



कार्यालय मुख्य आयुक्त (भोपाल जोन) केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर,
35-सी, प्रशासनिक क्षेत्र, अरेरा हिल्स, भोपाल

OFFICE OF THE CHIEF COMMISSIONER (BHOPAL ZONE)

CUSTOMS, CENTRAL EXCISE & SERVICE TAX,

35-C, MOTHER TERESA ROAD, ADMINISTRATIVE AREA, ARERA HILLS, BHOPAL

E-mail:-ccu-cexbpl@nic.in

F.No. II(03)08/CCU/BZ/Inter Commr policy/2014/

Bhopal, Dated : 09.03.2017

To,

The Chief Commissioner
Customs & Central Excise,
Nagpur Zone.

The Pr. Commissioner/Commissioner,
Customs and Central Excise,
Bhopal/Indore/Jabalpur/Ujjain
Raipur/Audit- Indore/Audit- Raipur/Audit-Bhopal

Sir,

Sub- Draft Inter Commissionerate Transfer Policy c/reg.

After due consideration of suggestions/comments, received from recognised staff associations to formulate the Inter Commissionerate Transfer Policy for Group 'B' Gazetted and Non Gezatted officers of the zone, the same is prepared and uploaded in this office website at: **www.ccobz.gov.in**

2. It is requested to circulate the said Draft Inter Commissionerate Transfer Policy amongst all the recognised staff association of Group 'B' Gazetted and Non Gezatted.

3. Any representation/Suggestion, received in this regard, may please be communicated to this office through PROPER CHANNEL only, on or before **25-03-2018**. While sending such representation/Suggestion, bare minimum & necessary documents only, should be enclosed.

4. This issues with the approval of the Chief Commissioner, Customs & Central Excise, Bhopal Zone, Bhopal.

5. Hindi version follows.

Yours faithfully,

(**Milind R. Lanjewar**)
Additional Commissioner (CCO)

1. The Webmaster, Bhopal with request to upload the same on CCO(BZ) web-site:
www.ccobz.gov.in

Additional Commissioner (CCO)



OFFICE OF THE CHIEF COMMISSIONER (BHOPAL ZONE)
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C.No.II(39)08/CCO/BZ/Inter Commr/2014/

Bhopal, Dated 09-03-2018

DRAFT INTER-COMMISSIONERATE TRANSFER POLICY

INTRODUCTION

Consequent to reorganisation of Commissionerates in the zone due to rolling out of Goods and Services Tax (GST), it is necessary to review in the existing Inter-Commissionerate Transfer Policy. The aim of the revised transfer policy for all the Group 'B' (**Gazetted and non gazetted officers**) in the Cadre Control Zone, Bhopal is to lay down standard norms with a view to provide transparency, objectivity and increased perception of fairness and clarity in the Inter-Commissionerate Transfers. The revised policies is also to be aimed at promoting integrity, efficiency and improve performance by giving wide exposure to the officers and is formulated in tune with the various instructions/advice issued from time to time by CBEC & DOPT. Accordingly, these Inter-Commissionerate transfer policy guidelines would supersede all the previous guidelines issued in Bhopal Cadre Control Zone and previous instructions, wherever relevant, in the changed cadre strength and formations, are sought to be consolidated herein.

1.2 The jurisdiction of the Bhopal Cadre Controlling Authority, headed by the Chief Commissioner of GST as Central Excise, Bhopal Zone is spread over Madhya Pradesh, Chhattisgarh and Part of Maharashtra (Nagpur Region) covering three states.

1.3 Bhopal GST, Customs and Central Excise Zone consists of 9 field formations Commissionerates viz. Bhopal, Jabalpur, Indore, Ujjain, Raipur, Audit Bhopal, Audit Indore, Audit-Raipur and Customs Commissionerate Indore apart from covering three Appeal Commissionerate at Bhopal, Indore and Raipur. The part of Nagpur GST & Central Excise zone, which is falling under the Bhopal Cadre Control Zone, consists of 3 CGST Commissionerates viz. Nagpur-I, Nagpur-II, Audit-Nagpur, some part of Customs Commissionerate at Nagpur apart from Appeals Nagpur & CCO Nagpur. The postings to all the above Commissionerates including Nagpur area will be covered by ICT. Further it is clarified that for Nagpur area, the officers will be posted to CCO Nagpur and their further posting to different Commissionerates in Nagpur shall be done by CCO Nagpur.

1.4 The Newly created Customs Commissionerate at Indore covering two states namely Madhya Pradesh & Chhattisgarh. Apart from this, the Customs Commissionerate, Nagpur has also made operational w.e.f. 15.1.2018, under the jurisdiction of Nagpur Chief Commissioner.

1.5 In addition to the above mentioned Zones / Commissionerates, the officers in the grade of Superintendent / Inspector are also needed to be transferred and posted on local rotational basis to the specified Directorates from the sanctioned strength of the office of the Chief Commissioner of GST and Central Excise.

1.6 This Transfer Policy 2018 is made applicable to all the Group B (**Gazetted and non gazetted officers**) of this Cadre Control Zone.

2. SALIENT FEATURES

The policy aims to provide rotation of officers in all Sections and Stations, with a view to give widespread exposure to the functions of the Department. It also seeks to lay down guidelines for rotation of officers to sensitive and non-sensitive postings as per the guidelines of CBIC and its formations.

2.1. These guidelines are applicable to Inter Zonal transfers between the two zones covered by para 1.2 of this policy and postings and transfers within GST Zone and also rotation of officers from one station / charge to another within GST Commissionerates in Bhopal Zone.

2.2 There are five CGST Commissionerates in the Zone Namely (i) Bhopal (ii) Indore (iii) Ujjain (iv) Jabalpur & (v) Raipur. The jurisdiction of these five Commissionerates will be considered for Inter-Commissionerate transfer and will include posting to Audit, Customs, Appeals, loan basis appointment to Directorates etc. which are situated in the respective Commissionerate. To further clarify the matter with an example of Jabalpur Audit Circles, the posting of officers to these Audit

Circles at Jabalpur will be covered by ICT orders as these circles are covered in the jurisdictional area of Jabalpur CGST Commissionerate. Same principles will be applicable to other formations like ICD, Appeals etc.

3. ANNUAL GENERAL TRANSFER

3.1 CCA shall prepare a list of officers due for transfer in ensuing General Transfer as per Guidelines and place the same on web site by 31st January and call for options of transfer/posting from the officers who are either due for transfer or otherwise seeking transfer on any ground. This is however subject to the confirmation of completion of tenure as per Paras 5 and 6, as certified by the Commissionerate/Directorate/Settlement Commission where they are posted, which should be given by them on 31st Dec. every year. The officer shall submit their options for posting by 28/29th February.

3.2 The Inter Commissionerate Transfer (ICT) process would be completed by 30th April, as far as possible. All request/representations of Inter-Commissioner Transfers shall be made only through jurisdictional Commissioner. The Jurisdictional Commissioner shall forward all such request/representations in a bunch to the Office of Chief Commissioner by 15th April with comments. All such request/representations shall be considered by a Committee appointed by a Chief Commissioner for such purpose. The Committee will assist and advise the Cadre Controlling Authority in achieving due compliance with transfer policy and other relevant instruction. The final order will be issued only with the approval of Chief Commissioner.

4. TENURE OF POSTING

The cut-off date for counting of tenure shall be 31st May of the year. An officer who completed eight years continues stay in a Commissionerate or in jurisdiction of erstwhile Commissionerates of Indore, Bhopal and Raipur (pre-reorganisation) as Inspector and Superintendent shall be liable for transfer /rotation to the other Commissionerate Subject to administrative exigency and vacancies.

5. Transfer/Posting to Executive Commissionerate

- (a) Subject to administrative exigencies and the approval of the Zonal Chief Commissioner, the tenure of an officer in a post categorized as sensitive shall not, ordinarily exceed a period of two years.
- (b) Officers shall, as far as possible, be rotated between posts categorized as sensitive and non-sensitive. However, in case sufficient numbers of officers are not available due to administrative/vigilance reasons, for being posted to sensitive charges, officers may be considered for being posted from sensitive charge to another sensitive charge with the approval of Zonal Chief commissioner.
- (c) Officer shall be rotated between the Headquarters/Division/Ranges, so that all officers shall have the experience of working in the field/headquarters within a Commissionerate.
- (d) Inter-Commissionerate Transfer of Inspector/Superintendent shall be governed on the basis of History of Posting.
- (e) On promotion, if sufficient posts are not vacant in the parent Commissionerate or in the Commissionerate located at the same station, he/she should be transferred out. Posting of Inter-Commissionerate Transfer with station change shall be minimum 2 years of period and officer may be repatriated after completion of 2 years of service to his parent Commissionerate/Station.
- (f) Other transfer & Posting of Inter Commissionerate Transfer with Station change shall not be for period more than two years and officer may be repatriated after completing two years tenure to his parent Commissionerate/station.
- (g) While computing the aforesaid tenure of two years, the period of total leave (other than Casual Leave) in excess of 30 days shall not be counted towards tenure.
- (h) The officers, who are due for retirement within two years, shall as far as possible be posted in the Commissionerate/Station of his choice in the Zone.
- (i) If an officer's son/daughter is studying in class X/XII or suffering from serious medical grounds, he may be retained at the same station at least for one year. After completion of one year of such retention, officer shall be first considered for ICT on next occasion. The said officer, who are exempted from ICT on any ground, shall not be given any sensitive posting.
- (j) In case of both spouse working in Bhopal Zone, both may be posted in same Commissionerate/Station, as far as possible, keeping in view availability of vacancy and administrative requirements.

- (k) In case of spouse working in Central /State Government Offices/PSUs, the officer may be posted, as far as possible, to the station where spouse is posted or nearby station keeping in view availability of vacancy and administrative requirements.
- (l) The officer due for Inter Commissionerate Transfer (ICT) may request for retention for one year at same station in case of child studying in Class Xth/XIIth or extreme Compassionate ground.
- (m) The tenure of posting in Customs Commissionerate and Audit Commissionerate shall be two years.
- (n) The posting to Appeal Commissionerate shall be for one year.
- (o) The Superintendents/Inspectors may be posted in all the formations of the Zone equally on pro-rata basis.
- (p) The Inspectors considered for posting to Audit Commissionerate preferably have completed at least two years of service in the grade of Inspector.
- (q) Presently officers from the Bhopal Commissionerate are posted in Chief Commissioner Office on rotation basis. The Inspectors considered for posting to CCO Bhopal preferably have completed at least three years of service in the grade of Inspector.
- (r) The officers as far as possible shall not be posted repeatedly to Audit or Customs Commissionerate.

6. Deputation/Transfer/Posting in Directorates

- (a) In case of DGGSTI/DRI/NACIN/SEZ/ED, the officers shall be posted only for two years (in case of transfer on rotation) on concurrence given by the respective Principal Commissioner/ Commissioner. In normal circumstances extension shall not be granted. CCA will post officers on local rotation transfer basis only to those formations of the Directorates which are located within the jurisdiction of Bhopal Zone.
- (b) In case of completion of deputation/posting in directorates like DGGSTI/DRI/SEZ/ED, cooling off period of two year shall be strictly followed.
- (c) Deputation/rotation postings in DGGSTI, DRI, SEZ, Enforcement Directorate will be treated as posting in respective stations.

7. Rotation between Sensitive and Non-sensitive postings:

- (i) There shall be strict rotation and adherence to tenure of postings in case of all the posts - sensitive as well as non-sensitive- to ensure all round exposure and efficiency. However, in case where sufficient number of officers are not available due to administrative / vigilance reasons for posting to sensitive charges, officers can be rotated from one sensitive charge to another sensitive charge.
- (ii) As far as possible, an officer in the subsequent cycle of postings shall not be posted in the same sensitive charge.
- (iii) Normally, there shall be a gap of minimum two year between one sensitive posting to another.
- (iv) On reversion from a sensitive Directorate, as far as possible, officers will be posted to a non-sensitive charge for a minimum period of one years.
- (v) Posting to a sensitive charge shall normally not exceed two years for each posting.
- (vi) First posting on appointment / promotions / reversion from Customs Commissionerate of the officers in the grade of Inspector /Superintendent in a Central Excise / Central GST Commissionerate, shall be, as far as administratively possible, to a non-sensitive charge.
- (vii) First posting of the officers coming on an Inter-Commissionerate Transfer, within a zone, shall be, as far as administratively possible, to a non-sensitive charge. Officers posted to a charge on loan basis shall ordinarily be called back to parent office after completion of one year.

8. Exemption of Transfer Policy

8.1 Representation (Through Proper Channel and duly supported by valid documentary evidence) seeking transfer or exemption for transfer during ICT (AGT) may be considered on the following grounds as far as possible and subject to availability of vacancies and administrative exigencies.

- (a) Children studying in class Xth and XIIth
- (b) Extreme Compassionate ground
- (c) Officers having less than 2 year of service to superannuation.
- (d) In case of spouse working in Central /State Government Offices/PSUs,

(e) Differently abled persons will be posted to a place nearer to their choice of posting.

8.2 The Officers covered by above mentioned exemptions policy (except -e) shall be posted only to non-sensitive charge.

8.3 For counting the tenure of 8 years at particular place, shall not include the tenure in CCO Bhopal and NACEN.

9. The Cadre Controlling Authority may order transfers in deviation of the policy on account of exceptional / unforeseen circumstances or administrative grounds and for reasons to be recorded in writing. The jurisdictional Commissioners may have AGT policy for the transfer of officers within the Commissionerate, however, it is suggest that the principles followed in the Inter-Commissionerate Transfer Policy, should be made applicable in AGT also.

(Milind R. Lanjewar)
Additional Commissioner (CCO)