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OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE, TAMIL NADU AND PUDUCHERRY ZONE 26/1, Mahathma Gandhi Road, Chennai - 600 034.		
C.No.II/39/417/2017-सं.नि.प्रा.स्था.का.एस्त	Date: 07.12.2017	

To,

The Principal Commissioner / Commissioner of GST and Central Excise,
Chennai North/South/Outer/Audit-I/II/Appeals-I/II/ Puducherry/
Coimbatore/Salem/Trichy/Madurai/Coimbatore Audit/Appeals.

Sir/Madam,

Sub: Draft transfer policy 2018 in respect of Group 'B' Executive
Officers, Group 'B' & 'C' Ministerial/Non Ministerial
officers in Chennai Cadre Control Zone -Reg.

Consequent to rolling out to Goods and Service Tax (GST) regime a new
transfer policy, replacing the existing transfer policy of 2015, is proposed to be
issued.

2. In this regard, a draft transfer policy 2018 in respect of Group 'B' Gazetted
and Non Gazetted executive officers, Group 'B' & 'C' Ministerial /Non-Ministerial
Officers of Chennai Cadre Control Zone is placed in the official web site. It is
requested to send your suggestion and comments on the said draft transfer policy.

3. You are requested to forward your suggestions / comments to this office on
or before 15.01.2018.

4. This is issued with the approval of Competent Authority, Tamilnadu &
Puducherry.

Yours faithfully,


(MANASA GANGOTRI KATA)
JOINT COMMISSIONER(CCA)

Copy to:

- 1) The Additional Director General, DGGSTI, DRI, DG NACIN, DG Systems,
DGTPS, DG Vigilance, DGPM, DG Audit, DG GST, Chennai.
- 2) The Vice Chairman, Settlement Commission, Chennai.
- 3) The Commissioner(AR), CESTAT, Chennai.
- 4) The General Secretary, All Gazetted and Non- Gazetted Executive officers
Association, Ministerial and Non Ministerial Officers Association in Chennai
Cadre Control Zone for giving the Association's view on the same by
15.01.2018.
- 5) The Superintendent (Computer), GST& Central Excise, Chennai North to
display in official website.

दूरभाष / Telephone : 044-28335061
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भारतसरकार / GOVERNMENT OF INDIA
वित्तमंत्रालय / MINISTRY OF FINANCE
राजस्वविभाग / DEPARTMENT OF REVENUE

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE
TAMILNADU & PUDUCHERRY ZONE

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C.No.II/39/417/2017-सं.नि.प्रा.स्था.CCA.Estt/ दिनांक/Date : 27 .12.2017

DRAFT TRANSFER POLICY 2018

1) INTRODUCTION

1.1 Consequent to rolling out to Goods and Services Tax (GST) regime, the Service Tax Zone and Coimbatore Zone stand merged into the GST & Central Excise Zone, Tamilnadu & Puducherry requiring a review in the existing Transfer Policy. Accordingly, these transfer policy guidelines would supersede all the previous guidelines issued in Chennai Cadre Control Zone and Coimbatore Zone and previous instructions, wherever relevant, in the changed cadre strength and formations, are sought to be consolidated herein.

1.2 The jurisdiction of the Chennai Cadre Controlling Authority, headed by the Principal Chief Commissioner of GST & Central Excise, Chennai Zone is spread over Tamil Nadu & Puducherry covering Two Zones after rolling out to Goods and Services Tax regime viz a) GST & Central Excise, Chennai Zone and b) Customs Preventive Zone, Trichy.

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

1.4 The Customs Preventive Zone, Trichy consists of two Commissionerates viz Trichy Customs and Tuticorin Customs.

1.5 In addition to the above mentioned Zones / Commissionerates, the officers in the grade of Superintendent / Inspector are also needed to be posted on local rotational transfer basis to the specified Directorates from the sanctioned strength of the office of the Principal Chief Commissioner of GST and Central Excise.

1.6 This Transfer Policy 2018 is made applicable to all the Group B & Group C cadres of this Cadre Control Zone.

2 AIM OF THE POLICY

2.1 The aim of the revised Transfer policy guidelines for all the Group 'B' and Group 'C' Officers in the Cadre Control Zone, Chennai is to lay down standard norms with a view to provide transparency, objectivity and increased perception of fairness and clarity in the Annual General Transfers. These policy guidelines are also aimed at promoting integrity, efficiency and improve performance by giving wide exposure to the officers and is formulated in tune with the various instructions/advices issued from time to time by CBEC, DOPT and CVC.

2.2 Uniqueness and complexities of this common cadre along with the requirements of Zones / Commissionerates have been kept in view while formulating this transfer policy.

3 SALIENT FEATURES

The salient features of these revised transfer policy guidelines are given below.

3.1 The policy aims to provide rotation of officers in all Sections and Stations, with a view to give widespread exposure to the functions of the Department. It also seeks to lay down guidelines for rotation of officers to sensitive and non-sensitive postings as per the guidelines of CBIC and its formations.

3.2 These guidelines are applicable to Inter Zonal transfers between the two zones covered by para 1.2 of this policy and postings and transfers within GST Zone and also rotation of officers from one station / charge to another within GST Commissionerates in Chennai Zone.

3.3 Transfer policy for posting within CC(P) Zone, Trichy shall be governed by the policy formulated by the Chief Commissioner of Customs (Preventive)Zone, Trichy.

3.4 The offices located within the Chennai Cadre Control Zone are divided into groups as mentioned in the Table below. The maximum continuous tenure in a particular station is mentioned against each station in the Table below: The various offices in stations are as given in para 6.

Groups	Station [for offices in each station refer para 6]	Maximum continuous Tenure
I	Chennai	12 years
II	Moffusil areas of Chennai Outer i.e Vellore, Ranipet, Villipuram	8 years
III	Puducherry	8 years
IV	Moffusil areas of Puducherry i.e Karaikal, Yanam and Mahe	2 years
V	Coimbatore	8 years
VI	Ooty, Conoor, Metupalayam	1 year
VII	Madurai	8 years
VIII	Salem	8 years
IX	Trichy	8 years
X	CCP Zone	8 years

4 ANNUAL GENERAL TRANSFER:

4.1 CCA shall prepare a list of officers due for transfer in ensuing General Transfer as per Guidelines and place the same on web site by 30th November and call for options of transfer/posting from the officers who are either due for transfer or otherwise seeking transfer on any ground. This is however subject to the confirmation of completion of tenure as per Paras 5 and 6, as certified by the Commissionerate/Directorate/Settlement Commission where

they are posted, which should be given by them by 1st April every year. The officers shall submit their options for posting by 31st December.

4.2 The list of officers who have completed the station tenure in a Group mentioned at para 3.4 shall be circulated during the month of January/February.

4.3 The Annual General Transfer shall be normally issued by 30th April. The transfer orders within Commissionerates shall be issued on or before 15th May of every year. All the officers under orders of transfer should join their nominated place of posting as prescribed in the order.

4.5 All representations arising out of such transfers effected shall be addressed only after the officer joins his new place of posting.

4.6 Administrative Officers of each formation concerned are to ensure that every posting of each officer is recorded in the Service Records of the respective officers whenever there is a change of postings including postings within the Sections of H.Qrs of the same Commissionerates, Ranges, Divisions, Audit Circles etc.

5. TENURE OF POSTINGS

5.1 The cutoff date for counting of tenure for Transfer shall be 31st May of the year. The length of the period of stay at a station shall be counted from the date of joining.

5.2 For the purpose of counting of tenure:-

- (i) An officer under orders of transfer shall be granted Earned Leave only after he has joined his new place of posting. The period spent on earned leave without joining the new place of posting will not count towards computation of tenure in that new station. Officers who proceed on Earned leave without completing the minimum tenure prescribed will have to rejoin the same station for completing the prescribed tenure.

- (ii) Periods spent on any leave, exceeding 30 days continuously in a year, whether in the same station or elsewhere, will not count towards computation of tenure in the station.
- (iii) Periods spent under suspension will count towards computation of tenure in the station.

5.3 STATION TENURE: The station tenure for various Group B and Group C officers is stated as below in Para 6.

5.4 TENURE FOR DIRECTORATE/CESTAT/SETTLEMENT COMMISSION POSTING: The period of tenure on local rotational transfer basis at all Directorates/CESTAT/Settlement Commission will be for a minimum period of 2 years initially as prescribed in the Board's letter F.No.A-11019/05/2017-Ad.IV dated 16/06/2017.

5.5 The tenure for station /Commissionerate shall be arrived at by considering the tenure of an officer in combined cadre before and after GST 01.07.2017 as detailed below. For example, Chennai-I/Service Tax-I is mapped into Chennai North. Hence, the combined tenure in Chennai-I/Service Tax-I and Chennai North will be taken for arriving at the tenure in Chennai North Commissionerate.

SI. No.	Formations under Central Excise	Formations to which mapped under GST
1	Pr. CCO, Central Excise	Pr. CCO, Chennai GST & Central Excise
2	Chennai — I & Service Tax — CCO & ST-I	Chennai North
3	Chennai-II & Service Tax-II	Chennai South
4	Chennai-III & Service Tax-III	Chennai Outer
5	Chennai-IV	Chennai South
6	LTU, LTU Audit Circle & Audit-I CX Chennai	Audit-I
7	Audit-II CX & ST Audit	Chennai Audit-II
8	Appeals-I CX	Chennai Appeals-I
9	Appeals-II & ST Appeals	Chennai Appeals-II
10	Puducherry	Puducherry
11	CCO Coimbatore, Coimbatore CX	Coimbatore

12	Appeals Coimbatore	Appeals Coimbatore
13	Audit Coimbatore	Audit Coimbatore
14	Salem CX	Salem
15	Trichy CX	Trichy
16	Madurai CX	Madurai
17	Tirunelveli CX	Madurai

6. TENURE IN VARIOUS GROUPS

The tenure in various Groups for the Group B and C officers are detailed below:-

A TRANSFER POLICY FOR SUPERINTENDENTS AND INSPECTORS IN THE COMBINED EXECUTIVE CADRE

I. All transfers and postings between Zones shall be effected with the approval of the Cadre Controlling Authority i.e., Principal Chief Commissioner, Chennai Zone and postings within a Zone across the Commissionerates shall be effected with the approval of the concerned Principal Chief Commissioner / Chief Commissioner of that zone. Postings within each GST and Central Excise Commissionerate shall be done by the respective Principal Commissioner / Commissioner. Deviation from the transfer policy will have to be with the prior approval of the respective Principal Chief Commissioner/Chief Commissioner.

II. POSTING & TRANSFER IN CHENNAI GST COMMISSIONERATES: GROUP-I

(a) The Chennai GST Commissionerates consists of Principal Chief Commissioner's Office, Chennai North, Chennai South, Chennai Outer, Chennai Audit-I, Chennai Audit-II, Chennai Appeals-I, Chennai Appeals-II and various Directorates under CBIC.

(b) The maximum continuous tenure of stay in a particular Commissionerate/Directorate /CCO/ Appeals shall be as follows:

- 1) GST Commissionerates of Chennai North/
South/Outer (except Moffusil locations) : 6 years in total
- 2) Chennai Audit-I/II : 4 years
- 3) PCCO : 2 years
- 4) Chennai Appeals-I/II : 2 years

(c) - The maximum continuous tenure in one GST Executive Commissionerate i.e., Chennai North/Chennai South/Chennai Outer (except Moffusil locations) is 4 years.

(d) The maximum continuous tenure in Chennai is 12 years.

III. MOFUSSIL LOCATIONS OF CHENNAI OUTER COMMISSIONERATE: GROUP II

The maximum continuous tenure in Moffusil locations in Chennai Outer i.e Villupuram, Ranipet & Vellore is 8 years.

IV. PUDUCHERRY: GROUP III

The maximum continuous tenure in Puducherry Commissionerate shall be 8 years.

V. MOFFUSIL AREAS OF PUDUCHERRY I.E.,KARAIKAL, YANAM AND MAHE: GROUP IV

The maximum continuous tenure in Karaikal Division and Yanam and Mahe Ranges shall be 2 years.

VI. COIMBATORE: GROUP V

(a) The maximum continuous tenure for various Commissionerates in Coimbatore station is as follows:-

- | | |
|------------------------------------|------------|
| Coimbatore GST Commissionerate | : 4 years |
| Coimbatore Audit Commissionerate | : 4 years |
| Coimbatore Appeals Commissionerate | : 2 years. |

(b) However, the maximum continuous tenure in Coimbatore is 8 years.

(c) The tenure in Circles of Coimbatore Audit Commissionerate and units of Coimbatore (Appeals) Commissionerate situated outside Coimbatore will be counted towards the station tenure of that particular station.

VII. OOTY, COONOR, METUPALAYAM: GROUP VI

The maximum continuous tenure at Ooty, Coonoor and Mettupalayam shall be 1 year.

VIII. MADURAI: GROUP VII

(a) The maximum continuous tenure in Madurai Commissionerate (including Tirunelveli sub Commissionerate) shall be 8 years.

(b) The tenure in Madurai Audit Circle of Coimbatore Audit Commissionerate and Coimbatore Appeals unit in Madurai will be counted towards the station tenure in Madurai.

IX. SALEM: GROUP VIII

(a) The maximum continuous tenure in Salem Commissionerate shall be 8 years.

(b) The tenure in Salem Audit Circle of Coimbatore Audit Commissionerate and Coimbatore Appeals unit in Salem will be counted towards the station tenure in Salem.

X. TRICHY: GROUP IX

(a) The maximum continuous tenure in Trichy Commissionerate shall be 8 years.

(b) The tenure in Trichy Audit Circle of Coimbatore Audit Commissionerate and Coimbatore Appeals unit in Trichy will be counted towards the station tenure in Trichy.

XI. EXCLUDED POSTING FOR RECKONING TENURE:

The period spent on the following postings, in any station/ group, shall not be counted towards calculation of stay in that particular station/ group, but may be so counted at the option of the officer.

- Posting on Deputation
- Posting on local rotational transfer basis to DGRI, DGGSTI
- Posting to CESTAT, Settlement Commission

7. ROTATION BETWEEN SENSITIVE AND NON SENSITIVE POSTS:

7.1 In accordance with CVC guidelines, all posts have to be identified as sensitive or non sensitive posts. Accordingly, the list of sensitive / non sensitive place of postings are given below:-

Sl.No	Formations	Sensitive Places	Non Sensitive Places
1	Principal Chief Commissioner's Office	Vigilance Section	All other sections
2	GST Commissionerates H.Qrs	Preventive Wing, Refund/Rebate Cell, Vigilance Section.	All other sections of H.Qrs
	Divisions	Sections handling Refund/Rebate, LUT/ Bonds and Registrations	All other sections of Divisions
	Range	All Ranges	-----
3.	Audit Commissionerates	Circles/ Groups	Sections of H.Qrs
4	Directorates	DG GSTI, DG DRI, DG Vigilance	All other Directorates
5	CESTAT	----	All Sections
6	Settlement Commission-	----	All Sections

7.2 Posting to a sensitive charge should normally not exceed two years for each posting. Normally, there should be a minimum gap of two years between one sensitive posting to another to the extent possible.

7.3 On reversion from a sensitive Directorate, as far as possible, officers would be posted to a non-sensitive charge for a minimum period of two years.

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

7.5 As per the CVC guidelines rotation of officers within sensitive and non-sensitive postings shall be made periodically to ensure all round exposure and efficiency. However, in case where sufficient number of officers are not available for posting to sensitive charges, officers can be rotated from one sensitive charge to another sensitive charge due to administrative reasons with specific concurrence of Principal Commissioner/Commissioner.

7.6 As far as possible, an officer in the subsequent cycle of postings should not be posted in the same sensitive charge.

8. ROTATION OF OFFICERS WITHIN EACH GROUP/ STATION:-

8.1 Rotation of Officers within each group will be governed by Para 6.

8.2 When a certain number of officers are due for local rotation to new postings in the same station for the reason of having completed their tenure, but cannot be so moved due to inadequate number of vacancies available, the officer who has served for longer periods will be moved first.

9. ROTATION OF OFFICERS BETWEEN GROUP/STATION:-

9.1 Officers who have completed the maximum continuous tenure in respective stations of particular Group (Group I to IX) as mentioned in Para 3.4 will be posted to stations of any other group for a minimum period of two years on the basis of option given, availability of vacancies and

administrative exigencies. They may be posted back to the previous station on request subject to availability of vacancies and administrative exigencies only after completion of minimum two years in any other group.

9.2 On Promotion, officers will normally be posted to a Group other than their current posting for a minimum period of two years. They may be posted back to the previous station on request subject to availability of vacancies and administrative exigencies only after completion of minimum two years in any other group.

9.3 In case officers are retained in same station on promotion due to administrative exigencies/compassionate grounds, the total combined tenure in various grades/cadres of Group B and Group C will be counted for the station tenure.

10. POSTING ON DEPUTATION:

10.1 Selection to the Deputation post will be based on the willingness, Vigilance clearance, APAR gradings and other criteria prescribed in respective vacancy circulars.

10.2 The period of service for eligibility as prescribed in the concerned Vacancy Circular would be strictly adhered to.

10.3 Tenure for deputation to DRI and DGGSTI would be for an initial period of five years – extendable by two years, one year at a time with the approval of designated authority – as per existing guidelines. For other Directorates, the tenure would be three years – extendable by two years, one year at a time.

10.4 Cooling-off Period: There should be a two years 'Cooling Off' period between the two of the following sensitive postings:

- i. Directorate General of Revenue Intelligence [DGRI]
- ii. Directorate General of Goods and Services Tax Intelligence [DGGSTI]
- iii. Directorate General of Vigilance [DGOV].

For posting to other Directorates from a Commissionerate or Directorate, the condition of 'Cooling off Period' shall not be applicable. Relaxation of cooling off period, if required, would be considered by CCA for administrative exigencies.

10.5 Officers who have been repatriated, on completion of their deputation tenure or otherwise, should join the office of the Principal Chief Commissioner of GST & Central Excise, Chennai. They will be posted to any of the offices situated in this Cadre Control Zone. Their request for specific place of posting may be considered subject to availability of vacancies. However, they will not be posted back to their previous Commissionerate where they worked prior to deputation.

11. POSTING ON LOCAL ROTATIONAL TRANSFER BASIS

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 for a minimum period of two years initially. CCA will post officers on local rotational transfer basis only to those formations of the Directorates which are located within the jurisdiction of Chennai GST & Central Excise Zone.

12. EXCEPTION TO TRANSFER POLICY

12.1 Representations (through proper channel & duly supported by valid documentary evidences) seeking transfer or exemption from transfer during AGT may be considered on the following grounds as far as possible and subject to availability of vacancies and administrative exigencies.

- (i) Officers having less than 2 years of service to Superannuation.
- (ii) Officers having Autistic or Special / differently abled Children.
- (iii) Children studying in Class X and XII.
- (iv) Performing Sportspersons who represent the Department in sports and games.

In case the officer is considered for retention on the ground stated at (iii) above he or she will be liable for transfer in subsequent AGT.

12.2 As regards posting of Husband and wife in same station, the DOPT's guidelines prescribed in F.No.28034/9/2009-Estt (A) dated 30.09.2009 and communicated in Board's Circular No. 78/2009 dated 27.10.2009 [F.No. O.21034/39/2009-SO (Coord) shall be followed as far as possible subject to availability of vacancies.

12.3 Differently abled persons will be posted to a place nearer to their residence.

These officers and those having differently abled children shall normally be posted only to non-sensitive formations, if they are retained beyond the normal tenure, to enable them to take care of their health as well as their child.

12.4 In case, officers are retained in any station/group/posting beyond the tenure prescribed, they shall normally be posted only to non-sensitive postings.

13. ROTATION BETWEEN GST ZONE AND CCP ZONE (GROUP X):

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

13.2 As per the DO letter F.No. 450/17/2017-Cus-IV dated 07.11.2017 all the Customs functions that are presently being performed by the officers of GST & Central Excise will be re-assigned to the CCP Zone, Trichy. Accordingly, all Officers to be posted to present Customs formations in CCP Zone and the new formations which are to come under CCP Zone after such re-assignment will be posted at the time of Annual General Transfer.

13.3 Officers of Chennai Cadre Control Zone shall be rotated from Chennai GST Zone to CCP Zone and vice versa, as far as administratively feasible, on Seniority cum willingness of officers. In case enough willing officers are not available, officers will be posted according to administrative exigencies.

Willingness of officers from Chennai GST Zone to work in CCP Zone will be called for in January of every year. The officers will be posted during Annual General Transfer of each year.

13.4 The maximum tenure in CCP Zone will be for a period of 8 years for all grades put together.

13.5 On completion of the said tenure of 8 years, they will be posted to any of the 14 GST & Central Excise Commissionerates in Chennai GST Zone.

13.6 The station tenure within CCP Zone will not be counted towards station tenure of postings within GST and Central Excise Chennai Zone.

B TRANSFER POLICY FOR GROUP 'B' MINISTERIAL OFFICERS (GAZETTED AND NON GAZETTED) & GROUP 'C' MINISTERIAL OFFICERS AND NON MINISTERIAL OFFICERS

- (a). While Ministerial officers (Group B & Group C) are also liable for transfer, like Executive officers, routine transfer of Ministerial officers from one station to another shall be avoided except on administrative / Compassionate grounds.
- (b). Normally, the maximum continuous tenure in a Commissionerate in combined cadre will be 6 years and in PCCO/Appeals/Directorates it will be 4 years.
- (c). **Gazetted Ministerial Officers** may be transferred from one charge to another in Head Quarters once in two years. Further, transfer of said officers from Head Quarters to Division may also be effected on completion of four years in Head Quarters. The officers who have completed two years tenure in Divisions may be transferred to Head Quarters / other Divisions.
- (d). **Non Gazetted Ministerial officers (Group B & Group C)** are liable to be transferred from one charge to another after every 3 years. They may be

rotated within the Commissionerate / Divisions between sensitive and non sensitive postings.

(e) While **Group C Non-Ministerial officers** are also liable for transfer, routine transfer of Non-Ministerial officers from one station to another shall be avoided except on administrative / Compassionate grounds.

(f). Group 'C' Non-Ministerial staff shall be rotated between sensitive and non sensitive postings within the Commissionerate as per CVC Guidelines. The maximum tenure of posting for in a particular Commissionerate in a combined cadre in Chennai city shall be six years.

(g). **Drivers** in all grades are liable to be transferred within the Zone. However, routine transfer from one station to another shall be avoided as far as possible except on administrative / Compassionate grounds. The tenure of posting for Drivers in a particular Commissionerate in a combined cadre in Chennai city shall be six years.

C. MISCELLANEOUS

(a) Officers, while under suspension in relation to any case or on revocation of such suspension can be transferred out of the Commissionerates, within the Zone or out of the Zone without going into the station seniority, requests or any other ground.

(b) Notwithstanding anything contained in these Guidelines,

(1) CCA may, if it considers necessary to do so in public interest and in furtherance of organizational objectives, transfer, retain or post any officer to any station / Commissionerate.

(2) In between two Annual General Transfer exercises, on administrative exigencies, CCA may shift any officer from one place / post to another.

(3) CCA may transfer any officer in respect of whom the concerned Principal Commissioner/Commissioner or Principal Addl. Director General/ Addl. Director General, under whom the officer is working, have made

recommendations in writing that the continuance of a particular officer at a particular post / station is not in public interest.

This is issued with the approval of Principal Chief Commissioner,
Cadre Control, Tamilnadu and Puducherry.


(MANASA GANGOTRI KATA)
JOINT COMMISSIONER(CCA)