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भारत सरकार GOVERNMENT OF INDIA
 वित्त मंत्रालय MINISTRY OF FINANCE
 राजस्व विभाग DEPARTMENT OF REVENUE

सीमा शुल्क मुख्य आयुक्त का कार्यालय (निवारक)

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Sub : Zonal Transfer Policy for the transfer and posting of Superintendents and Inspectors under the Customs (Preventive) Zone, Tiruchirappalli – Reg.

Existing Transfer Policy : The Policy for transfer and posting of Superintendents and Inspectors in this Zone is at present governed by the Administrative Orders No.1/2018 and 2/2018 both dated 27.06.2018 issued by this Office.

Review of the Policy : It has been felt that there is a need to further streamline the existing Administrative Orders into a Transfer Policy and to make it clearer and more comprehensive so as to serve the Administration's interests better and to cater to the interests of the Superintendents and Inspectors in a more equitable manner in terms of paragraph 13.1 of the DGHRD's guidelines in F. No.8/B/45/HRD (HRM)/2009 (Part-II) dated 08.07.2010. With these objectives in view, this Office obtained inputs from both the two Commissionerates in the Zone. On the basis of these inputs, a draft Transfer Policy was prepared and comments of the Commissioners thereon were obtained. This Office also took into consideration the comments of the Associations of Superintendents and Inspectors conveyed through their representatives during the meeting held with them, and also the comments given in the written representations of these two Associations. The draft Zonal Transfer Policy, as updated after holding the above-mentioned discussions, was sent to the Zonal Member, CBIC for approval. The draft has subsequently been approved by the Zonal Member. The final Zonal Transfer Policy is as follows :-

Zonal Transfer Policy

1. **Allocation of officers by Pr. CCO (CCA), Chennai :** Superintendents and Inspectors are allocated to this Customs (Prev.) Zone by the Principal Chief Commissioner of GST & Central Excise (Cadre Controlling Authority), Chennai during the Inter-Zonal General

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Transfer Orders issued every year. It has been decided by the Principal Chief Commissioner, GST, Chennai that henceforth the annual rotation of officers will be done by the Committee of Pr. Chief Commissioner of GST, Chennai and the Chief Commissioner of Customs (Prev.), Tiruchirappalli. Besides, there may also be other occasions of officers joining this Zone such as on transfer and posting on promotion to the cadre of Superintendents and Inspectors, allocation on initial recruitment as Inspectors etc.

2. Tenure of officers : Superintendents and Inspectors (hereinafter referred to also as 'officers' for ease of reference) who join this Zone shall serve in this Zone for a tenure of eight years as per the Transfer Policy issued by the Principal Chief Commissioner of GST & Central Excise (Cadre Controlling Authority), Chennai in C. No.II/39/417/2017-CCA.Esstt. dated 27.04.2018.

2.1. The total tenure of eight years in this Zone is liable to be distributed into tenures of flexible lengths of period among the two Commissionerates under the Zone (Tiruchirappalli and Tuticorin). During the eight-year tenure, the officers shall be liable to be rotated through posting between the two Commissionerates based on the periodical requirements of manpower after completion of four years at either place. The tenure at the CCO and Commissioner (Appeals) Unit, Tiruchirappalli shall be counted for the total tenure of the Zone.

2.2. The posting of officers to the Commissioner (Appeals) Unit, Tiruchirappalli shall be made by the CCO from the strength of officers allocated to the Commissionerate.

3. Nomination of officers by CCO, Trichy to the Commissionerates : Nomination / posting of officers to the two Commissionerates, CCO and Commissioner (Appeals) Unit shall be made by an Order issued with the approval of the Chief Commissioner.

3.1. A list of officers working in each Commissionerate specifying the length of their service in the Commissionerate as on 31st May shall be sent by the Commissionerate to the CC's Office by the 30th of April every year along with the History of Postings of the officers and details of Vigilance clearance for rotation between Tiruchirappalli Customs (Prev.) Commissionerate and Tuticorin Custom House. Commissioners may also recommend if any officer is required to be retained.

3.2. Orders of nomination / posting shall be issued by the CCO as early as possible after issue of the Order of allocation of officers by the Pr. CCO, Chennai.

4. Classification of charges as sensitive and non-sensitive :

Based on the DGHRD's guidelines in F. No.8/B/45/HRD (HRM)/2009 (Part-II) dated 08.07.2010 and the inputs received from the Commissionerates, the under-mentioned work-places in this Zone are classified as sensitive and non-sensitive :-

Sensitive work-places: Airport (Passenger Baggage clearance), Mishandled &

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Detained Baggage Section, Air Cargo Complex, AIU, CIU, ICDs, CFSs, Seized Goods Godown, Vigilance Section, Drawback & Refund Section, Export Assessment, Import Assessment by PAG, Import General, Examination at Port, Bonds, Disposal, SIIB, DIU and Docks.

Non-sensitive work-places: Adjudication, Legal, Review, Prosecution, Technical (Policy), Computer Cell, Statistics, BRC, PCA – Audit, PD Bonds, Import Assessment by FAG, RMS Cell, EPCG & DEEC, MCD, CSD, CBLR, Supdt. (Admn.), EDI, ARC, Audit, RTI, Training Cell, E-Office, Sevottam, TSK, PRO, Commissioner (Appeals) Unit and all Sections in CCO except Vigilance Section.

5. Postings to Airports shall be through Selection Process : The posting of Superintendents and Inspectors to the International Airports (Baggage and AIU) under this Zone shall be based on Selection Process consisting of interview by the Selection Committee comprising (i) the Chief Commissioner of Customs (Prev.), Tiruchirappalli, (ii) the Commissioner in charge of Airports and (iii) a Commissioner / Additional Commissioner / Joint Commissioner working in the Zone as nominated by the Chief Commissioner in line with the guidelines issued by the Board in F. No.A-11019/102/91-Ad.IV dated 05.12.1995. The applicants shall be shortlisted for interview based on seniority, APAR gradings and vigilance clearance for posting to the determined and specified number of vacancies in Airports. The marks scored in the interview will be considered for posting. The officer's choice will also be taken into account subject to administrative needs and convenience.

5.1. Officers in the cadres of Superintendents and Inspectors shall be posted to the Airports under this Zone not more than once in each cadre.

6. Tenure in sensitive postings; and rotation between sensitive and non-sensitive postings: The tenure of the service of officers in sensitive charges should normally not exceed two years for each posting as per the DGHRD's guidelines dated 08.07.2010 mentioned above. There should be rotation of postings between sensitive and non-sensitive charges so as to ensure all-round exposure and efficiency. Repetition of postings to sensitive charges shall be avoided. This should be strictly adhered to.

6.1. However, in case where sufficient number of officers are not available due to administrative / vigilance reasons for posting to sensitive charges or in cases of other administrative exigencies, officers can be rotated from one sensitive charge to another sensitive charge or given additional charge of the same after getting the approval of the Chief Commissioner. In similar circumstances, officers holding non-sensitive charges may also be retained beyond the specified tenure or may be rotated within non-sensitive charges after obtaining the Chief Commissioner's approval. As far as possible, an officer in the subsequent cycle of postings should not be posted in the same or similar sensitive charge.

6.2. There should be a gap of minimum of one year between one sensitive posting and another sensitive posting.



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6.3. Though Vigilance Section and Seized Goods Godown are classified as sensitive charges, the posting of officers from these two charges to other sensitive charges will be allowed.

→ 6.4. The first posting of officers in a Commissionerate shall, as far as administratively possible, be to a non-sensitive charge.

6.5. In case an officer who has earlier been transferred from a sensitive charge on administrative grounds is proposed to be considered at a later period of time for posting to a sensitive posting, it must be ensured that his / her work, conduct and suitability to such sensitive posting are carefully examined and if the same are found to be satisfactory, he / she may be considered for posting to a sensitive charge. Discretion is given to the Commissioner to consider such cases, however subject to para 4.0.(ii) of the DGHRD's guidelines dated 08.07.2010, which reads, "*As far as possible, an officer in the subsequent cycle of postings should not be posted to the same sensitive charge.*"

6.6. While considering officers for sensitive postings, the total length of the officers' service in sensitive postings in his entire service shall strictly be taken into consideration and the officer having served for a comparatively shorter total period in sensitive postings shall be preferred over another officer with a comparatively longer total period of service in sensitive postings. For proper adherence to this criterion, it is essential to update the history of postings of each officer in the Commissionerate with specific indication about each of his / her postings as 'sensitive' or 'non-sensitive' after due verification with his / her Service Book / APAR dossiers.

6.7. In cases where an officer avails leave for a cumulative period of more than 30 days in a year during his tenure in a non-sensitive posting, his / her tenure in the non-sensitive posting shall be extended by an equal length of period except in cases where the leave has been availed on genuine medical grounds.

7. Postings to sensitive charges to be made on the basis of vigilance clearance : In the case of officers being considered for posting to sensitive charges, their vigilance status shall be obtained and only those officers with vigilance clearance shall be posted to sensitive charges.

8. Tenure in Hardship Station : The tenure of service of an officer in CPU, Pt. Calimere, which is identified as a hardship station, shall be of one year. However, the Commissioner may, in his discretion, reduce it to six months. This is a welfare measure.

9. Rotation of officers among different work-places in Custom House, Tuticorin : As far as Custom House, Tuticorin is concerned, a locally devised practice has been in vogue for periodical rotation of officers among different work-places (sensitive and non-sensitive office postings and field postings) for specified tenures. After the draft Zonal Transfer Policy is finalised by the CC, the Commissioner, CH, Tuticorin may issue an Office Order laying down a detailed internal policy for rotation of officers for specified tenures under various work-

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places under the CH, Tuticorin, and send a copy to the CC's Office. The officers may be posted in different work-places in the CH, Tuticorin in any such order as may be decided in administrative interest by the Commissioner, CH, Tuticorin or the Committee constituted by him for this purpose but subject to the condition that the rotation of officers from one sensitive posting to another sensitive posting, after completion of whatever length of period within the maximum prescribed tenure for sensitive postings, shall be made after obtaining approval from the Chief Commissioner.

10. Last posting before superannuation : Officers who are due for superannuation within two years should, as far as feasible, be posted to the station of their choice or to the nearest station.

11. Posting of spouses at the same station : If the spouse of an officer is also working in a Central / State Government office, he / she should be posted to the station where the spouse is working or to a nearby station as far as administratively possible in terms of DOPT's extant guidelines in this regard.

12. Posting of Functionaries of Staff Associations : As regards the posting of functionaries of the Superintendents' Association and the Inspectors' Association at the Headquarters office, the instructions contained in the DOPT's O.M. No.2/7/88-CS(IV) dated 19.08.1988 shall be followed.

13. Deputation : Officers joining this Zone shall serve a minimum period of two years in this Zone before they may apply for deputation postings. Officers working in sensitive postings under this Zone shall have to serve a minimum period of one year in a non-sensitive post in this Zone before they may apply for deputation postings. Preference will be given to officers applying for deputation to DRI, DGGI and International airports.

14. Posting of officers within a Commissionerate : Once officers are nominated by the CCO to the Commissionerates, their posting within the Commissionerates shall be made by the Commissioner in charge of the Commissionerate. For this purpose, the Commissioner may constitute a Posting / Placement Committee in the Commissionerate, and the Committee shall carry out its functions objectively and fairly in accordance with this Policy while issuing posting orders.

15. Deviation from the Policy : Conformity to this Policy shall be the norm in the matters of transfer and posting of officers, and deviation, if unavoidable, shall only be an exception and it shall be kept to the minimum possible. Commissioners shall take the approval of the Chief Commissioner in case of any proposals involving deviation from this Transfer Policy.

16. Record management and History of postings : The Commissionerates shall have a proper, correct and comprehensive record of the History of postings of all officers posted under them. This record shall be properly maintained and kept updated as this forms the basis for posting to sensitive / non-sensitive charges and for determination of tenures.

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17. Training : Officers from GST / Central Excise formations who are posted to Customs formations shall be provided training of adequate duration in Customs work. The Commissionerates shall put in place a suitable mechanism to provide this training.

18. Administration reserves the right of making any orders in Administrative interests : While the competent authorities are required to act fairly and reasonably in making transfer and posting orders in accordance with this Policy, it is made clear that the conditions of transfer and tenures in a posting or station as specified in this Transfer Policy cannot be claimed by any officer as a matter of right. The competent authority reserves the right to make any appropriate orders in the matter of transfer and posting in cases where he considers it necessary in administrative interest.

19. This Administrative Order supersedes all earlier Orders issued by this Office in the matter of transfer and posting of Superintendents and Inspectors under this Zone.

Dr. Uma Shanker
Chief Commissioner

To

The Commissioner of Customs (Prev.), Tiruchirappalli.

The Commissioner of Customs, Custom House, Tuticorin.

Copy to : The President, All India Association of Central Excise Gazetted Executive Officers,
Tiruchirappalli Unit.

The President, All India Central Excise Inspectors' Association,
Tiruchirappalli Branch.