



भारत सरकार Government of India  
 वित्त मंत्रालय Ministry of Finance  
 राजस्व विभाग Department of Revenue  
 मुख्य आयुक्त सीमा शुल्क (निवारक) का कार्यालय

**Office of the Chief Commissioner of Customs (Preventive)**

नंबर: 1, विलियम्स रोड, छावनी, तिरुचिरापल्ली, तमिलनाडु, पिनकोड-620001

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File No.II/(3)/24/2021-ADMN

Date : 25-03-2025

Subject: Zonal Transfer Policy for posting of Superintendents / Inspectors in Customs (Preventive) Zone, Tiruchirappalli – Communication of Standing Operating Procedure for AGT in the grade of Superintendents and Inspectors and posting of officers to Airports – Regarding.

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A revised Zonal Transfer Policy for posting of Superintendents / Inspectors in Customs (Preventive) Zone, Tiruchirappalli has been issued vide this office Order in F.N.II/(3)/24/2021-ADMN dated 21.03.2025 (copy enclosed for ready reference).

2. In view of the above modified Zonal Transfer Policy, the following Standard Operating Procedure to be followed by the Commissionerates under this zone with regard to Intra-Zonal Annual General Transfer and posting of officers to Airports of this zone, are hereby notified:

**3. Intra-Zonal Annual General Transfer :**

3.1 The tenure of officers both in the grade of Superintendents and Inspectors has been fixed as 4 years in each of the two Commissionerates under this zone. The tenure of the officers in CCO, Tiruchirappalli is to be adjusted against the tenure at Customs (Preventive) Commissionerate, Tiruchirappalli and the tenure at Commissioner (Appeals) Unit is to be adjusted against the respective Commissionerate for which posting is made. Further, as a transitional measure, the officers who had already completed 4 years or more in one Commissionerate of this zone under the previous Zonal Transfer Policy will be allowed a tenure of 4 years in the other Commissionerate of this zone, irrespective of the total permissible zonal tenure of 8 years. The cut-off date for determining the completion of tenure in a Commissionerate will be **31<sup>st</sup> of May**.

3.2 Accordingly, a tentative lists of officers who have completed / are completing the tenure in their respective Commissionerates and liable for rotation between Tiruchirappalli Customs (Preventive) Commissionerate and Tuticorin Custom House, are enclosed. The same may be circulated among the officers concerned and the representations received from the officers, if any, may be forwarded to CCO, Tiruchirappalli along with the History of Posting of the Officers.

3.3 It is also requested that the correctness of the data of the remaining officers may also be verified with reference to the provisions of the revised Zonal Transfer Policy of the Zone and the officers due for Inter-Commissionerate transfer in this zone and whose names are not figuring in the above lists may be brought to the notice of this office and also to the concerned officer.

3.4 The HOP and representation of officers shall be sent **latest by 31<sup>st</sup> of March** positively. Representation received in CCO, Tiruchirappalli after the due date will not be considered.

3.5 In case of officers who have completed their tenure in the Commissionerate and are requesting retention in their present place of working on the grounds of having wards going to Class X or Class XII or any request for transfer on medical grounds or request by persons with disabilities, such representations shall be supported by proper documents.

3.6 The nomination of officers to the Commissionerates / CCO and rotation between the Commissionerates will be decided by the CCO based on the manpower requirement in each Commissionerate / CCO. Representations and exceptions, if any, will be considered by a Committee comprising of the Commissioners of the two Commissionerates of this zone and the Additional / Joint Commissioner (CCO), for decision. The orders will be issued by CCO on considering the suggestions of the Committee and after getting concurrence of the Chief Commissioner of Customs (Preventive), Tiruchirappalli.

3.7 The timelines to be followed in respect of Annual General Transfer in the Zone and the Commissionerates are as follows:

01.	Submission of list of officers completing the Commissionerate tenure and representations thereon, by Commissionerates to	31 <sup>st</sup> of March
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	CCO	
02.	Issue of Intra-Zonal AGT by CCO	30 <sup>th</sup> of April or immediately after issue of Inter-Zonal AGT by CCA
03.	Annual General Transfer by Commissionerates	Immediately on issue of Intra-Zonal AGT by CCO.

3.8 As regards the transfer within the Customs (Preventive) Commissionerate, Tiruchirappalli, the procedures to be followed thereon have been detailed under Para 4.1 to 4.13 of the Zonal Transfer Policy. As stated in Para 4.13 of the Zonal Transfer Policy, for transfer within Customs (Preventive) Commissionerate, Tiruchirappalli, a placement committee consisting of one Additional Commissioner / Joint Commissioner and the Assistant Commissioner (Vig.) of the Commissionerate shall be formed and the orders shall be issued on the basis of the Minutes of the Meeting of the Placement Committee. The timeline for issue of order for Annual General Transfer by the Commissionerate i.e. immediately on issue of Intra-Zonal Transfer by CCO, shall be adhered to.

#### **4. Posting to Airports in CCP Zone:**

4.1 As per the revised Zonal Transfer Policy, the posting of Superintendent to Airport (Baggage) and Inspectors to Airport (both Baggage and AIU) will be done on the basis of drawal of panels based on Seniority-cum-Fitness and APAR Grading of the officers, from among the willing officers of Tiruchirappalli Customs (Preventive) Commissionerate and the Office of the Chief Commissioner of Customs (Preventive), Tiruchirappalli and subject to their vigilance

clearance. The tenure of a Superintendent in Airport (Baggage) will be One Year and the tenure of an Inspector for both Airport (Baggage) and AIU will be Two Years.

4.2 Further, the officers (Superintendents) who are presently posted at Airports for a tenure of 2 years as per the previous transfer policy, are liable to be transferred out of the Airports on completion of one year Baggage tenure, in line with the modified tenure for Airports.

4.3 Willingness shall be called for by the Customs (Preventive) Commissionerate, Tiruchirappalli on or before 15th March every year (on or before 31st March 2025 this year), for drawal of panel / supplementary list in the grade of Superintendents and Inspectors for the posting to Airports as per the procedures laid down in Para 5.1 to 5.4 of the Zonal Transfer Policy.

4.4 After finalization and publication of panel for posting to Airports, the empanelled officers, if they are currently posted in any sensitive charge (other than Vigilance / SGG / CIU), will be shifted from such sensitive charge to any non-sensitive charge in the ensuing AGT as per Para 5.5 of the Zonal Transfer Policy.

4.5 The drawal of panels / supplementary list for posting to Airports shall invariably be completed well before issue of Intra-Zonal Annual General Transfer by the CCO, for which tentative due date is 30th of April every year.

4.6 The existing vacancies, the vacancies arising out of the reduced tenure of officers in the grade of Superintendents and the vacancies

arising in the ensuing year, in Airports of this zone (Baggage only in respect of Superintendents and both Baggage and AIU in respect of Inspectors) shall be filled from the panel / supplementary list of officers drawn as above, as per the procedure laid down in Para 5.4 of the Zonal Transfer Policy.

## **5. Posting of Superintendents to Airport (AIU):**

5.1 Posting of Superintendents to AIU shall henceforth by be done on Selection Basis and the eligibility / selection criteria and the tenure of the Superintendents to be posted in AIU are detailed in Para 5.7 to Para 5.11 of the Zonal Transfer Policy.

5.2 Accordingly, a list of Superintendents with requisite experience in preventive work and requisite qualification as detailed in Para 5.9 of the Zonal Transfer Policy may be proposed by the Tiruchirappalli and Tuticorin Commissionerates and by the CCO from among the qualified officers working under their respective jurisdiction. The proposal shall include the following:

- a. Name and present posting of the officer along with HOP.
- b. APAR Gradings for the last 5 consecutive years from the year of consideration duly certified by the Commissionerate.
- c. Vigilance clearance of the officer.
- d. Details of previous experience and performance in preventive work.

5.3 The list as above along with all relevant supporting documents

shall be sent to the Customs (Preventive) Commissionerate, Tiruchirappalli for placing the same before the Committee comprising of the Additional Commissioner (CCO), Additional / Joint Commissioner of Trichy and Tuticorin Commissionerates. The Committee will decide the number of officers to be included in the list for posting to AIU upon considering the existing vacancies and the tentative vacancies arising in AIU during the following year. The Committee will send the list of officers in the order of merit, to the Principal Commissioner / Commissioner of Customs (Preventive), Tiruchirappalli. The process as above shall be completed well before issue of Intra-Zonal Annual General Transfer by the CCO, for which tentative due date is 30th of April every year.

5.4 The posting of Superintendents to AIU in Airports against the existing vacancies and against the vacancies arising in the ensuring year shall be made out of the list so recommended by the Committee in the order as recommended by the Committee, subject to completion of cooling off period as on the date of issue of orders. If an officer from the list proposed by the Committee is not considered for posting to AIU on account of not having completed the cooling off period, such officer may be considered for posting to AIU against the subsequent vacancies arising during the remaining period of the year, subject to completion of the cooling off period.

6. For ease of reference, the instructions in the above SOP and the corresponding references in the Zonal Transfer Policy dated 21.03.2025 are tabulated below:

Sl.No.	Para No. in SOP	Corresponding paras in
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		the Zonal Transfer Policy
01.	Para 3.1	Para 1.5(i) and 1.5 (ii), Para 2
02.	Para 3.2	Para 2.2
03.	Para 3.4	Para 2.4
04.	Para 3.5	Para 6
05.	Para 3.6	Para 2.3
06.	Para 3.7	Para 2.4
07.	Para 3.8	Para 4.1 to 4.13
08.	Para 4.1	Para 5.1
09.	Para 4.2	Para 5.12
10.	Para 4.3	Para 5.4(i)
11.	Para 4.4	Para 5.5
12.	Para 4.5	Para 5.4 (viii)
13	Para 4.6	Para 5.4
13.	Para 5.1	Para 5.7 to 5.11
14.	Para 5.2	Para 5.9
15.	Para 5.3	Para 5.10

7. Difficulties, if any, in implementing the SOP as above or any further clarifications required on the subject matter may be referred to CCO immediately, for further clarifications.

8. The above instructions and time line shall be strictly adhered to.

This is issued with the approval of the Chief Commissioner of



Customs (Preventive), Tiruchirappalli.

Enclosure : As above.

Signed by

Dhileeban Ariyan

Date: 25-03-2025 19:04:48

DHILEEBAN A

ADDITIONAL COMMISSIONER

To

01. The Principal Commissioner of Customs (Preventive), Customs (Preventive) Commissionerate, Tiruchirappalli.

02. The Commissioner of Customs, Custom House, Tuticorin.

LIST OF OFFICERS WHO HAVE COMPLETED 4 YEARS OF SERVICE IN THE GRADE OF  
SUPERINTENDENT AT CUSTOM HOUSE TUTICORIN

Sl. No.	Emp. Code	Name of the Officer(s/shri./Smt.)	Date of Birth	Date from which working as Superintendent in Custom House, Tuticorin	Tenure in the grade of Superintendent at Custom House, Tuticorin
1	1809	BABU R	03.04.1967	13.08.2018	6y,9m
2	2190	MURUGAN.S	04.05.1970	16.08.2018	6y,9m
3	5714	BABURAJ.U	13.05.1971	24.08.2018	6y,9m
4	2197	RAJKUMAR.P	20.05.1973	14.09.2018	6y,8m
5	2210	VAIDYANATHAN.K	17.05.1969	14.09.2018	6y,8m
6	5239	MURUGAN.T	22.02.1973	24.01.2019	6y,4m
7	2172	DAKSHINAMOORTHY.T	07.05.1969	15.03.2019	6y,2m
8	7061	ASHOK KUMAR N	03.02.1980	04.07.2019	5y,10m
9	1873	KANIMUTHUKUMARAN P	18.06.1972	04.07.2019	5y,10m
10	2182	LAKSHMANA PERUMAL K	22.05.1967	04.07.2019	5y,10m
11	1968	RAJESEKARAN R	27.05.1971	04.07.2019	5y,10m
12	1315	ANANDAVEL R	11.07.1965	05.07.2019	5y,10m
13	1812	BALAJI L	28.04.1972	08.07.2019	5y,10m
14	2779	SUNIL KUMAR V	10.05.1968	08.07.2019	5y,10m
15	3590	SURESH KUMAR B	09.01.1971	08.07.2019	5y,10m
16	1855	JAYASRI.M.A	06.07.1972	11.07.2019	5y,10m
17	2062	VENKATESAN S	16.03.1970	15.07.2019	5y,10m
18	1804	ASIR KANAGASABA PAULRAJ J	10.12.1967	16.07.2019	5y,10m
19	1352	KARUPPIAH K	10.05.1967	02.08.2019	5y,9m
20	7823	PRASHANT BAARWAD	10.08.1988	01.01.2020	5y,4m
21	2178	JOHN SUNDAR SINGH. M	04.06.1968	09.03.2020	5y,2m
22	1444	RACHEAL CHRISTINA. J	13.01.1977	11.03.2020	5y,2m
23	7764	JUGAL KISHORE SHARMA	09.06.1988	17.03.2020	5y,2m
24	5875	MALARVIZHI .S	09.05.1969	09.07.2020	4y,10m
25	8583	MUNESH LAL MEENA	20.08.1988	18.09.2020	4y,8m

LIST OF OFFICERS WHO HAVE COMPLETED 4 YEARS OF SERVICE IN THE GRADE OF  
SUPERINTENDENT AT CUSTOM HOUSE TUTICORIN

Sl. No.	Emp. Code	Name of the Officer(s/shri./Smt.)	Date of Birth	Date from which working as Superintendent in Custom House, Tuticorin	Tenure in the grade of Superintendent at Custom House, Tuticorin
26	8350	NARESH KUMAR	05.07.1989	18.09.2020	4y,8m
27	4228	BASKARAN. S	03.12.1969	21.09.2020	4y,8m
28	8592	RAMESH CHAND MEENA	23.05.1990	21.09.2020	4y,8m
29	2212	VEERAKUMAR. M	16.04.1968	21.09.2020	4y,8m
30	7183	KAMLESH KUMAR SAMED	01.05.1979	23.09.2020	4y,8m
31	7746	RANVEER KUMAR	28.02.1986	23.09.2020	4y,8m
32	2189	MOHAMED RABIC. S	28.05.1973	28.09.2020	4y,8m
33	5024	SARAVANAN. S	04.06.1971	28.09.2020	4y,8m
34	9240	SHIV KANWAT	12.08.1982	19.10.2020	4y,7m
35	8447	NITTAGOPAL BISWAS	30.11.1985	05.11.2020	4y,6m
36	9239	RAZAK HUSSAIN	14/02/1192	23.11.2020	4y,6m
37	7804	GANESH KUMAR	10.09.1985	01.01.2021	4y,4m

LIST OF OFFICERS WHO HAVE COMPLETED 4 YEARS OF SERVICE IN THE GRADE OF SUPERINTENDENT AT CUSTOMS (PREVENTIVE), TIRUCHIRAPPALLI

Sl. No.	Emp. Code	Name (S/Shri/Smt.)	Date of Birth	Designation	Place of posting	Date from which working as Superintendent in Tiruchirappalli Commissionerate	Tenure in the grade of Superintendent at Tiruchirappalli Commissionerate
1	3400	John K John	25-09-1967	Superintendent	ICD Chettipalayam	01-03-2018	7y,3m
2		Subir Kumar		Superintendent	Customs Division, Tuticorin	01-03-2018	7y,3m
3	7118	Surendra Mahto	27-06-1978	Superintendent	Customs Division, Nagapattinam	01-04-2018	7y,2m
4		Krishnan P		Superintendent	CPU Salem	10-08-2018	6y,9m
5		Ravi N		Superintendent	ICD Hosur	11-08-2018	6y,9m
6		Mahendran M		Superintendent	Customs Division Trichy	14-08-2018	6y,9m
7		Venkatesh P		Superintendent	CPU, Mahabalipuram/CD Cuddalore	17-08-2018	6y,9m
8	5258	Jothigangatharan N	10-03-1966	Superintendent	Policy	20-08-2018	6y,9m
9		Rajalingam G		Superintendent	Airport Baggage, Madurai	21-08-2018	6y,9m
10		Rajkumar S		Superintendent	CIU 1 @ Madurai	23-08-2018	6y,9m
11		Ruskin Rajadurai L		Superintendent	ACC, Madurai	31-08-2018	6y,8m
12		Sambath Kumar S		Superintendent	CH Pondy	19-09-2018	6y,8m
13		Syed Umar K		Superintendent	Customs Division, Cuddalore	01-03-2019	6y,3m
14	7266	Anuradha P	22-07-1982	Superintendent	ACC Trichy	24-06-2019	5y,11m
15		Balaji R		Superintendent	Customs Division, Cuddalore	24-06-2019	5y,11m
16	2895	Vijayaraghavan L	08-10-1971	Superintendent	ICD Irugur	04-07-2019	5y,10m
17		Merson Sethupathy N		Superintendent	Airport Baggage Coimbatore	24-07-2019	5y,10m
18		Leena A		Superintendent	Airport Baggage, Trichy	01-08-2019	5y,9m
19	3410	Karthikeyan A	01-03-1967	Superintendent	CPU, Karaikal / Customs Division, Nagapattinam	17-09-2019	5y,8m

20		Mohammed Ibrahim		Superintendent	Customs Division, Ramnad	04-11-2019	5y,6m
21	7678	Pankajkumar Shukla	01-07-1982	Superintendent	CPU Thondi	01-01-2020	5y,4m
22		Ramesh Chandrasekaran C		Superintendent	CIU	01-01-2020	5y,4m
23		Subrato Mitra		Superintendent	Customs Division, Ramnad	01-01-2020	5y,4m
24		Parveen Kumar		Superintendent	Customs Division, Ramnad	28-01-2020	5y,4m
25		Rupavathi K M		Superintendent	Customs Division, Tuticorin	02-03-2020	5y,2m
26		Prem Kumar Meena		Superintendent	Customs Division, Ramnad	13-03-2020	5y,2m
27	3098	Gopal E	11-03-1965	Superintendent	CPU Coimbatore	01-05-2020	5y,0m
28		Devi Meena	04-02-1971	Superintendent	CPU, Madurai / SCG Madurai	31-07-2020	4y,9m
29	5947	Geetha A	19-02-1967	Superintendent	Airport Baggage, Trichy	31-07-2020	4y,9m
30		Manoj Kumar Meena		Superintendent	ICD Chettipalayam	31-07-2020	4y,9m
31		Paneerselvam R		Superintendent	CFS Ambur	31-07-2020	4y,9m
32		Navaneetha Krishna Ramesh A		Superintendent	On loan Basis to Commissioners Appeals	01-08-2020	4y,9m
33	5948	Innaci Arokiaraj R	27-04-1967	Superintendent	Land & Building	05-08-2020	4y,9m
34	2234	Kannadhasan S	24-05-1967	Superintendent	CIU	05-08-2020	4y,9m
35		Sivakumar S		Superintendent	Legal @ Madurai	10-08-2020	4y,9m
36		Meenakshi P		Superintendent	Legal @ Madurai	19-10-2020	4y,7m
37	7730	Hazari Lal	05-03-1986	Superintendent	CIU	01-01-2021	4y,4m
38		Latha J		Superintendent	CIU	01-01-2021	4y,4m
39		Sanjay Mehra		Superintendent	Customs Division, Tuticorin	01-01-2021	4y,4m
40		Sanjeev Kumar		Superintendent	Legal & Review	01-01-2021	4y,4m
41		Mary Stella		Superintendent	Airport Baggage, Madurai	01-02-2021	4y,3m