Guidelines for granting No-Objection for Inter Zonal Transfers

The Inter-Zonal Transfer (IZT) of Group 'B' & 'C' officers of CBEC are governed by Ministry's letter F.No.22015/23/2011-Ad.III.A dated 27.10.2011. Accordingly, any willing Group 'B' & 'C' employee may apply for transfer from the jurisdiction of one Cadre Controlling Authority (CCA) to another CCA subject to availability of vacancy and concurrence of the Cadre Controlling Authorities. Due to the difficulties faced at the time of granting concurrence for Inter-Zonal Transfer, the following Policy Guidelines are formulated for consideration while granting Inter-Zonal Transfers out of the Zone. These guidelines should be read in conjunction with the terms and conditions specified vide Ministry's Circular dated 27.10.2011.

a) All Officers desirous of applying for Inter Zonal Transfer shall submit their request to the respective Commissioners of Central Excise/Customs by 31st December of each calendar year. The request shall be brief and self contained. Documentary proof in support of the claims made and all other relevant material shall be enclosed along with the requests. Submission of fresh request will not be accepted after cutoff date.

b) To balance the needs of administrative efficiency and the interest of officers and staff, Inter Zonal Transfer in a particular cadre shall ordinarily be considered by the Chief Commissioner only if the cadre strength in Cochin Zone is not less than 65% of the sanctioned posts after such transfer. Only such numbers that are in excess of 65% will be considered for Inter Zonal Transfer.

c) The period of service of officers in the Zone as well as the period of service in a particular cadre to which the applicant belongs will be the predominant criteria while considering requests for Inter-Zonal transfers.

d) While considering the requests, priority shall be given to officers who have rendered a minimum service of 3(three) years in the Zone as well as minimum service of 3(three) years in a particular cadre. This period will be calculated excluding leave for more than 45 days at a stretch except Child Care Leave or/and Maternity Leave.

e) Seniority alone would be the criteria for granting "NOC" for Inter-Zonal Transfer and Chief Commissioner will not forward any application out of turn by violating the seniority list placed on the website.

f) Inter Zonal Transfer request on spouse ground will be subject to the consolidated guidelines contained in DoP&T O.M. F.No.28034/9/2009-Estt(A) dated 30.09.2009. Further, consideration should be given for Differently-Abled persons as per guidelines of DoPT O.M. No.A-B 14017/41/90-Estt.(RR) dated 10.05.1990.

g) Bringing in political influence for securing Inter Zonal Transfer shall be disqualification for such transfer, apart from attracting disciplinary action under the relevant rules.

h) The request for Inter Zonal Transfers shall be submitted by the officers/staff to their respective Commissioners who shall forward said request received in the Calendar year to the Chief Commissioner, Cochin Zone on or before 15th day of January of the following year along with their observations/comments.

i) The final seniority list of all applicants for Inter-Zonal Transfer will be placed on the Zonal website to point out discrepancies, if any, by 31st January of each year.

These guidelines are issued with the approval of the competent Authority

Chief Commissioner
Cochin Zone