GENERAL GUIDELINES FOR TRANSFER

The Annual General Transfer Policy of the Kerala Central Excise Zone has been evolved broadly based on the guidelines issued by the Board vide F.No. A-35017/28/92-AD-III-B dated 30.06.94 and various JCM decisions on the points raised by the recognized Staff Associations.

Officers of Central Excise and Customs working in Kerala Zone are transferable within the four Commissionerates and they are liable to be posted anywhere in Kerala at any time depending upon administrative requirements. However, to avoid inconvenience to officers and for reasons of continuity of officers in a charge, annual General Transfers of all officers who have completed tenure of 6 years in Ernakulam, Trivandrum and Calicut and 4 years in other stations will be done at the end of the academic year. In difficult/remote areas viz. Udmma, Manjeswar, Kanhangad, Kasargode, Munnar etc the period shall be two years.

GENERAL POLICY:

1. General transfer will normally be issued by the 2nd week of April each year with a direction to implement the same before commencement of next academic year.

2. The Chief Commissioner shall issue the transfer orders of Inter Commissionerate transfers and only Commissionerate postings will be given. 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 there. Postings to UB based on the willingness of officers will not be considered as a transfer from earlier station for computation of tenure at that station (and where the officer proceeded for UB) and if the officer comes back to the same stations from where he proceeded to the UB, his tenure in that station will be counted from the date from which he is continuously working in the station even before proceeding to UB Posting. Exceptions will be made in respect of officers who go on deputation to Airports outside Kerala and organizations like Directorate of Anti-evasion, DRI etc. Their period of deputation will be ignored and will not be counted for the purpose of stay in a particular station.

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.

4. Any officer may be transferred from his existing place of posting at any time if such transfer is considered necessary on administrative reasons.

5. 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.

6. To the extent possible, efforts will be made to post or retain officers in the station where their spouses are working.

7. When requests for a station far exceeds the vacancies available, the following order of priority may be applied 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/Commissionerates.

(e) Lady Officers who are having children below 2 years will be given priority.

(f) Officers whose children are studying in 10th and 12th standard would not be transferred from their station during that particular academic year if asked for retention/would be given their choice station if working elsewhere.

(g) All representations for transfer on compassionate grounds would be considered by a committee comprising of all Executive Commissioners and ADC / JC (CCO), who would make appropriate recommendations as per transparent parameters.

8. One office bearer either the President or the General Secretary of the Association may be posted at the station desired by the Association.

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 requests or to accommodate requests of other officers or on administrative grounds.

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.

11. Interchange between Customs and Central Excise function shall be considered wherever possible at the time of transfer.

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. Such transfers up to two years would be considered if deserving at the time of AGT or along with other orders of transfers issued for other reasons and not immediately as soon as a person completes stay of 2 years.

13. Requests for posting back to the same station (place from where an officer had come) would be considered in the following cases wherever possible:-

a) The place requested for is an unpopular station and nobody opts for a posting to that place.

b) The officer is returning from a hardship posting.

14. Rotation/Transfer Orders within the Commissionerate shall be issued by the respective Commissioners soon after the Inter-Commissionerate Orders are issued by the Chief Commissioner.

15. Rotation of officers completing 2 years shall be done from desk to Ranges and vice versa.

16. Posting to Airport would be done based on willingness cum seniority subject to eligibility. If sufficient numbers of willingness are not available for posting to Airport, seniority in the zone shall be considered in the case of Inspector. In the case of Superintendents, seniority in the zone shall be considered only if adequate numbers of eligible officers are not available for posting on willingness cum seniority basis or by invoking provisions contained in clause 3 of the policy, subject to eligibility.

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

18. While Ministerial Officers are also liable to transfer like Executive Officers, routine transfer of Ministerial Officers from one station to another will avoided, except on administrative or compassionate grounds.

19. For Ministerial Officers the normal period of stay in one station will be 5 years when transfer requests are considered.

20. In case there are more applicants in Ministerial cadre requesting for posting to a station, priority will be applied as stated in para 7 of the general policy.

21. 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.

22. Group "C' (erstwhile Gr.'D') officers are liable to transfer anywhere within the Commissionerate. 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 Home town or to the nearest station subject to availability of vacancies, if requested for. The following points will be kept in mind while issuing posting in the cadre:-

1) Representations on compassionate/medical ground would be considered to the extent possible keeping in mind administrative requirements.
2) Posting to AP/UB be done strictly on the basis of seniority cum willingness.
3) Two sensitive postings will be given to each cadre i.e., two sensitive postings each in Head Havildar, Havildar and Sepoy respectively.
4) Posting to sensitive ranges are strictly as per station seniority.

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GUIDELINES FOR ROTATION WITHIN COMMISSIONERATES

As far as possible, the rotation will be so carried out so as to give officers exposure to all types of work to develop overall personality. For instance, it may be from executive from Desk type and vice-versa from Comm'rte Hqrs or Division Hqrs to Ranges and vice-versa, Range office to Preventive formations, Central Excise work to Customs formations, Statistics/policy sections to establishment and administration or adjudication and so on. Officers would be rotated between these sections as far as possible before a second posting for same type of work. However, suitability and aptitude would also be borne in mind while making such changes so that the interest of the administration and development of expertise is not lost sight of.

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