राजस्व विभाग Department of Revenue
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
Central Board of Indirect Taxes and Customs
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क मुख्य आयुक्त का कार्यालय
Office of the Chief Commissioner of Central Tax, Central Excise and Customs
तिरुवनंतपुरम क्षेत्र Thiruvananthapuram Zone
सी आर भवन, आइ एस प्रेस रोड, कोच्चि - 682 018, C R Building, I S Press Road, Kochi - 682018
ccu-cexcok@nic.in, cccochin@nic.in 0484-2394100, 2390404 cgstcustvm

Cadre Clearance Policy for Deputation & Loan Postings – Thiruvananthapuram Zone

In supersession of the Policy for posting officers of the Zone on Deputation/Loan basis dated 25.10.2023 and instructions on proforma promotion issued vide letter F.No. GCCO/II/(3)/189/2023-Admn dated 30.01.2024, the following guidelines are issued to improve administrative efficiency and ensure transparency in the process of granting cadre clearance for deputation/loan postings of Group B and C officers of CGST and Customs cadre of the Thiruvananthapuram Zone, with immediate effect and until further orders.

1. Instructions related to posting on Deputation/Loan basis.

(i) Airpool Policy Instructions issued by CBEC vide F.No.A.11019/102/91-Ad.IV dated 21.10.1993 & F. No. A.1101922/2007-Ad.IV dated 22.12.2008.

(ii) OM issued vide F.No.6/8/2009-Estt(Pay-II) dated 17.06.2010 issued by DoPT.

(iii) OM issued vide No.2/3/3/2009-CS.I (U) dated 01.11.2013 issued by DoPT.

(iv) OM issued vide F.No.2/6/2016-Estt(Pay-II) dated 17.02.2016 issued by DoPT.

(v) Instructions issued by CBIC vide F.No.12034/90/2018.Ad.IIIB dated 17.10.2018.

(vi) Consolidated guidelines issued vide F.No.11013/12/2019-Ad.IV dated 27.05.2020.

(vii) Consolidated guidelines issued vide F.No.11013/12/2019-Ad.IV dated 17.12.2020.

(viii) SOP for extension of loan of personnel issued vide F.No.A- 11019/3/2020-Ad.IV dated 25.03.2021.

(ix) Circular No.03 issued vide F.No.A-32012/11/2021-Ad.IIIA dated 29.06.2021 and 23.08.2021, issued by CBIC

(x) O.M. issued vide O.M.No. 2/6/2023-Estt.(Pay-II) dated 22.03.2023, by DoPT

(xi) O.M. issued vide O.M.No. DOPT-1726140763694 dated 28.03.2024, by DoPT

(xii) CBIC letter F.No.A-11013/18/2024-Ad.IV dated 29.11.2024

2. General Policy.

(i) Applications for posting on deputation/loan basis outside the Zone shall be taken up for consideration only if the working strength of a cadre is above 80% for Group B (Gazetted) Officers and above 55% for Group B (Non-Gazetted) and Group C Officers.

(ii) An officer will be considered to be eligible for posting on deputation/ loan basis only after 3 years from the completion of his/her probation period.

(iii) The officer applying for deputation/ loan shall submit the application through proper channel and well within the due date to the Chief Commissioner's Office. Advance copies of application will not be entertained. 4. The Application **should in all cases** be forwarded by the jurisdictional Commissioner with specific observation on whether she/he will be able to spare the services of the officer. Likewise, the applications of officers deputed in the Directorates in the Zone for deployment to other units of the Directorate should be forwarded by ADG (DGGI/ DRI/NACIN), with specific observation that she/he will be able to spare the services of the officer and not seek a replacement.

(iv) If an officer is selected for a deputation/ loan posting based on the advance copy of application, without obtaining the cadre clearance, selection of the officer will be treated as null & void and the officer shall not be relieved to join the assignment.

(v) Request of local units of DGGI/DRI/NACIN will be entertained on priority.

(vi) Ex-cadre deputation based transfer outside Central Government will not be allowed other than Kerala SGST Department. Posting on deputation to

भा.रा.से.
अपर आयुक्त
केन्द्रीय ... सीमा शुल्क
Central ... Customs
कोचिन-682018/Cochin-682018

जोमी जेकब, भा.रा.से.
JOMY JACOB I.R.S.
अपर आयुक्त
Additional Commissioner

जो पॉल मांपील्ल, भा.रा.से.
JOE PAUL MAMPILLY I.R.S.
अपर आयुक्त
Additional Commissioner

कोमिसेट्टी मुरलीधर, भा.रा.से.
KOMMISETTY MURALIDHAR, I
संयुक्त आयुक्त/JOINT COMMISSI
सीमा शुल्क गृह, कोचिन-9
CUSTOM HOUSE, COCH

Organization/ departments outside CBIC such as NIA, CBI, Enforcement Directorate, NCB, GSTAT etc. will be considered keeping in view the value that such postings will add to the skill set of the officer.

(vii) Notwithstanding the Airpool policy, no officers will be considered for posting on deputation to airports outside the State under normal circumstances, as the Zone is required to provide sufficient manpower to the four international airports within the Zone. Any officer keen on working at an airport can opt for any of the airports in the Zone.

(viii) No officer shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/ her interest(s).

(ix) When an officer is sent on loan/deputation or loan outside Kerala, they shall be designated as a representative for the administration of the Thiruvananthapuram Zone.

(x) Not more than 2 stints of deputation/ loan based transfer outside the Zone shall be considered in the entire tenure of an officer so as to ensure availability of deputation/ loan chances to all officers.

(xi) The applications received shall be placed before the Screening Committee comprising of ADC/JC of CCO, ADC/ JC of Central Tax & Central Excise, Kochi and ADC/JC of Custom House, Kochi. The Committee shall convene once in three months and consider the applications received on a case-to-case basis and shall submit their recommendations to the Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone, for final decision.

(xii) All applications received will be evaluated on **case-to-case** basis by the Screening Committee. A grading system will be adopted by the Committee and preference shall be given to the applications on the following grounds:

a) Officer with children/spouse having serious medical ailments which cannot be treated at medical facilities in Kerala

b) Requests on medical condition of the spouse/parent on a case-to-case basis, provided family is living in the place where the officer has requested for deputation/ loan posting.

रानी सी. आर. भा.रा.से.
RANI C.R. I.R.S
अपर आयुक्त / Additional Commissioner
केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क
Central Tax, Central Excise & Customs
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JOMY JACOB I.R.S.
अपर आयुक्त
Additional Commissioner

जो पॉल मांपिल्ली, भा.रा.से.
JOE PAUL MAMPILLY I.R.S.
अपर आयुक्त
Additional Commissioner

कोलिप्पटी मुरलीधर, भा.रा.से
KOLIPPATTY MURALIDHAR, I.R.S
संयुक्त आयुक्त /JOINT COMMISSIONER
सीमा शुल्क गृह, कोचिन-9
CUSTOM HOUSE, COCHIN-9

c) Officers having children with 'Specified Disability' as defined in the Schedule of Rights of Persons with Disabilities Act, 2016 (Annexure-III).

d) In case of employees seeking deputation / loan on grounds of education of children (10th & 12th standard), the application may be forwarded, provided family is living in the place where the officer has requested for deputation/ loan posting.

e) In case of officers requesting on deputation on spouse ground for reasons such as their spouse posted in non-transferable Govt/ Semi-Govt/Public sector organisations including banks; provided the spouse is working in the place where the officer has requested.

3. Loan-based transfer posting policy.

(i) Loan-based transfer to Directorates within the Zone.

The strength allocated to the respective Chief Commissioner's offices (CCOs)/CCAs include the strength to be apportioned to the Directorates of CBIC located in the same Zone. Directorates are also at liberty to source officers under special situations from any Zone on loan basis.

(ii) Loan-based transfer to Directorates outside the Zone.

a) Consolidated guidelines were issued vide F.No.11013/12/2019-Ad.IV dated 27.05.2020 and subsequent clarification dtd 17.12.2020 were issued for posting on loan basis meant only for Directorates. These guidelines won't be applicable for posting in cross Zonal Commissionerates.

b) As per the guidelines, each CCA can, at their discretion, post up to 10% of the sanctioned strength meant for loan postings to Directorates within the Zone, to Directorates located outside their jurisdiction. This quota is to the discretion of the CCA and not mandatory.

रानी सी. आर., भा.रा.से.
RANI C.R. I.R.S
अपर आयुक्त/Additional Commissioner
केन्द्रीय कर, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क
Central Tax, Central Excise & Customs
कोचिन-682018/Cochin-682018

जोमी जेकब भा.रा.से.
JOMY JACOB I.R.S.
अपर आयुक्त
Additional Commissioner

जो पॉल मांपिल्लि, भा.रा.से.
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कोमिसेट्टी मुरलीधर, भा.रा.से
KOMMISETTY MURALIDHAR, I
संयुक्त आयुक्त/JOINT COMMISSI
सीमा शुल्क गृह, कोचिन-9
CUSTOM HOUSE, COCH

c) The cadre strength allocated to Zones for posting on loan basis to Directorates is for all the cadres and not limited to executive cadres Group B/C.

(iii) Cross-Zonal Loan-based transfer of Group 'B' (Gazetted).

The same shall not be permitted.

(iv) Loan-based transfer of Group 'B' (Non-Gazetted) and group-C officers from one Zone to another Zone under CBIC.

It will be guided as per the SOP issued vide Board's letter F.No.A.32012/56/2020-Ad.IIIA-Part dtd 20th March, 2025.

4. Extension of deputation/ loan tenure.

(i) Extension of deputation tenure-

a) The normal tenure of deputation posting shall be three years. The maximum deputation tenure will be for a period not more than 5 years at a stretch as per DoPT O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010.

b) Decision on extension of tenure of posting on deputation basis to ex-cadre posts beyond 5 years and upto a period not exceeding 7 years at a stretch will be guided as per-

- DoPT O.M.No. 6/8/2009-Estt.(Pay-II) dated17.06.2010
- DoPT O.M.F.No.2/6/2016-Estt.(Pay-II) dated17.02.2016
- Board's letter F.No.A-12034/90/2018-Ad.IIIB dated 17.10.2018
- Circular No 3 issued vide Board letter F.No A-32012/11/2021-Ad III A dtd 29.06.2021 and subsequent corrigendum dtd 03.08.2021.

c) No official shall be retained beyond the sanctioned term unless prior approval of the competent authourity to grant further extension has been obtained.

(ii) Extension of loan tenure of officers to Directorates (outside the Zone)

a) The initial tenure of loan posting will be for a period of 2 years initially extendable upto 3rd year with the approval of Chief Commissioner. Extension beyond the period of 3 years shall be only with the approval

रानी सी. आर. भा.रा.से.
RANI C.R. I.R.S
अपर आयुक्त/Additional Commissioner
केन्द्रीय कर, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क
Central Tax, Central Excise & Customs
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JOMY JACOB I.R.S.
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Additional Commissioner

जो पॉल मामपिल्ली, भा.रा.से.
JOE PAUL MAMPILLY I.R.S.
अपर आयुक्त
Additional Commissioner

कोमिसेट्टी मुरलीधर, भा.रा.से.
KOMMISETTY MURALIDHAR, I.R.S.
संयुक्त आयुक्त /JOINT COMMISSIONER
सीमा शुल्क गृह, कोचिन-9
CUSTOM HOUSE, COCHIN-9

of Board as per Instructions issued vide F.No.11013/12/2019-Ad.IV dated 27.05.2020.

b) Extension of tenure of posting on loan basis will be guided as per the prescribed SOP for extension of loan of personnel issued vide F.No.A-11019/3/2020-Ad.IV dated 25.03.2021.

5. Cooling-off period. As per DoPT OM 6/812009-Estt. (Pay II), dated 17.06.2010, there shall be a mandatory 'cooling off' period of three years after every last period of deputation/ loan.

6. Relieving Orders and cases of overstay.

(i) Instructions issued as per DoPT O.M. No. 2/6/2023-Estt.(Pay-ll) dated 22.03.2023 will be strictly followed to curb the cases of overstay beyond the approved period of deputation.

(ii) The gist of these instructions is encapsulated below-

a) The deputation period must be clearly specified in the appointment order, along with the relieving date. No separate relieving order is required.

b) The officer is deemed relieved on the deputation's expiry date unless an extension is approved in writing before the expiry.

c) Unauthorized overstay will lead to disciplinary action, loss of pensionable service for the overstayed period, and deferment of increments with cumulative effect until the officer rejoins the parent cadre.

d) The deputationist must provide written consent to the terms and conditions before deputation orders are issued.

(iii) These instructions will be made applicable to loan postings as well.

7. Proforma promotion

रानी सी. आर. भा.रा.से.
RANI C.R. I.R.S
अपर आयुक्त / Additional Commissioner
केन्द्रीय कर, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क
Central Tax, Central Excise & Customs
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कोम्मिसेट्टी मुरलीधर, भा.रा.से
KOMMISETTY MURALIDHAR, I.R.S
संयुक्त आयुक्त / JOINT COMMISSIONER
सीमा शुल्क गृह, कोचिन-9
CUSTOM HOUSE, COCHIN

(i) In line with Board's instructions issued vide letter No. A-11013/18/2024-Ad.IV dated 29.11.2024, proforma promotion under Next Below Rule will be granted to the Inspectors working on deputation basis in Directorates, on the basis of the officer's request. In case of proforma promotion, the promoted officers may continue to work at the lower post in the borrowing organisation with their seniority and pay in Superintendent grade be protected in the parent cadre.

(ii) In respect of officer working on loan basis, the officer will be allowed to work in the Directorate and field formations outside Thiruvananthapuram Zone for the balance period of the loan tenure, subject to availability of vacancy in the post of Superintendent (against sanctioned strength of loan post) in the Directorate. In case, vacancy is not available, the promoted officer may be allowed to work at Inspector grade in the borrowing organisation for the balance loan term with their seniority and pay in Superintendent grade protected in the parent cadre, subject to willingness of officer concerned.

(ii) In case of deputations where an undertaking forgoing promotional benefits is given at the time of selection for deputation (such as in the case of COIN posting), the benefit of proforma promotion shall not be extended.

(iii) The officers who have been granted proforma promotion should ensure that he/ she joins the parent cadre on the date specified in the proforma promotion order failing which, the proforma promotion granted shall be treated as cancelled. No separate orders have to be issued in this regard.

The Chief Commissioner, Central Tax, Central Excise and Customs, Thiruvananthapuram Zone shall be the final authority to decide the merits of the cases and to consider the application and the Competent Authority to relax any of the above-mentioned guidelines.

रानी सी. आर. भा.रा.से.
RANI C.R. I.R.S
अपर आयुक्त/Additional Commissioner
केन्द्रीय कर, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क
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कोचिन-682018/Cochin-682018

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KOMMISETTY MURALIDHAR, I.R.S
संयुक्त आयुक्त /JOINT COMMISSIONER
सीमा शुल्क गृह, कोचिन-9
CUSTOM HOUSE, COCHIN-9