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	<p style="text-align: center;">मालऔरसेवाकरएवंकेन्द्रीयउत्पादशुल्कप्रधानमुख्यआयुक्तकार्यालय OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE केन्द्रीयमालऔरसेवाकरएवंकेन्द्रीयउत्पादशुल्कअंचल: तमिलनाडुएवंपुदुच्चेरी CENTRAL GST & CENTRAL EXCISE ZONE : TAMILNADU & PUDUCHERRY जीएसटीभवन,सं. 26/1, महात्मागांधीरोड, चेन्नई - 600 034 GST BHAWAN, No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034 ई-मेल/Email: ccu-cexchn@nic.in दूरभाष/Ph:044-28331185 फेक्स/Fax:044-28331050/1015</p>	
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TRANSFER POLICY -2022 FOR INSPECTORS

1.Introduction:

This policy is formulated in consultation of all the concerned, by reviewing the earlier transfer policy based on the past experience, request of the concerned to consider certain changes; the norms for deployment of officers to Groups out of Chennai etc.

1.1 These transfer policy guidelines are applicable to the officers in the cadre of Inspector under Chennai Cadre Controlling Authority and would supersede all the previous Transfer Policy guidelines.

1.2 The jurisdiction of the Chennai Cadre Controlling Authority (CCA), headed by the Principal Chief Commissioner of CT & Central Excise, Chennai Zone spreads over Tamil Nadu & Puducherry covering two Zones viz (i) GST & Central Excise, Chennai Zone and (ii) Customs Preventive Zone, Tiruchirappalli.

1.3 The Chennai GST & Central Excise Zone consists of 14 (fourteen) Commissionerates viz. Chennai North, Chennai South, Chennai Outer, Puducherry, Audit Chennai-I, Audit Chennai-II, Appeals Chennai-I, Appeals Chennai-II, Coimbatore, Madurai, Salem, Tiruchirappalli, Audit Coimbatore and Appeals Coimbatore.

1.4 The Customs Preventive Zone (CCP), Tiruchirappalli consists of two Commissionerates viz: Trichy Customs and Tuticorin Customs. The policy for deployment of officers within CCP is governed by the policy formulated by the Chief Commissioner of Customs (Prev.), Tiruchirappalli.

1.5 In addition to the above-mentioned Zones / Commissionerates, the officers in the grade of Inspector are also deployed to the specified Directorates located in Tamilnadu & Puducherry, on local rotational transfer (loan) basis, from the sanctioned strength of the office of the PCCO.

2. Objective of the Policy :

2.1 The objective of these Transfer Policy guidelines is to ensure adequate exposure to the officers in various spheres of working in the department; provide transparency, objectivity and fairness in the Annual General Transfers, besides protecting the interests of the administration which, in fact, would prevail over any other aspect.

2.2 Further, these policy guidelines are subject to instructions/guidelines issued, from time to time, by CBIC, DOPT and CVC.

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3. Applicability:

3.1 These guidelines are applicable to Inter Zonal transfers between the two zones covered by para 1.2 of this policy; deployment to formations within CT& C.Ex. Zone; Directorates in Tamilnadu and Puducherry on loan basis; rotation of officers from one station / charge to another within the Commissionerates, under Chennai CT & C.Ex. Zone.

3.2 The offices located within the Chennai CCA are divided into Groups as mentioned in the Table -I, hereunder. The various offices in each Groups are as given in para 6.

Table -I

Groups	Name of the Group
I	Chennai
II	Puducherry
III	Coimbatore
IV	Madurai
V	Salem
VI	Tiruchirappalli
VII	CCP Zone

4 Annual General Transfer:

4.1 CCA will prepare a list of officers due for transfer in ensuing General Transfer as per Guidelines and place the same on website well in advance, normally by 31st December; and call for options of transfer/posting from the officers who are either due for transfer or otherwise seeking transfer on any genuine ground. The officers may submit their options/representations for transfer, through proper channel or over the IT platform devised for this purpose, as the case may be, by the due date prescribed.

4.2 The Annual General Transfer will be normally issued by 30th April and the transfer orders within Commissionerates may be issued by 15th May of every year subject to other circumstances and administrative exigencies.

4.3 All the officers under orders of transfer should be relieved by due date and the officers should then join their new place of posting as prescribed in the order. Representations, if any, arising out of the transfers effected could be addressed only after the officer joins his/her new place of posting.

5. Tenure of posting of Inspectors in Commissionerates/Directorates:

The maximum tenure of posting of an inspector is as prescribed hereunder:-

- (i) GST Commissionerates : 4 years
- (ii) Audit Commissionerates : 3 years
- (iii) Appeals Commissionerate : 2 years
- (iv) Pr.Chief Commissioner's Office : 2 years
- (v) Directorates :2 years

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6. Transfer/ rotation between Chennai CT & C.Ex Zone and CCP Zone:-

Postings to CCP Zone would be based on the following criterion:-

- (i) Officers who had completed 4 years of service in the grade of Inspector, is normally eligible for the posting in any customs formation.
- (ii) The tenure of posting in CCP Zone is 6 (six) years.
- (iii) Officers serving in CCP Zone will be transferred on promotion as per DOPT guidelines.
- (iv) Officers who had never worked in any Customs formations in the grade of Inspector would be given priority for posting to CCP Zone, based on the seniority in the grade of Inspector and vigilance status.
- (v) In case of any further requirement for posting to Customs Zone after exhausting criterion at (ii) above, officer who had worked in any Customs formations up to a period of 1 (one) year in the grade of Inspector, would be posted to CCP Zone based on the seniority in the grade of Inspector and Vigilance status.
- (vi) In case of further requirement for posting to CC(P) Zone after exhausting criterion (ii) & (iii) above, officer who had worked in any Customs formation in the grade of Inspector would be posted to CC(P) Zone based on the seniority in the grade of Inspector and Vigilance status.

7. Posting to Audit Commissionerates :

7.1 Posting to Audit Commissionerates would be based on the following criterion:-

- (i) Officer who had completed 3 (three) years of service in grade of Inspector.
- (ii) Officer who had never worked in Audit formations in the grade of Inspector would be posted to Audit Commissionerates based on the seniority in the grade of Inspector.
- (iii) In case of any further requirement for posting to Audit Commissionerates after exhausting criterion at (i) and (ii) above, officer with less than 3 (three) years of service in the grade of Inspector in GST Commissionerates [excluding Customs formation] and thereafter who had worked in Audit formations would be considered for posting to Audit formations.
- (iv) The two Audit Commissionerates in Chennai are to be treated as one unit.
- (v) Posting to Audit Commissionerate for second time on rotation would be only after a gap of minimum 2 (two) years from last working in Audit Commissionerate.
- (vi) Posting of officers on completion of tenure in CC(P) Zone to Audit Commissionerates will be only after completion of tenure of 2 years in GST Commissionerates.

8. Posting to the Commissionerates in CT & C.Ex Zone: -

8.1 After considering the officers for posting to Customs and Audit Commissionerates based on the above criterion, the rotation of officers within the CT & C.Ex. Zone and the Directorates would

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be considered. However, as far as possible, the officers due for rotation would be posted to a Commissionerate in which they had not worked in the past.

8.2 All officers joining in the cadre of Inspector on appointment will invariably be posted to formations located outside Chennai for a tenure of 4 (four) years. However, the male officers would be considered for transfer back to their choice station on completion of a minimum of 2 Years (660 days), i.e: 50% of the prescribed tenure; and the lady officers on completion of 1 (one) year (330 days); with the condition that the such officers submit an undertaking to forego their transfer benefits and would serve for a minimum of 1(one) year in non-sensitive charge. This norm would be applicable to the officers who were posted at formations out of Chennai in the past, as well.

9. Transfer/Posting to/ from Mofussil formations:-

- (i) All formations including outlying formations of Chennai Outer Commissionerate/ Madurai/ Salem/ Puducherry/ Trichy/ Coimbatore GST/ Coimbatore Audit/ Coimbatore Appeals Commissionerates drawing lesser House Rent Allowance as compared to Chennai city are considered as mofussil formations.
- (ii) All officers promoted to the grade of Inspector will be posted to Mofussil formations for a minimum period of 4 (four) years. However, the male officers would be considered for transfer back to their choice station on completion of a minimum of 2 Years (660 days), i.e: 50% of the prescribed tenure; and the lady officers on completion of 1 (one) year (330 days); with the condition that the such officers submit an undertaking to forego their transfer benefits and would serve for a minimum of 1(one) year in non-sensitive charge.
- (iii) Inspectors will be posted to mofussil formations, as per the requirement to maintain the parity of working strength, as per 'station seniority' i.e: based on the length of service in the station for which their tenure in the lower cadres also will be counted. However, officers who had already worked in mofussil formations will not be posted again to mofussil formations.
- (iv) Generally posting of lady officers would be considered to nearest mofussil formations; and the lady officers would be considered for transfer to their choice station on completion of 1 (one) year (330 days) with the condition that such officers submit an undertaking to forego their transfer benefits and would serve for a minimum of 1(one) year in non-sensitive charge.
- (v) The officers can avail the facility of reduced tenure of 1 (one) year in respect of distant postings viz. Irungattukottai, Sriperumbudur, Gummidipoondi, Ponneri, Ranipet, Vellore, and Villupuram.
- (vi) If an officer, who is working in Audit formations, is due for transfer to mofussil formations, he would be adjusted as far as possible in the available mofussil formations of Audit Commissionerate.

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10. Rotation between Sensitive and Non-Sensitive posts:-

10.1 In terms of the CVC guidelines, all posts/charges are identified as sensitive or non-sensitive posts/charges, as are detailed in the Table-II hereunder:

Table -II

Sl.No	Formations	Sensitive Charges	Non Sensitive Charges
1	Principal Chief Commissioner's Office	Vigilance Section	All other sections
2	CT Commissionerates H.Qrs	Preventive Wing Vigilance Section	All other sections of HQRs
	Divisions	Sections handling -Refund/ Rebate, LUT/ Bonds; and Registrations	All other sections of Divisions
	Range	All Ranges	-----
3.	Audit Commissionerates	Circles/ Groups & Vigilance Section	Sections of HQRs
4	Directorates	DG GI, DG DRI & DG Vig.	All other Directorates
5	CESTAT	----	All Sections
6	Settlement Commission	----	All Sections
7	Commissioner (Appeals)	Vigilance Section	All other Sections
8	SEZ	Period of posting in SEZ	----

10.2 There will be a rotation of officers in every formation between sensitive and non-sensitive charges. The posting to a sensitive charge normally would not exceed 2 (two) years in each posting. In exceptional cases and for reasons to be recorded by the Competent Authority, an officer may be allowed to continue for the third year in a sensitive charge, particularly in the sensitive Directorates and Mofussil Ranges. No officer shall be allowed to continue in a sensitive charge beyond 3 years, as per the extant guidelines.

10.3 Officers on repatriation from sensitive Directorates/SEZs/ International Airports & Seaports in CCP Zone and International Airports across the country, will not normally be considered for posting to Audit Circles before completion of their cooling off period of 2 years.

10.4 Officers posted from CCP Zone will be posted to sensitive or non- sensitive charge depending on their last postings in CCP Zone.

11. Exceptions :

11.1 Representations received through proper channel and duly supported by valid documentary evidence, seeking transfer or exemption from transfer during AGT may be considered on the following grounds, subject to availability of vacancies and administrative exigencies.

- (i) Officers having less than 2 years of service to Superannuation.
- (ii) Officers having Special / differently abled Children.
- (iii) Children studying in Class X to XII.
- (iv) Performing Sportspersons who represent the Department in sports and games.
- (v) Single parent having School going children up to 12th Std.
- (vi) Officers having reasons of extreme compassionate nature, supported by relevant documents.

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11.2 In case the officer is considered for retention on the ground stated at (iii) to (vi) above, he/she will be liable for transfer in the subsequent AGT, once the reason for such exemption is not existing.

11.3 The exemption from transfer for the officers with their spouse working, would be considered in terms of the guidelines of DOPT vide F.No.28034/9/2009-Estt (A) dated 30.09.2009 and communicated by CBIC vide Circular No. 78/2009 dated 27.10.2009 [F.No. O.21034/39/2009-SO(Coord), subject to availability of vacancies and administrative exigencies.

11.4 The exemption from transfer for Physically challenged persons would be considered in terms of the guidelines of DOPT vide O.M F.No.42011/32014-Estt(Res) dated 08.10.2018.

11.5 In case, officers are retained in any Group/posting beyond the tenure prescribed, in terms of the above exemptions, they will normally be posted only to non-sensitive charge.

12. Miscellaneous:-

Notwithstanding anything contained in these Guidelines,

- (i) CCA may, if considered necessary to do so in public interest and in furtherance of organizational objectives, transfer/retain or post any officer to any Group/Commissionerate/formation.
- (ii) CCA may transfer any officer from one post/place/Group to another for administrative reasons, at any time.
- (iii) The endeavor of the Administration will be to maintain parity of vacancies, minimise dislocation on transfers and consider posting to a preferred station among mofussil locations, to the extent feasible.

This issues with the consent of the Chief Commissioner of Customs (Prev.) Tiruchirappalli and the approval of the Principal Chief Commissioner, Cadre Controlling Authority, CT & C.Ex. Tamilnadu and Puducherry.

(T.G. VENKATESH)
ADDITIONAL COMMISSIONER (CCA)

To

1. All Concerned officers.
2. The office bearers of all concerned staff associations.

Copy to:

1. The Chief Commissioner of Customs (Prev.) Tiruchirappalli.
2. All (Pr.) Commissioners of CT & C.Ex and Customs, Tamilnadu & Puducherry.
3. The website manager.
4. The Guard file.