)/65/2021-ESTT. **Date: .07.2022**

Sub: Guidelines for Transfer, Group 'B' & 'C' cadres in Central Tax, Central Excise & Customs, Thiruvananthapuram Zone – Reg.

The General Guidelines of Transfer as approved by the Chief Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone on 08.06.2022 in respect of transfer and posting of officers in Group 'B' & 'C' cadres is enclosed herewith for circulation among officers/ staff in the Zone.

The timelines mentioned in the Transfer Policy will not be applicable for the Annual General Transfer 2022.

Encl.: As above.

Signed by Padmanaban Senthil Kumar
Date: 22-07-2022 12:46:04
Reason: Approved

(P. SENTHIL KUMAR)
JOINT COMMISSIONER (P&V)

Copy submitted to:

1. **The Chief Commissioner of Central Tax and Central Excise, Thiruvananthapuram Zone, Kochi-682 018.**
2. **The Commissioner of Central Tax and Central Excise, Kochi.**
3. **The Commissioners of Central Tax and Central Excise, Thiruvananthapuram/ Kozhikode, Audit (Kochi), Appeals (Kochi) / Customs (Preventive), Cochin.**
4. **The Principal ADG, DRI, Zonal Unit, Kochi.**
5. **The Principal ADG, DGGI, Zonal Unit, Kochi**
6. **The Additional Director General, NACIN, Kochi**

I/687095/2022

Copy to:

1. **The Additional/ Joint Commissioners of Thiruvananthapuram/ Kozhikode, Audit (Kochi)/ Appeals (Kochi) / Customs (Preventive) Commissionerates.**
2. **All Deputy/ Assistant Commissioners in charge of Divisions of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerates.**
3. **All DDOs of Kochi/ Thiruvananthapuram/ Kozhikode, Audit, Kochi/ Customs (Preventive) Commissionerates.**
4. **All Section Heads in Headquarters Office, Kochi.**
5. **The General Secretaries of All Staff Associations of Central Tax and Central Excise, Thiruvananthapuram Zone.**
6. **The Superintendent (Systems), Hqrs, Kochi (For uploading in website).**
7. **Notice Board, Hqrs. Office, Kochi.**

I/685938/2022

DRAFT TRANSFER POLICY FOR GROUP B (GAZETTED AND NON-GAZETTED) OFFICERS

The existing Annual General Transfer Policy of the Thiruvananthapuram Central Tax & Central Excise Zone has been evolved based on the guidelines issued by the Board vide F. No. A-35017/28/92-AD-III-B dated 30.06.1994, revised transfer/placement guidelines and various JCM decisions or the points raised by the recognized Staff Associations. However, the existing transfer guidelines needs to be revamped for better efficiency, transparency and to ensure adequate availability of officers in all the offices under the jurisdiction of the Zone. Officers of Central Tax & Central Excise working in Thiruvananthapuram Zone are transferable within the six Commissionerates and they are liable to be posted anywhere in the state of Kerala and UT of Lakshadweep at any time depending upon administrative requirements.

2. AIM OF THE POLICY:

The aim of this transfer policy for Group 'B' officers is to provide standard norms, transparency, objectivity and increased perception of fairness and clarity in annual general transfers. The broader objective is to promote integrity, enhance efficiency of administration and to encourage the sense of public duty and commitment to public service by giving wide range of exposure the officers.

3. PERIODICITY:

3.1 PREPARATION OF CONSIDERATION LIST:

The station seniority for all officers shall be compiled by CCA. Based on that seniority list, CCA shall prepare a list of officers due for transfer and place the same on website by 31st December and call for options of transfer/posting from the officers who are either due for transfer or otherwise seeking transfer on any ground.

3.2 The officer shall submit their options for transfer by 31st January.

3.3 The annual general Transfer shall be normally issued by 30th April.

3.4 The transfer orders within Commissionerates shall be issued on or before 15th May of every year. All the officers under orders of transfer should join their nominated place of posting as prescribed in the order.

3.5 All representations arising out of such transfers effected shall be addressed only after the officer joins his new place of posting.

4. TENURE OF POSTINGS

4.1 The cut-off date for computing the station tenure would be as on 1st May of each

year. The length of period of posting at an office shall be counted from date of joining.

4.2 For the purpose of counting of Tenure:

I. An officer under orders of transfer shall be granted any kind of Leave only after the officer has joined the new place of posting. The period spent on any leave without joining the new place of posting will not count towards computation of tenure in that new posting.
II. Periods spent on any kind of continuous leave availed by the officer in excess of 60 days, except Medical and Maternity leave, during the tenure in case of postings in places other than home town of the officer shall be excluded.
III. The stay of an officer in a particular station for the purpose of transfer will be computed with reference to the total period of continuous stay at a station regardless of the different posts held by the officer at the station.
IV. The period spent on Posting on Deputation and on local rotational transfer basis to DGRI, DGGSTI shall be counted towards calculation of stay in that particular station.
V. Period spend for more than nine months will be considered as one year.

4.3 STATION TENURE:

I. The tenure shall be 6 years in Ernakulam, Trivandrum and Calicut and 4 years in other stations.

II. The tenure shall be two years in respect of stations where there exist only Ranges/ Units.

III. In difficult/ remote areas viz. Uduma, Manjeswar, Kanhangad, Kasargod, Munnar, Vandiperiyar, Kattappana, Kalpetta, Ranni, Mundakayam, Pathanamthitta and Sulthan Battery the tenure shall be one year.

IV. The tenure of posting to Kavaratti will be for a period of one year.

V. Postings to the Customs Preventive Commissionerate, Audit Commisionerate and Appeals Commissionerate will be for a period of three years.

5. CLASSIFICATION OF CHARGES AS SENSITIVE AND NON SENSITIVE :

Based on the DGHRD's guidelines in F.No.8/B/42/HRD(HRM)/2011 dated 07.07.2011, the under-mentioned workplaces in this Zone are classified as sensitive and non-sensitive :-

5.1 Following charges are to be treated as Sensitive.

(a) Commissionerate/Divisional Headquarters:

(i) Anti Evasion/Preventive Wing

(ii) Refund/Rebate Cell

(iii) Vigilance Section

(b) All Ranges

(c) All groups/circles in Audit Commissionerate

(d) Posting to DGGI/DRI

5.2 Posting to Airport, UB and ACC(I&E) shall be treated as Sensitive.

5.3 All charges except those mentioned at 5.1 and 5.2 are to be treated as Non-Sensitive.

6. ROTATION BETWEEN SENSITIVE AND NON-SENSITIVE POSTING:

6.1 The tenure of the service of officers in sensitive charges should normally not exceed two years for each posting.

6.2 There should be rotation of postings between sensitive and non-sensitive charges so as to ensure all-round exposure and efficiency. However, in case where sufficient numbers of officers are not available due to administrative or vigilance reasons for posting to sensitive charges, officers can be rotated from one sensitive charge to another sensitive charge.

6.3 On reversion from a sensitive Directorate/Airport as far as possible officers would be posted to a non-sensitive charge for a minimum period of two years.

6.4 Further, rotation of officers from sensitive to sensitive charges is to be avoided as a rule, unless justifiable on specific grounds. All such exceptions shall only be made with the prior approval of the Chief Commissioner and this applies to rotations made for whatever reason during the course of the year as well.

7. GENERAL POLICY:

7.1 The Cadre Controlling Authority shall issue the orders of Inter Commissionerate transfers with the approval of Chief Commissioner. The CCA shall only assign the Commissionerate postings in the said order except for Airport/UB/ACC(I&E) postings. However, an information sheet specifying the place of posting in respect of the officers transferred to each Commissionerate shall be communicated to the respective Commissionerate. Specific postings in all the above cases will be issued by the jurisdictional Commissionerates. All such orders shall be issued with concurrence of Chief Commissioner.

7.2 In respect of postings to Airport/UB/ACC(I&E), the Cadre Controlling Authority will issue the orders showing specific postings to a particular Airport/UB/ACC(I&E).

7.3 An officer may be transferred to another station at any time irrespective of the period already spent in the existing station, if the transfer is made necessary consequent on his promotion to a higher post. Efforts would however be made to retain him in the same station till the end of the academic year, if a natural vacancy is available in the station concerned, and there is no necessity to fill up immediately the vacancies in the other stations/Commissionerates.

7.4 On the verge of Retirement: Persons who are on the verge of retirement (within a period of 2 years) would be given, as far as possible, home station posting or a place of his choice, if so requested for.

7.5 Spouse Ground: To the extent possible, efforts will be made to post or retain an officer in the station or nearby station where his/her spouse is working.

7.6 Physically challenged officers will be posted to a place near to their residence subject to availability of vacancies and administrative exigencies.

7.7 When requests for a station far exceeds the vacancies available, priority will be given to the officers who applied on grounds explained in sub clauses **(a) to (h)** below, to the extent possible, and subject to administrative exigencies:-

a. Officers who are on the verge of retirement.
b. Request on medical grounds.
c. Those who have not worked/ least worked at the place of request.
d. Officers requesting transfer after completion of tenure period at Hill Stations / Remote places/Island posting.
e. Lady Officers who are having children below 2 years will also be given priority.
f. Officers whose children are studying in 10th & 12th standard will not be transferred from their station during that particular academic year if asked for retention/ will be given their choice station if working elsewhere.
g. Single parents will also be given priority.
h. Officers who have worked more in stations other than the requested one.
i. All representations for transfer on compassionate grounds will be considered by a Committee which will make appropriate recommendations as per transparent parameters.

In respect of officers who obtain a transfer or grounds shown in classes (b), (f) and (h) above, to a particular station are not entitled to claim the full tenure as per this policy at that station, and shall be liable to transfer in the next AGT or in any AGT before completion of the prescribed tenure.

7.8 One office bearer either the President or the General Secretary of the Association may be posted at the station requested by the respective Associations.

7.9 Transfer from a station will be of those who have completed the normal period of stay in that station, on first-in-first-out basis. No officer, who has not completed the normal period of stay in a station, will be transferred out of that station except on administrative grounds.

7.10 Officers who have completed tenure period in Hill Stations and remote places will not be posted again to such station except on their choice.

7.11 Interchange between Customs and GST function shall be considered wherever possible at the time of transfer.

7.12 Generally requests for station to station transfer would not be

considered unless the person requesting for transfer has completed a minimum of 2 years tenure in that station, except request from officers posted to Hilly/ remote /Island areas.

7.13 Requests for posting back to a station from where an officer has been transferred would be considered in the following cases wherever possible:-

a. The place requested is an unpopular station and nobody opts for a posting to that place.
b. The officer is returning from a hardship posting.

7.14 Posting to and out of Chief Commissioner's office shall be done in consultation with ADC/JC (CCO).

7.15 Preference will be assigned to those officers who have not worked in Audit Commissionerate and Customs (Preventive) Commissionerate while postings to these Commissionerates.

8. POSTING TO AIRPORT/UB/ACC(I&E):

8.1 Selection of officers for posting to Airports, UB Centres and ACC(I&E) will be based on seniority cum fitness and not on the basis of willingness.

8.2 Officers who have not worked in Airports/UB Centres/**ACC(I&E)** in their entire service will be considered for posting to Airports/UB Centres/**ACC(I&E).** Thereafter officers who have not worked in Airports/UB Centres/ **ACC(I&E)** in their present cadre will be considered.

8.3 Officers who are within three years for retirement will not be considered for posting (may be considered at the option of officer) if officers having more than three years of service are available in the respective cadre.

8.4 The officers selected for posting to airport, may give their preference of airports which will be taken into consideration.

8.5 The tenure of posting to Airport/UB/**ACC(I&E)** will be for one year. The tenure spent on posting to Airport/UB/ **ACC(I&E)** shall not be counted towards calculation of stay in that particular station, but may be so counted at the option of the officer.

9. DEPUTATION TO DIRECTORATES :

9.1 Tenure for deputation/posting to DGRI and DGGSTI would be for an initial period of five years-extendable by two years, one year at a time with the approval of designated authority as per existing guidelines. For other Directorates, the tenure would be three years – extendable by two years, one year at a time.

9.2 Cooling off period:

There shall be a two years "cooling off" period between any of the two of the following sensitive postings:

a) Posting to DGRI

b) Posting to DGGSTI

c) Posting to Directorate of Vigilance

9.3 Relaxation of cooling off period, if required, would be considered by CCA with approval of chief commissioner for administrative exigencies. For posting to any other Non-sensitive Directorates from a Commissionerate or any of the Directorate, the condition of "Cooling off Period" shall not be applicable.

10. POSTING TO DIRECTORATES ON LOCAL ROTATIONAL TRANSFER BASIS:

10.1 In terms of Board's letter F.No. A-11019/5/2017-Ad. IV dated 16.06.2017 officers will be posted to Directorates from CCO on local rotational transfer basis for a period of two years initially and further extendable for one year with the approval of designated authority. CCA will post officers on local rotational transfer basis only to those formations of the Directorates which are located within the jurisdiction of Thiruvanathapuram Zone.

11. MISCELLANEOUS

11.1 Conformity to this Policy shall be the norm in the matters of transfer and posting of officers, and deviation, if unavoidable, shall only be an exception and it shall be kept to the minimum possible. Commissioners shall take the approval of the Chief Commissioner in case of any proposals involving deviation from this Transfer Policy.

11.2 The Commissionerates shall have a proper, correct and comprehensive record of the History of postings of all officers posted under them. This record shall be properly maintained and kept updated as this forms the basis for posting to sensitive / non-sensitive charges and for determination of tenures.

11.3 Training: Officers from GST formations who are posted to Customs formations shall be provided training of adequate duration in Customs work. The Commissionerates shall put in place a suitable mechanism to provide this training.

11.4 Any officer may be transferred from his existing place of posting at any time if such transfer is considered necessary on administrative reasons. CCA, may if it considers necessary to do so in public interest and in furtherance of organizational objectives, transfer, retain or post any officer to any station/ formation.

11.5 This Transfer policy supersedes all earlier Policies/Guidelines issued by this office in the matter of transfer and posting of Group B officers under this zone.

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I/685939/2022

DRAFT TRANSFER POLICY FOR GROUP B & C (MINISTERIAL) AND GROUP C (NON-MINISTERIAL) OFFICERS

The dedicated transfer policy for Group B & C (Ministerial) and Group C (Non-Ministerial) officers has been formulated to address the administrative requirements of the various formations and to encourage the officers to gain comprehensive working experience.

2. MINISTERIAL OFFICERS:

2.1 Ministerial Officers are also liable to transfer like Executive Officers, routine transfer of Ministerial Officers from one station to another will be avoided, except on administrative or compassionate grounds. However, in respect of stations where HRA is less and Government staff quarters are not available the requests of officers who have completed 2 years in the station will be considered.

2.2 On promotion for ministerial to Executive cadre, officers will normally be posted to station/Commissionerate other than their current place of posting for a period of two years.

2.3 For Ministerial Officers the normal period of stay in one station will be 6 years.

3. GROUP C (NON-MINISTERIAL) OFFICERS:

3.1 Group C (Non-Ministerial) officers are liable to transfer anywhere within the Zone. However, frequent or routine transfers would be avoided. While ordering transfers, the distance from the place of their permanent residence would also be given due consideration subject to availability of vacancy. Officers who have completed five years of service at a station may be given transfer to his Hometown or to the nearest station, if requested for, subject to availability of vacancies.

4.DRIVERS:

4.1 While Drivers are also liable to transfer like Executive Officers, routine transfer for the sake of transfer, from one station to another will be avoided except on administrative or compassionate grounds. Home Town postings will be given as far as possible, subject to availability of vacancies.

5. GENERAL POLICY:

5.1 The Cadre Controlling Authority shall issue the orders of Inter Commissionerate transfers with the approval of Chief Commissioner. The CCA shall only assign the Commissionerate postings in the said order except for Airport/ UB postings. However, an information sheet specifying the place of posting in respect of the officers transferred to each Commissionerate shall be communicated to the respective Commissionerate. Specific postings in all the above cases will be issued by the jurisdictional Commissionerates. All such orders shall be issued

with concurrence of Chief Commissioner.

5.2 In respect of postings to Airport/UB/**ACC(I&E)**, the Cadre Controlling Authority will issue the orders showing specific postings to a particular Airport/UB/**ACC(I&E)**. The tenure of posting to Airport/UB/**ACC(I&E)** will be for one year.

5.3 On the verge of Retirement: Persons who are on the verge of retirement (within a period of 2 years) would be given, as far as possible, home station posting or a place of his choice, if so requested for.

5.4 Spouse Ground: To the extent possible, efforts will be made to post or retain an officer in the station where his / her spouse is working.

5.5 Physically challenged officers will be posted to a place near to their residence subject to availability of vacancies and administrative exigencies.

5.6 When requests for a station far exceeds the vacancies available, priority will be given to the officers who applied on grounds explained in sub clauses **(a) to (h)** below, to the extent possible, and subject to administrative exigencies:-

a. Officers who are on the verge of retirement.
b. Request on medical grounds.
c. Those who have not worked/ least worked at the place of request.
d. Officers requesting transfer after completion of tenure period at Hill Stations / Remote places/Island posting.
e. Lady Officers who are having children below 2 years will also be given priority.
f. Officers whose children are studying in 10th & 12th standard will not be transferred from their station during that particular academic year if asked for retention/ will be given their choice station if working elsewhere.
g. Single parents will also be given priority.
h. All representations for transfer on compassionate grounds will be considered by a Committee which will make appropriate recommendations as per transparent parameters.

In respect of officers who obtain a transfer or grounds shown in classes (b), (f} and (h) above, to a particular station are not entitled to claim the full tenure as per this policy at that station, and shall be liable to transfer in the next AGT or in any AGT before completion of the prescribed tenure.

5.7 One office bearer either the President or the General Secretary of the Association may be posted at the station requested by the respective Associations.

5.8 Officers who have completed tenure period in Hill Stations and remote places will not be posted again to such station except on their choice.

6. MISCELLANEOUS

6 . 1 Conformity to this Policy shall be the norm in the matters of transfer and posting of officers, and deviation, if unavoidable, shall only be an exception and it shall be kept to the minimum possible.

Commissioners shall take the approval of the Chief Commissioner in case of any proposals involving deviation from this Transfer Policy.

6.2 Any officer may be transferred from his existing place of posting at any time if such transfer is considered necessary on administrative reasons. CCA, may if it considers necessary to do so in public interest and in furtherance of organizational objectives, transfer, retain or post any officer to any station/ formation.

6 . 3 This Transfer policy supersedes all earlier Policies/Guidelines issued by this office in the matter of transfer and posting of Group B & C (Ministerial) & and Group C (Non-Ministerial) officers under this zone.

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