



OFFICE OF THE CHIEF COMMISSIONER,
CUSTOMS, CENTRAL EXCISE & SERVICE TAX,
HOSHANGABAD ROAD, BHOPAL (M.P.)

C. No.

Bhopal, Dated

Subject:- Intra Zonal or Inter Commissionerate Transfer (ICT) Policy in the cadre of Superintendents and Inspectors of Central Excise Bhopal Zone.

This Intra zonal or Inter Commissionerate Transfer (ICT) Policy is in supersession of all earlier ICT policies and is applicable to the Superintendents and Inspectors posted in the jurisdiction of Central Excise, Bhopal Zones. The Policy will be effective from and will be reviewed in

The aim of this policy is to harmonise divergent objectives of institutional memory, avoid developing vested interest, recognition of merit and honesty, to promote - transparency, fair - play, objectivity, varied work experience, supervisory capacity building, integrity, aspect of working for overall growth of an officer, and organizational performance.

1. ICT orders will be issued as far as possible within 5 days of the issue of Inter Zonal Transfer/Rotation order of Superintendents and Inspectors. In case there is no Inter Zonal Transfer/Rotation before 5th April, due to any reason including non availability of vacancies or parity of vacancies in Nagpur zone or no representation for Inter Zonal Transfer/Rotation, the Inter-Commissionerates transfer/rotation orders should be issued before by 10th of April.

2. Inter Commissionerate Transfer:

A. Inter Commissionerate Transfer on rotation ..

- (i) The tenure of posting as Superintendent or Inspector in each of the Central Excise Commissionerates will be four years and in Audit Commissionerates will be for two years which may be extended to three years in exceptional cases recommended by the Committee appointed by the Chief Commissioner. However, an officer who completed eight years continues stay in a Commissionerate or in jurisdiction of erstwhile Commissionerates of Indore, Bhopal and Raipur (pre-reorganization) as Inspector and Superintendent shall be liable for transfer / rotation to other Commissionerate as under. The cut-off date will be 31st May.

(ii) **Transfer / Rotation to Audit Commissionerate** - Seniority may be preferred to fill-up vacancies in Audit Commissionerate. However, the following criteria may also be taken into consideration without compromising station tenure.

- (a) Officers should have completed five years in Superintendent cadre or Inspector cadre as the case may.
- (b) Officers who had worked in Audit earlier would be preferred with two years of cooling-off period.
- (c) Officers having Commerce / Accountancy / Finance back ground and knowledge in ERP/SAP software packages would be given preference, provided they are not newly promoted or recruited.
- (d) Officers under repatriation from Nagpur Zone would also be considered for posting to Audit Commissionerates basing on the above criterion.
- (e) If any vacancy still exists after following the above criterion, officers with less than five years in Superintendent cadre or in Inspectors cadre may be considered, but no officer newly promoted/recruited either as Superintendents or Inspectors be posted to Audit Commissionerates.

(iii) **Transfer / Allocation to Central Excise and Customs Commissionerate** - After considering the officers for posting to Audit Commissionerates based on the above criterion, remaining officers due for rotation / transfer/ allocation on repatriation within Bhopal Zone will as far as possible be allotted / transfer to Central Excise Commissionerates where they did not work in past (including pre-cadre restructuring position) for two years which shall not exceed four years on request. In this regard the following guideline may be followed:

- (a) Long standing officers as per 2A(i) above will be transfer / allocated to a *par distance Commissionerate with Nagpur in Bhopal zone.
- (b) Officers repatriated on completion of specified tenure in Nagpur zone may be allotted to the Commissionerate at nearest station other than the station of the Commissionerate from where he/she was transfer on promotion or on rotation to Nagpur Zone.
- (c) Officers transferred in Bhopal zone on promotion or on rotation to a par distance Commissionerate/station to Nagpur and completed specified tenure, his/her allocation will also be decided as per guidelines at (iii)(b) above. However, any physical absence during period of posting which was not authorized, would be deducted for computing specified period in the Commissionerate.
- (d) The officer repatriated on completion of four year in Nagpur zone or completed four years tenor in the par distance Commissionerates in Bhopal zone, he/she may be allotted to the same

Commissionerate from where he/she was transferred on promotion or rotation, if no vacancy available then to the nearest Commissionerate where vacancy exists.

- (e) Officers completing the tenure in Audit Commissionerate will be transfer / rotated as per their seniority in station / Commissionerate / Zone. In case the officer is not due for inter zonal transfer and completed station / Commissionerate tenure in that case is further allocation / transfer will be as per para (iii)(a) above.
- (f) Pre-mature repatriation/transfer from Nagpur zone or from a par distance Commissionerate on extreme compassionate ground like medical exigency etc. the officer will be allotted to the requested Commissionerate but in that case he/she will be liable for transfer back to Nagpur zone or to the par distance Commissionerate in Bhopal zone as the case may be in the next AGT or when the reasons for such premature transfer, cease to exist and he/she shall have to complete his/her residual tenure in that Commissionerate.
- (g) Both spouses working in Customs, Central Excise and Service Tax in Bhopal Zone and due for transfer both may be transferred/allocated to a common Commissionerate/station, keeping in view availability of vacancies, station tenure and administrative requirements. DOPT guidelines for transfer and posting on spouse ground will be followed as far as possible.
- (h) In case of officer's spouse working in Central / State Government Offices / PSUs, the officer may be transferred/allocated to a Commissionerate which is near to the station where spouse is posted.

B. Inter-Commissionerate transfer on promotion;

- (i) If any Superintendents or Inspectors is retained in Bhopal Zone on promotion due to non-availability of vacancy in Nagpur Zone or due to rationalization of vacancies in the Bhopal zone, he/she will be transferred to other Commissionerates located at par distance with Nagpur for two years which shall not exceed four years on request. If the officers retained in the same Commissionerate on promotion he/she will be transferred to Nagpur Zone as if on promotion basis, either on a vacancy arising in Nagpur Zone or during next AGT, whichever is earlier.

3. Exceptions :

Officers retiring within two years will not be normally transferred / rotated from the Commissionerate. Except in cases of request for choice Commissionerate from the individual officers which as far as feasible be considered.

- (i) Request from officer for retention in the Commissionerate on the grounds of child studying in class X and XII Std. will be generally considered. The officer retained on this ground will be assigned a

non-sensitive charge during the period of such retention. However after completion of X or XII examination, then he / she should be transferred in next AGT as per extant policy.

- (ii) The officers posted to Directorates on transfer basis or rotation basis in terms of Board's letter F.No.A11019/08/2013-Ad.IV dated 09.09.2014, would be exempted from transfer to other Commissionerates during their tenure in the Directorates. On transfer back from the Directorate they will be considered for transfer/rotation/allocation as per extant policy.
- (iii) The officers posted to SEZs in Bhopal Zone on transfer basis in terms of Board's letter F.No.A.35017/39/2008-Ad.II dated 27.03.2009, would be exempted from transfer/rotation to other Commissionerate during their tenure in SEZs. On repatriation / transfer from SEZ, they would be considered for transfer/rotation/allocation to other Commissionerate based on their Commissionerate seniority, without any cooling off period as per extant policy.
- (iv) Cases of extreme medical grounds of self, spouse and children with chronic disease supported by medical documents and if recommended by designated committee may be considered for retention in the same Commissionerate. However, when reason for such retention, cease to exist or one year retention completed, he/she has to be transferred/rotated/allocated to other Commissionerate in accordance with his/her Commissionerate seniority as per extant policy. However, during such retention the officer will be assigned non-sensitive charge.
- (v) Posting of disable government servant/parent of disable children to be decided as per instruction in force.
- (vi) Officer retained in the Commissionerate on spouse ground or other compassionate grounds beyond a specified tenure will be assigned non-sensitive charge.

4. **Sensitive / Non-Sensitive charges** – Identified in the zone are as per annexure – A enclosed.

- (a) Tenure of both sensitive and non-sensitive charge will be generally two years except in Customs, where sensitive charge will be generally one year. However, this will be subject to the availability of vacancies in the category of sensitive and non-sensitive, eligible officers and the administrative requirement. If no eligible officer available then the sensitive tenure may be extended by one year. The non-sensitive tenure may also be extended due to administrative reasons.
- (b) Minimum period for each charge should not be less than one year in normal circumstances, except for the tenure in the hardship/moffessil stations identified in the zone as per Annexure – B.

5. **Station Tenure and Commissionerate Tenure** – details as per Annexure – C enclosed.

6. **General -**

- (i) This policy will be subject to the instructions/guidelines issued / to be issued from time to time by the CBEC and the department of Personnel Government of India.
- (ii) ~~Inter-cadre Deputation shall be allowed to the eligible willing officers for a period of three years except to DGRI and DGCEI where the period is of five years. Extension of the said deputation period can be made up to one year by the concerned Commissionerate and for a further period of one year by Chief Commissioner / Directorate General concerned on mutually agreed basis, in terms of the provisions contained in the Ministry letter F.No.A-22015/3/2004 Ad.III A dated 19.02.2004 read with Ministry's another letter F.No.A-22015/24/2008 Ad.III A dated 21.11.2008.~~ ^{as per instruction in force.} 23/2
- (iii) The officers on repatriation from the deputation posts shall report to the Principal Chief Commissioner's Office, (Cadre Controlling Authority).
- (iv) There should be a two years 'Cooling off' period between the two of the following sensitive postings;
- i. Posting in DGRI
 - ii. Posting in DG (Central Excise Intelligence)
 - iii. Posting in Directorate of Vigilance
- (v) All requests / representations for inter-Commissionerate transfers shall be made only through jurisdictional Commissioner. The jurisdictional Commissioner shall forward all such requests / representations in a bunch to the Office of Chief Commissioner by 20th March.
- (vi) All requests / representations pertaining to inter Commissionerate transfer / rotation/ retention shall be considered by a Committee of Principal Commissioner/Commissioner appointed by the Chief Commissioner for such purpose and make suitable recommendation. The Committee will assist and advise the Cadre Control Authority in achieving due compliance with transfer policy and other relevant instructions.
- (vii) Central Excise officers posted to Customs port to be trained adequately in Customs law and procedure. Further all officers posted to Audit Commissionerate should also be provided training in EA-2000. Financial Accounting and other allied subjects. Needless to say the newly required as well promoted officers to be trained adequately in law and procedure.
- (viii) The guidelines contained in this policy apply, in toto, to all the Superintendents and Inspectors posted in Customs, Central Excise and Service Tax, Bhopal Zone.
- (ix) No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her transfer or posting. Violation of above provisions amounts to misconduct as per CCS (Conduct) Rules and the Governments servant shall be liable to be proceeded against accordingly.

- (x) The regular roster of all Superintendent or Inspector of each Commissionerate will be maintained and their updated history of posting will be placed in public domain. The names of officers will be due for inter Commissionerate transfer shall also be placed in public domain.
- (xi) The parity of vacancy position in the cadre of Superintendents/Inspectors among all the Commissionerates in Bhopal zone shall be maintained in the ratio of sanctioned strength.
- (xii) Notwithstanding anything contained herein above, administration reserves the right to transfer/rotted any officer on the ground of administrative exigencies / requirement / reasons (to be recorded), with the approval of the Chief Commissioner, Bhopal zone.

7. Rotation / Transfer within Commissionerate – After issue of ICT the respective Principal Commissioner / Commissioner will do transfer/rotations in a transparent and fair manner keeping in view the policy guidelines, history of posting, vigilance status – non vigilance complain, agreed list etc. However following guidelines be followed -

- (i) Rotation from sensitive to non-sensitive should be done as per para 4(a).
- (ii) Officers shall not be posted to same Division/Range, where they were posted in past.
- (iii) Officers who had never worked in Customs formations, either in the grade of Inspector or in the grade of Superintendent will be posted to Customs formation based on the seniority and eligibility.
- (iv) The instructions regarding vigilance status, etc. shall be followed for posting to sensitive post/charge.
- (v) History of posting duly updated from the service book or posting orders should be seen while deciding posting of an officer.
- (vi) Allocation of officers to Commissioner(Appeals) will be in consultation with concern Commissioner(Appeal) by respective executive Principal Commissioner/ Commissioner for two years. The cadre controlling authority will also allocate officers to RTI, NACEN, Bhopal for two years.
- (vii) Officer retains in the Commissionerate after completion of tenure on compassionate grounds and spouse grounds on request will be assigned non-sensitive charge.
- (viii) Moffussil/Hard/Difficult postings available in the Commissionerates will be decided by the respective Principal Commissioner/Commissioner based on station seniority in the Commissionerate and the tenure will be for one years. The tenure of Moffussil posting will be counted from ICT to ICT.
- (ix) Officer posted to SEZ / Directorates on deputation / transfer or on loan basis from the Commissionerates in which Moffussil posting exist will not be considered for posting to

- Moffussil during their tenure at such formations. However, the period of deputation / transfer on loan basis will be counted for seniority for Zone/ Commissionerate/Station etc.
- (x) On reversion from sensitive directorate, as far as possible officer would be posted to non-sensitive charge for minimum period of two years.
 - (xi) Officers retiring within one year may seek exemption from Moffussil hardship station posting which will be generally considered and in that case the officer will be assigned a non-sensitive charge. The period with reference to date of retirement would be computed as 31st May of the year for the purpose of ICT.
 - (xii) The Officers willing to continue in Moffussil / hardship area, will be allowed to work in such area continuously for a maximum period of two years at one stretch. Provided they have tenure left in Commissionerate/zone.
 - (xiii) First posting on appointment / promotion should as far as possible be to a non-sensitive charge provided there is no administrative exigency.
 - (xiv) All requests / representations for transfers/posting within the Commissionerate shall be considered by a Committee appointed by the Principal Commissioner/ Commissioner for such purpose. The Committee will assist and advise the Principal Commissioner /Commissioner in achieving due compliance with transfer policy and other relevant instructions.
 - (xv) The Principal Commissioner/Commissioner reserved its right to transfer / rotate an officers in the Commissionerate on the ground of administrative exigencies / requirement / reasons to be recorded.

8. **Transfer/Placement/Posting** - in deviation of this policy would require prior approval of the Chief Commissioner.

H. A. Bhat
Chief Commissioner Bhopal

* Par distance Commissionerate to Nagpur in Bhopal zone – means the Commissionerates located at a distance beyond the distance between Bhopal and Nagpur.

23/2/17
Dr. S.C. Meena
P.C. Indore.

[Signature]
23-02-2017

[Signature]

ANNEXURE – "A"

Classification of Posts;

- (I) **The following post / charge will be considered as sensitive.**
- (a) Central Excise Range, forward Sector if any, Service Tax Range, Refund/Rebate Cell in Division, Preventive Branch in Division, Preventive Branch Hqrs. Service Tax Survey Cell.
 - (b) Audit Circles and filed assignments
 - (c) ICD / CFS / Air Cargo / SEZ / IT Cristal Park and any other Customs port.
 - (d) Refund / Drawback Cell.
 - (e) Deputation/Transfer with/to DRI / DGCEI / ED/ International Air Port.
 - (f) Any other post/charge identified by respective Principal Commissioner / Commissioner and approved by the Chief Commissioner.
- (II) **Non sensitive charges ;**
Posts / charges - other than those specified at (I) above and including any post / charge out of above identified as non-sensitive by the respective Principal Commissioner/ Commissioner and approved by the Chief Commissioner.

ANNEXURE – "B"

Moffissil/Hardship Stations:

- (a) Range Amlai, Jabalpur Commissionerate – Polluted and as such not a fit place to stay for a long period.
- (b) Range Waiden (40. KMs from Singrauli) Division Rewa, Jabalpur Commissionerate – Critically Polluted.
- (c) Range Balaghat, Division Chindwara, Jabalpur Commissionerate (Remote Place).
- (d) Range Sausar (280 KMs by road), Division Chindwara, Jabalpur Commissionerate.
- (e) Range Ambikapur (200 KMs from Bilaspur), Bilaspur Commissionerate – Not connected by Train or Air.
- (f) Range Jagdalpur (310 KMs from Raipur), Raipur Commissionerate – Not connected by Train or Air.

It is suggested that officers posting in these area should be limited to one year only.

ANNEXURE – "C"

Tenure :

- (i) **Commissionerate Tenure** – Four years in Central Excise Commissionerates and two years in Audit Commissionerates.
- (ii) **Formations other than Commissionerates** – Chief Commissioners office two years, Commissioner(Appeals) two years and RTI, NACEN, Bhopal two years.
- (iii) **Directorate/ SEZ** etc. as per instructions applicable for such organisation.

Station Tenure -

- (i) Six years tenure at Indore including Dewas, Pithampur and Ujjain; Bhopal including Mandideep & Sehore and Raipur including Bhilai & Durg.
- (ii) Four years tenure at Jabalpur and Bilaspur.
- (iii) Three years tenure at Gwalior including Dabra, Banmore and Malanpur. Three years tenure at Ratlam and other Central Excise divisions at distance places other than (i) above where Customs port exists.
- (iv) Two years tenure at remaining stations other than (i) & (ii) above excluding Moffissil/Hardship station where tenure is one year.

23/1/17
Dr. S. E. ...
G. C. Indore

23.02.17



Draft

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OFFICE OF THE CHIEF COMMISSIONER,
CUSTOMS, CENTRAL EXCISE & SERVICE TAX,
HOSHANGABAD ROAD, BHOPAL (M.P.)

C. No.

Bhopal, Dated

Subject:- Inter Zonal Transfer (IZT) Policy for the common Cadre of Superintendent and Inspector of Bhopal and Nagpur Zone (comprising of Nagpur-I including CCO and Appeals, Nagpur-II, Wardha, Audit-I Nagpur, Commissionerates) -reg.

This Inter Zonal Transfer Policy (IZT) is in supersession of all earlier IZT policies and is applicable to the common cadre of Superintendents and Inspectors of Central Excise, Bhopal and Nagpur Zones (comprising of Nagpur-I including CCO and Appeals, Nagpur-II, Wardha, Audit-I Nagpur, Commissionerates). The Policy will be effective from and will be reviewed in

The aim of this policy is to harmonise divergent objectives of institutional memory, avoid developing vested interest, exposure to different formations, aspect of working for overall growth of an officer and to have fair and equitable, allocation of Superintendents and Inspectors in both the Zones.

1. As far as possible all the IZT orders based on long standing seniority will be issued before 5th April of the year except in certain cases of transfer on promotion which depend on conclusion of DPC.

2. IZT on promotion;

- (i) All officers in the cadre of Superintendent and Inspectors from Bhopal Zone on promotion will be transferred to Nagpur Zone for a minimum tenure of two years but in any case the tenure should not exceed more than four years.
- (ii) The tenure in Nagpur Zone would be computed as on 31st May of the year. However, the cut-off date may differ due to delay in Annual General Transfer (AGT) or case to case transfer on promotion.

- (iii) If any Superintendent or Inspector is retained in Bhopal Zone on promotion due to non-availability of vacancy in Nagpur Zone or due to rationalization of vacancies in the Bhopal zone, he/she will be transferred within Bhopal Zone, as per intra zonal policy. If the officer is retained in the same Commissionerate on promotion, he/she will be transferred to Nagpur Zone as if on promotion basis, either on a vacancy arising in Nagpur Zone or during next AGT, whichever is earlier.
- (iv) On completion of the specified period in Nagpur Zone, the officer will be transferred back to Bhopal Zone.

3. IZT on rotation basis :

- (i) Subject to IZT on promotion to Superintendents or Inspectors Cadre mentioned above, the remaining vacancies of Nagpur Zone, would be filled on rotation basis from Superintendents or Inspectors, as the case may be, based on the Zonal seniority. However, the officer who have never gone to Nagpur / Nagpur Zone on promotion as Superintendent or Inspector, as the case may be, will be 1st due as per seniority list of Superintendent or Inspector for such cases.
- (ii) Regular roster of all Superintendents or Inspectors of Bhopal Zone will be maintained and Superintendents or Inspectors who are long standing in Bhopal Zone after exhausting availability as per 3(i) above will be sent to Nagpur Zone on rotation basis for a period of two years.

4. Period of deputation, if any, during the period of posting and any physical absence which was not authorized, would be deducted for computing the specified period of posting in Nagpur Zone.

5. Premature Transfer/Deputation:

- (i) Subject to administrative convenience / requirement, an officer may be prematurely transferred back to Bhopal Zone on extreme compassionate grounds like medical exigencies, etc., and in that case he/she will be liable for transfer back to Nagpur Zone in the next AGT or when the reasons for such premature transfer, cease to exist and he/she shall have to complete his/her residual tenure.

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6. IZT from Nagpur zone to Bhopal zone :

- (i) An officer in the Superintendent/Inspectors cadre who had done minimum tenure of 4 years in respective cadre in Nagpur Zone may apply for transfer to Bhopal Zone. On such transfer, the officer will be placed at the bottom of Bhopal Zonal seniority of long standing stay in Bhopal Zone, as on the date of joining. The condition of the said 4 years will be waived or reduced in case of extreme compassionate grounds viz. Medical exigencies etc.
- (ii) Request for transfer from Nagpur Zone to Bhopal Zone except in the case of extreme compassionate grounds, as mentioned above, would be considered at the time of AGT only, subject to vacancies in Bhopal Zone.

7. After Inter Zonal transfer of Superintendents and Inspectors their further allocation/ transfer will be governed by Intra Zonal / Inter Commissionerates transfer policy of the respective zones.

8. Exceptions :

- (i) Officers retiring within two years will not be normally transferred from Bhopal Zone to Nagpur Zone or vice-versa except in cases on request from the individual officer.
- (ii) DOPT guidelines for transfer and postings on spouse ground will be followed as far as possible keeping in view the local conditions and administrative convenience. The officers would be exempted from transfer on rotation basis from Bhopal Zone, on one occasion, for a maximum period of two years, on spouse grounds. However all officers will have to serve in Nagpur Zone on promotion to Superintendents/Inspectors cadre, at least for a period of two years. Officers retained in Bhopal Zone on spouse ground or any compassionate ground will be assigned non-sensitive charge.
- (iii) Request from officer for retention in Bhopal Zone on the grounds of child studying in class Xth and XII Std. will be generally considered. The officer retained on this ground will be assigned a non-sensitive charge during the period of such retention. However after completion of

Xth or XIIth examination, then he / she should be transferred to Nagpur Zone as per extant policy.

- (iv) The officers posted to Directorates in Bhopal Zone on transfer basis or rotation basis in terms of Board's letter F.No.A11019/08/2013-Ad.IV dated 09.09.2014, would be exempted from transfer to Nagpur Zone during their tenure in the Directorates. On completion of their tenure in the Directorate on transfer basis or rotation basis, they would be considered for transfer/rotation to Nagpur Zone based on their Bhopal Zone seniority without any cooling off period.
- (v) The officers posted to SEZs in Bhopal Zone on transfer basis in terms of Board's letter F.No.A.35017/39/2008-Ad.II dated 27.03.2009, would be exempted from transfer/rotation to Nagpur Zone during their tenure in SEZs. On repatriation from SEZ, they would be considered for transfer/rotation to Nagpur Zone based on their Bhopal Zonal seniority, without any cooling off period.
- (vi) Cases of extreme medical grounds of self, spouse and children with chronic disease, if recommended by the designated committee and accepted by the Chief Commissioner, may be considered, however, when reason for such retention, cease to exist, he/she has to be transferred to Nagpur Zone in accordance with his/her zonal seniority.

9. General.

- (i) This policy will be subject to the instructions/guidelines issued/ to be issued from time to time by the CBEC and the Department of Personnel, Government of India.
- (ii) A Committee consisting of the Cadre Control Principal Commissioner and three other executive Principal Commissioner/Commissioners of Bhopal and Nagpur Zone nominated by the respective Chief Commissioners, will examine the representations of officers pertaining to inter-zonal transfer and will make suitable recommendations to the Chief Commissioner, Bhopal Zone.
- (iii) The parity of vacancy position in the cadre of Superintendents/Inspectors in Bhopal and Nagpur Zone shall be maintained in the ratio of sanctioned strength.

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- (iv) The guidelines contained in this policy apply, in toto, to all the Superintendents and Inspectors in the common cadre of Bhopal Zone and Nagapur Zone (comprising of Nagpur-I including CCO and Appeals, Nagpur-II, Wardha, Audit-I Nagpur, Commissionerates).
 - (v) No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her transfer or posting. Violation of above provisions amounts to misconduct as per CCS (Conduct) Rules and the Governments servant shall be liable to be proceeded against accordingly.
 - (vi) Notwithstanding anything contained herein above, administration reserves the right to transfer any officer on the ground of administrative exigencies/reasons/requirement, with the approval of the Chief Commissioner, Bhopal Zone.

(H.A.BHAT)

CHIEF COMMISSIONER, BHOPAL



OFFICE OF THE CHIEF COMMISSIONER,
CUSTOMS, CENTRAL EXCISE & SERVICE TAX,
HOSHANGABAD ROAD, BHOPAL (M.P.)

C. No.

Bhopal, Dated 22.02.2017

Subject:- Intra Zonal or Inter Commissionerate Transfer (ICT) Policy in the cadre of Superintendents and Inspectors of Central Excise Bhopal Zone.

This Intra zonal or Inter Commissionerate Transfer (ICT) Policy is in supersession of all earlier ICT policies and is applicable to the Superintendents and Inspectors posted in the jurisdiction of Central Excise, Bhopal Zones. The Policy will be effective from and will be reviewed in

The aim of this policy is to harmonise divergent objectives of institutional memory, avoid developing vested interest, recognition of merit and honesty, to promote - transparency, fair - play, objectivity, varied work experience, supervisory capacity building, integrity, aspect of working for overall growth of an officer, and organizational performance.

1. ICT orders will be issued as far as possible within 5 days of the issue of Inter Zonal Transfer/Rotation order of Superintendents and Inspectors. In case there is no Inter Zonal Transfer/Rotation before 5th April, due to any reason including non availability of vacancies or parity of vacancies in Nagpur zone or no representation for Inter Zonal Transfer/Rotation, the Inter-Commissionerates transfer/rotation orders should be issued before by 10th of April.

2. Inter Commissionerate Transfer:

A. Inter Commissionerate Transfer on rotation -

- (i) The tenure of posting as Superintendent or Inspector in all the Central Excise Commissionerates will be four years and in Audit Commissionerates will be for two years. However, an officer who completed eight years continues stay in a Commissionerate or in jurisdiction of erstwhile Commissionerates of Indore, Bhopal and Raipur (pre-reorganization) as Inspector and Superintendent shall be liable for transfer / rotation to other Commissionerate as under. The cut-off date will be 31st May.

(ii) **Transfer / Rotation to Audit Commissionerate** - Seniority may be preferred to fill-up vacancies in Audit Commissionerate. However, the following criteria may also be taken into consideration without compromising station tenor.

- (a) Officers should have completed 5 years in Superintendent cadre or Inspector cadre as the case may.
- (b) Officers who had worked in Audit earlier would be preferred with two years of cooling-off period.
- (c) Officers having Commerce/Accountancy/Finance back ground and knowledge in ERP/SAP software packages would be given preference, provided they are not newly promoted or recruited.
- (d) Officers under repatriation from Nagpur Zone would also be considered for posting to Audit Commissionerates basing on the above criterion.
- (e) If any vacancy still exists after following the above criterion, officers with less than five years in Superintendent cadre or in Inspectors cadre may be considered, but no officer newly promoted/recruited either as Superintendents or Inspectors be posted to Audit Commissionerates.

(iii) **Transfer / Allocation to Central Excise and Customs Commissionerate** - After considering the officers for posting to Audit Commissionerates based on the above criterion, remaining officers due for rotation / transfer/ allocation on repatriation within Bhopal Zone will as far as possible be allotted / transfer to Central Excise Commissionerates where they did not work in past (including pre-cadre restructuring position) for two years which shall not exceed four years on request. In this regard the following guideline may be followed:

- (a) Long standing officers as per 2A(i) above will be transfer / allocated to a *par distance Commissionerate with Nagpur in Bhopal zone.
- (b) Officers repatriated on completion of specified tenour in Nagpur zone may be allotted to the Commissionerate at nearest station other than the station of the Commissionerate from where he/she was transfer on promotion or on rotation to Nagpur Zone.
- (c) Officers transferred in Bhopal zone on promotion or on rotation to a par distance Commissionerate/station to Nagpur and completed specified tenour, his/her allocation will also be decided as per guidelines at (iii)(b) above. However, any physical absence during period of posting which was not authorized, would be deducted for computing specified period in the Commissionerate.
- (d) The officer repatriated on completion of four year in Nagpur zone or completed four years tenor in the par distance Commissionerates in Bhopal zone, he/she may be allotted to the same

Commissionerate from where he/she was transferred on promotion or rotation, if no vacancy available then to the nearest Commissionerate where vacancy exists.

- (e) Pre-mature repatriation/transfer from Nagpur zone or from a par distance Commissionerate on extreme compassionate ground like medical exigency etc. the officer will be allotted to the requested Commissionerate but in that case he/she will be liable for transfer back to Nagpur zone or to the par distance Commissionerate in Bhopal zone as the case may be in the next AGT or when the reasons for such premature transfer, cease to exist and he/she shall have to complete his/her residual tenure in that Commissionerate.
- (f) Both spouses working in Customs, Central Excise and Service Tax in Bhopal Zone and due for transfer both may be transferred/allocated to a common Commissionerate/station, keeping in view availability of vacancies, station tenor and administrative requirements. DOPT guidelines for transfer and posting on spouse ground will be followed as far as possible.
- (g) In case of officer's spouse working in Central / State Government Offices / PSUs, the officer may be transferred/allocated to a Commissionerate which is near to the station where spouse is posted.

B. Inter-Commissionerate transfer on promotion;

- (i) If any Superintendents or Inspectors is retained in Bhopal Zone on promotion due to non-availability of vacancy in Nagpur Zone or due to rationalization of vacancies in the Bhopal zone, he/she will be transferred to other Commissionerates located at par distance with Nagpur for two years which shall not exceed four years on request. If the officers retained in the same Commissionerate on promotion he/she will be transferred to Nagpur Zone as if on promotion basis, either on a vacancy arising in Nagpur Zone or during next AGT, whichever is earlier.

3. Exceptions :

Officers retiring within two years will not be normally transferred / rotated from the Commissionerate. Except in cases of request for choice Commissionerate from the individual officers which as far as feasible be considered.

- (i) Request from officer for retention in the Commissionerate on the grounds of child studying in class X and XII Std. will be generally considered. The officer retained on this ground will be assigned a non-sensitive charge during the period of such retention. However after completion of X or XII examination, then he / she should be transferred in next AGT as per extant policy.
- (ii) The officers posted to Directorates on transfer basis or rotation basis in terms of Board's letter F.No.A11019/08/2013-Ad.IV dated 09.09.2014, would be exempted from transfer to other

Commissionerates during their tenure in the Directorates. On transfer back from the Directorate they will be considered for transfer/rotation/allocation as per extant policy.

- (iii) The officers posted to SEZs in Bhopal Zone on transfer basis in terms of Board's letter F.No.A.35017/39/2008-Ad.II dated 27.03.2009, would be exempted from transfer/rotation to other Commissionerate during their tenure in SEZs. On repatriation / transfer from SEZ, they would be considered for transfer/rotation/allocation to other Commissionerate based on their Commissionerate seniority, without any cooling off period as per extant policy.
- (iv) Cases of extreme medical grounds of self, spouse and children with chronic disease supported by medical documents and if recommended by designated committee may be considered for retention in the same Commissionerate. However, when reason for such retention, cease to exist or one year retention completed, he/she has to be transferred/rotated/allocated to other Commissionerate in accordance with his/her Commissionerate seniority as per extant policy. However, during such retention the officer will be assigned non-sensitive charge.
- (v) Posting of disable government servant/parent of disable children to be decided as per instruction in force.
- (vi) Officer retained in the Commissionerate on spouse ground or other compassionate grounds beyond a specified tenour will be assigned non-sensitive charge.

4. Sensitive / Non-Sensitive charges – Identified in the zone are as per annexure – A enclosed.

- (a) Tenure of both sensitive and non-sensitive charge will be generally two years except in Customs, where sensitive charge will be generally one year. However, this will be subject to the availability of vacancies in the category of sensitive and non-sensitive, eligible officers and the administrative requirement. If no eligible officer available then the sensitive tenour may be extended by one year. The non-sensitive tenour may also be extended due to administrative reasons.
- (b) Minimum period for each charge should not be less than one year in normal circumstances, except for the tenure in the hardship/moffessil stations identified in the zone as per Annexure – B.

5. Station Tenour and Commissionerate Tenour – details as per Annexure – C enclosed.

6. General -

- (i) This policy will be subject to the instructions/guidelines issued / to be issued from time to time by the CBEC and the department of Personnel Government of India.
- (ii) Inter cadre deputation shall be allowed to the eligible willing officers for a period of three years except to DGRI and DGCEI where the period is of five years. Extension of the said deputation

period can be made up to one year by the concerned Commissionerate and for a further period of one year by Chief Commissioner / Directorate General concerned on mutually agreed basis, in terms of the provisions contained in the Ministry letter F.No.A-22015/3/2004 Ad.III A dated 19.02.2004 read with Ministry's another letter F.No.A-22015/24/2008 Ad.III A dated 21.11.2008.

- (iii) The officers on repatriation from the deputation posts shall report to the Principal Chief Commissioner's Office, (Cadre Controlling Authority).
- (iv) There should be a two years 'Cooling off' period between the two of the following sensitive postings;
 - i. Posting in DGRI
 - ii. Posting in DG (Central Excise Intelligence)
 - iii. Posting in Sdirectorate of Vigilance
- (v) All requests / representations for inter-Commissionerate transfers shall be made only through jurisdictional Commissioner. The jurisdictional Commissioner shall forward all such requests / representations in a bunch to the Office of Chief Commissioner by 20th March.
- (vi) All requests / representations pertaining to inter Commissionerate transfer / rotation/ retention shall be considered by a Committee of Principal Commissioner/Commissioner appointed by the Chief Commissioner for such purpose and make suitable recommendation. The Committee will assist and advise the Cadre Control Authority in achieving due compliance with transfer policy and other relevant instructions.
- (vii) Central Excise officers posted to Customs port to be trained adequately in Customs law and procedure. Further all officers posted to Audit Commissionerate should also be provided training in EA-2000. Financial Accounting and other allied subjects. Needless to say the newly required as well promoted officers to be trained adequately in law and procedure.
- (viii) The guidelines contained in this policy apply, in toto, to all the Superintendents and Inspectors posted in Customs, Central Excise and Service Tax, Bhopal Zone.
- (ix) No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her transfer or posting. Violation of above provisions amounts to misconduct as per CCS (Conduct) Rules and the Governments servant shall be liable to be proceeded against accordingly.
- (x) The regular roster of all Superintendent or Inspector of each Commissionerate will be maintained and their updated history of posting will be placed in public domain.
- (xi) The parity of vacancy position in the cadre of Superintendents/Inspectors among all the Commissionerates in Bhopal zone shall be maintained in the ratio of sanctioned strength.

- (xii) Notwithstanding anything contained herein above, administration reserves the right to transfer/rotate any officer on the ground of administrative exigencies / requirement / reasons (to be recorded), with the approval of the Chief Commissioner, Bhopal zone.

7. Rotation / Transfer within Commissionerate – After issue of ICT the respective Principal Commissioner / Commissioner will do transfer/rotations in a transparent and fair manner keeping in view the policy guidelines, history of posting, vigilance status – non vigilance complain, agreed list etc. However following guidelines be followed -

- (i) Rotation from sensitive to non-sensitive should be done as per para 4(a).
- (ii) Officers shall not be posted to same Division/Range, where they were posted in past.
- (iii) Officers who had never worked in Customs formations, either in the grade of Inspector or in the grade of Superintendent will be posted to Customs formation based on the seniority and eligibility.
- (iv) The instructions regarding vigilance status, etc. shall be followed for posting to sensitive post/charge.
- (v) History of posting duly updated from the service book or posting orders should be seen while deciding posting of an officer.
- (vi) Allocation of officers to Commissioner(Appeals) will be in consultation with concern Commissioner(Appeal) by respective executive Principal Commissioner/ Commissioner for two years. The cadre controlling authority will also allocate officers to RTI, NACEN, Bhopal for two years.
- (vii) Officer retains in the Commissionerate after completion of tenour on compassionate grounds and spouse grounds on request will be assigned non-sensitive charge.
- (viii) Moffussil/Hard/Difficult postings available in the Commissionerates will be decided by the respective Principal Commissioner/Commissioner based on station seniority in the Commissionerate and the tenure will be for one years. The tenure of Moffussil posting will be counted from ICT to ICT.
- (ix) Officer posted to SEZ / Directorates on deputation / transfer or on loan basis from the Commissionerates in which Moffussil posting exist will not be considered for posting to Moffussil during their tenour at such formations. However, the period of deputation / transfer on loan basis will be counted for seniority for Zone/ Commissionerate/Station etc.
- (x) On reversion from sensitive directorate, as far as possible officer would be posted to non-sensitive charge for minimum period of two years.

- (xi) Officers retiring within one year may seek exemption from Moffussil hardship station posting which will be generally considered and in that case the officer will be assigned a non-sensitive charge. The period with reference to date of retirement would be computed as 31st May of the year for the purpose of ICT.
- (xii) The Officers willing to continue in Moffussil / hardship area, will be allowed to work in such area continuously for a maximum period of two years at one stretch. Provided they have tenour left in Commissionerate/zone.
- (xiii) First posting on appointment / promotion should as far as possible be to a non-sensitive charge provided there is no administrative exigency.
- (xiv) All requests / representations for transfers/posting within the Commissionerate shall be considered by a Committee appointed by the Principal Commissioner/ Commissioner for such purpose. The Committee will assist and advise the Principal Commissioner /Commissioner in achieving due compliance with transfer policy and other relevant instructions.
- (xv) The Principal Commissioner/Commissioner reserved its right to transfer / rotate an officers in the Commissionerate on the ground of administrative exigencies / requirement / reasons to be recorded.

8. **Transfer/Placement/Posting** - in deviation of this policy would require prior approval of the Chief Commissioner.

* Par distance Commissionerate to Nagpur in Bhopal zone – means the Commissionerates located at a distance beyond the distance between Bhopal and Nagpur.