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	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRALEXCISE केन्द्रीय माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क अंचल : तमिलनाडु एवं पुदुच्चेरी CENTRAL GST & CENTRAL EXCISE ZONE : TAMILNADU & PUDUCHERRY जी एस टीभवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034 GST BHAWAN, No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034 ई-मेल/ E-mail:cca.estt.section@gmail.com / ccaestt-prcco@gov.in दूरभाष/ Ph. No.: 044-28335061/62 फेक्स / Fax No.: 044-28331113</p>	
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Date: 20..05.2022

TRANSFER POLICY 2022 FOR MINISTERIAL OFFICERS

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 like 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 Senior Private Secretaries & Private Secretaries; Ministerial (Gazetted & Non-Gazetted); Stenographers (all grades); Drivers and Group C (non-ministerial); 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 certain specified grades are also deployed, on local rotational transfer (loan) basis, to the specified Directorates located in Tamilnadu & Puducherry 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 within a station from one formation to another within the Commissionerates under Chennai CT & C.Ex. Zone.

4 Annual General Transfer:

4.1 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.

4.2 All the officers under orders of transfer should be relieved by due date and the officers then join their nominated 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.

4.3 As per the extant guidelines, while the officers are also liable for transfers, like executive officers, routine transfers from one station to another station, will be avoided, except for administrative reasons or on representation.

4.4 The officers are liable for transfer on promotion from one cadre to the higher cadre. However, the officers on promotion will be accommodated in the same station, to the extent possible, subject to administrative exigencies and availability of vacancies.

4.5 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.

5. Tenure of Postings

5.1 The tenure of posting of officers in a Commissionerate is 4 years. But if a Commissionerate has formations spread across different stations, the tenure at any station will be 4 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 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 to mofussil formations, in the past, as well.

5.2 The cutoff date for counting of tenure for Transfer will be 31st May of the year. The tenure of posting at a formation/station will be counted from the actual date of joining.

5.3 For the purpose of counting of tenure:-

- (i) Periods spent on any leave, exceeding 30 days, in a year, whether in the same formation/station, will not be counted towards computation of the tenure.
- (ii) An officer under orders of transfer may be granted any kind of admissible Leave only after the officer joins the new place of posting.

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- (iii) The period spent on any leave without joining the new place of posting will not be counted towards computation of tenure in that new posting.
- (iv) Officers who proceed on any leave without completing the minimum tenure prescribed will have to rejoin the same formation/station for completing the prescribed tenure.

Rotation Between Sensitive and Non Sensitive Posts:

6.1 In terms of the CVC guidelines, all posts are identified as sensitive or non-sensitive posts. The list of sensitive / non sensitive place of postings are detailed in the Table-I hereunder:

Table-I

Sl.No	Formations	Sensitive Places	Non Sensitive Places
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	DGGI, DG DRI & DG Vig.	All other Directorates
5	CESTAT	----	All Sections
6	Settlement Commission	----	All Sections
7	Commissioner (Appeals)	Vigilance Section	All other Sections

6.2 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 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 relevant guidelines.

6.3 In view of the nature of the charges of certain cadres, the officers may be retained in non-sensitive for longer tenure, for administrative reasons, subject to the availability vacancies.

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

Rotation between GST Zone and CCP Zone:

7.1 Posting of all officers to CCP Zone will be made by CCA. Transfer and posting of officers to all formations within CCP Zone, Tiruchirappalli will be as per the policy formulated by the Chief Commissioner, CCP Zone, Tiruchirappalli.

7.2 Officers will be posted from Chennai GST Zone to CCP Zone, on the criterion of seniority, never-worked and vigilance status, among the officers serving in the respective stations.

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7.3 Officers who had completed 4 years of service in a particular Grade are normally eligible for posting in any Customs formation.

7.4 The representations of the officers for posting to CCP Zone will be considered, on completion of a minimum tenure of 4 (four) years in a formation/station, subject to the conditions for posting to CCP Zone; subject to administrative requirement and availability of vacancies.

7.5 The maximum continuous tenure in each Cadre in CCP Zone will be for a period of 4(four) years. In case any officer on promotion is retained in CCP Zone, the total combined tenure in both cadres will be counted for the said tenure.

7.6 On completion of the tenure of 4(four) years, an officer will be transferred by CCA to CT &C.Ex formation in the same station or in the Commissionerate from which the officer was transferred earlier to customs formation, subject to availability of vacancies and Administrative exigency, if any.

Posting of officers to Directorates against the S/S of PCCO:-

8.1 In terms of Board's letter F.No. A-11019/5/2017-Ad. IV dated 16.06.2017 officers will be posted to Directorates from PCCO on local rotational transfer basis (loan basis) for a period of 2 (two) years initially and the tenure in exceptional cases, is extendable by a maximum period of one more year, based on the recommendation of the HOD of the concerned Directorate and for the reasons to be recorded by the CCA, as envisaged at para 7.2 herein above.

8.2 The officers serving in a station will be considered for posting, on local rotational transfer basis (loan basis), to Directorates located in the same station, subject to availability of vacancies and Administrative exigency, if any.

Exceptions:

9.1 Representations received through proper channel and duly supported by valid documentary evidences, 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.
- (v) Single parent having School going children upto 12th Std.
- (vi) Officers having reasons of extreme compassionate nature, supported by relevant documents.

9.2 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.

9.3 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

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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.

9.4 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.

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

Miscellaneous:-

10. 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 Commissionerate/formation/station.
- (ii) CCA may transfer any officer from one post/place 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.

11. This issues with the consent of the Chief Commissioner of Customs (Prev.) Tiruchirappalli and the approval of 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.

**Signed by Venkatesh. T.
G.**

Date: 20-05-2022 09:53:19

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.