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C.No.II/3/16/2008-CC(P)

ADMINISTRATIVE ORDER No. 01 / 2011

Sub: Estt – Guidelines for revised Transfer / Placement Policy for Group B Gazetted and Non-gazetted Officers – regarding.

As per the guidelines issued by DGHRD, New Delhi, all the Officers / Staff working in sensitive Departments like Customs & Central Excise Commissionerates are liable to be rotated from one post to another post i.e from sensitive posts to Non-sensitive posts: from one station to another station at periodical intervals in public interest. This would ensure that all the officers have the opportunity to work both in field and desk jobs with full accountability.

A transfer policy keeping in view of the above has been formulated which is detailed below:

I. TRANSFER AND POSTING OF OFFICERS:

1. Transfer in the grade of Group 'B' gazetted and non-gazetted officers involving change of station should be effected once in a year at the end of the academic year.
2. For transfer from one zone to another zone within the Common staff cadres, the transfer is to be made based on the inter-zonal transfer policy (evolved and circulated by the Cadre Controlling Chief Commissioner).
3. Chief Commissioner of a particular Zone may circulate a definite policy for posting of officers to a particular Commissionerate within the Zone.
4. Posting of officers to Appeals, Adjudication, TAR and LTU will be in consultation with the concerned Commissioner.
5. Posting of officers within a Commissionerate is to be done by the Commissioner in-charge.
6. Any deviation in the transfer policy has to be made with the approval of the Chief Commissioner.

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II. CLASSIFICATION / ROTATION OF CHARGES:

1. Classification of sensitive areas in the Customs field formations are enclosed in the Annexure. All other posts are deemed non sensitive.
2. Tenure of posting to sensitive place should not exceed two years.
3. In case of non-availability of officers due to administrative / vigilance reasons, officers can be rotated from one sensitive charge to another sensitive charge. As far as possible, in the subsequent cycle of postings, the officer should not to be posted in the same sensitive charge.
4. There should normally be a gap of a minimum of one year between one sensitive posting to another.
5. On repatriation from a sensitive Directorate, the officer is to be posted to a non-sensitive charge for a minimum period of one year.
6. First posting of an officer to a Customs Zone / Commissionerate, is to be to a non-sensitive charge.
7. Tenure of postings to sensitive and non-sensitive is to be adhered strictly.

III. (A) TENURE IN A CHARGE

The minimum tenure in a non sensitive charge would be one year. The minimum tenure in single sensitive charge is 8 months.

(B) PERIOD OF STAY AT ONE STATION:

The total period of stay at one station for an officer, belonging to a cadre with liability to serve at more than one station, except difficult areas, will not be for less than two years irrespective of the rank. Further as far as possible the officers should not be shifted from one station to another frequently. The station tenure has been prescribed as 4/3/2 years in respect of the stations shown in Table 'A', 'B' and 'C' enclosed.

IV. PERIOD OF STAY IN A COMMISSIONERATE:

The minimum tenure of posting in a Commissionerate would be 4 years.

V. POSTING TO DIFFICULT AREAS:

Point Calimere is identified as difficult area in respect of Trichy Customs Commissionerate. The posting tenure at Point Calimere would be 2 years. As far as possible all officers should be rotated to such postings on the basis of a roster, which is to be circulated in advance.

VI. LAST POSTING BEFORE SUPERANNUATION:

Officers who are due for superannuation within two years are to be, as far as possible, posted to the station of his / her choice or, to the nearest station.

VII. POSTING OF SPOUSES AT SAME STATION:

If the spouse of an officer is also working in a Central / State Government Office, he / she will be posted to the station where spouse is working or a nearby station as far as administratively possible, in terms of the DOP&T's extant guidelines in this regard.

VIII. INTER-CADRE DEPUTATION WITHIN THE DEPARTMENT:

Inter-cadre deputation will be allowed to the willing officers for a period of three years. Extension of the said deputation period can be made up to one year by the concerned Commissioner and for a further period of one year by Chief Commissioners / Directors General concerned on mutually agreed basis, in terms of the provisions contained in the Ministry's letter F.No.A-22015/3/2004 Ad.III A dated 19.02.2004 read with Ministry's another letter F.No.A-22015/24/2008 Ad.III A dated 21.11.2008.

IX. POSTING / DEPUTATION TO DIRECTORATES GENERAL / DIRECTORATES / LTUs:

a. Tenure of posting in Directorates / LTUs: Tenure of intra-department deputation to DGRI and DGCEI will 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 the existing guidelines. For other Directorates, the tenure will be three years – extendable by two years, one year at a time.

b. There will be a two years cooling off period between the two of the following sensitive postings:

- i. Posting to DGRI
- ii. Posting to DG (Central Excise Intelligence)
- iii. Directorate of Vigilance

For posting to other non-sensitive Directorates, the condition of cooling off period shall not be applicable. Further, for computation of station tenure in Customs & Central Excise Zones, the period of posting to a Directorate, including DGRI, DGCEI and DG (Vigilance) will not be counted.

X. RECORD MANAGEMENT AND TRANSPARENCY REGARDING HISTORY OF POSTINGS:

History of Postings of all Group 'B' Gazetted & Non-Gazetted Executive officers is to be maintained by the concerned Commissioners. Commissioner will ensure that the same is put up on the website, maintained by them, within a period of one year of the issue of the guidelines to ensure transparency in administration.

XI. TRAINING:

Commissioners will ensure that the officers from Central Excise formations are provided mandatory training of adequate duration in Customs work before their first posting to Customs charges in order to acclimatize them with the nature of work in ICDs / CFSSs, Airpool, etc. Further, all the officers posted to EDI based work environment including RMS will invariably be given a familiarization / refresher course at regular intervals.

XII. POSTING AND TRANSFERS

Commissioner of Customs, Trichy is the nodal Commissioner for Customs Commissionerate, Trichy and Tuticorin and hence empowered to issue posting and transfer orders based on the above DGHRD,'s guidelines and with the concurrence of the Chief Commissioner.

XIII. DISPOSAL OF REPRESENTATIONS:

All the representations by the officers in respect of transfers / postings is to be disposed off by the Commissioner of Customs, Trichy after obtaining the concurrence of the Chief Commissioner.

The above guidelines come into force with immediate effect.

This issues with the approval of Chief Commissioner of Customs (Prev.).

Encl.: Tables.

(D. BALASUBRAMANIAM)
ADDITIONAL COMMISSIONER

To:
The Commissioner of Customs
Trichy / Tuticorin.

SENSITIVE CHARGES

TRICHY CUSTOMS COMMISSIOENRATE	
1	CIU
2	SNC, COFEPOSA (CIU)
3	AIR INTELLIGENCE UNIT
4	VIGILANCE
5	CONFIDENTIAL
6	PREVENTIVE
7	SEA BASE UNITS IN DIVISION
8	AIRPORT
9	ICD
10	CFS
11	MINOR PORT
12	CUSTOM HOUSE
13	SEIZED GOODS GODOWN / RETAIL SHOP
14	CPU, RAMESWARAM
15	CPU, MANDAPAM
16	CPU, MADURAI
17	CPU, KANYAKUMARI
18	CPU, NAGERCOIL
19	CPU, THIRUCHENDUR
20	CPU, COIMBATORE
21	CPU, KARAIKKAL (WAREHOUSE)
22	AIR CARGO
23	BONDED WAREHOUSE

L. NO.	NAME OF THE FORMATION	Division under which falls
A.01	Commissionerate Hqrs.office,Trichy	
A.02	Customs Divisional Office,Cuddalore	Cus.Dvn,Cuddalore
A.03	Customs Divisional Office,Nagapattinam	Cus.Dvn,Nagapattinam
A.04	Customs Divisional Office,Ramnad	Cus.Dvn,Ramnad
A.05	Customs Divisional Office,Tuticorin	Cus.Dvn.Tuticorin
A.06	Customs Divisional Office,Trichy	Cus.Dvn.Trichy
A.07	CPU, Pattukottai	Cus.Dvn.Nagapattinam
A.08	CPU, Karaikal	Cus.Dvn.Nagapattinam
A.09	CPU, Kulasekarapattinam	Cus.Dvn.Tuticorin
A.10	CPU, Nagarkoil	Cus.Dvn.Tuticorin
A.11	CPU, Madurai	Cus.Dvn.Tuticorin
A.12	CPU, Karur	Cus.Dvn.Trichy
A.13	CPU, Coimbatore	Cus.Dvn.Trichy
A.14	CPU, Aranthangi	Cus.Dvn.Trichy

Officers working in commissionerate Hqrs. Office, Customs Divisional Offices, or houses Situated in the same stations, can be rotated every TWO Years between formations as per the Commissionerate standing Order No:5/2003 dated 03.11.2003.

"TABLE B"

FORMATIONS WITH MINIMUM PERIOD OF SERVICE OF THREE YEARS:

SL. NO	NAME OF THE FORMATION	Division under which falls
B.01	CPU,Thirumullaivasal	Cus.Dvn Cuddalore
B.02	CPU,Portonova	Cus.Dvn Cuddalore
B.03	CPU, Mahabalipuram	Cus.Dvn Cuddalore
B.04	Custom House, Pondicherry(Incl.various satellite formations like Sattwa ICD/Concorl ICD/Continental CFS)(refer para 2.04 below)	Cus.Dvn Cuddalore
B.05	CPU, Thopputhurai	Cus.Dvn.Nagapattinam
B.06	CPU, Muthupet	Cus.Dvn.Nagapattinam
B.07	CPU,Mandapam	Cus.Dvn.Ramnad
B.08	CPU, Rameswaram	Cus.Dvn.Ramnad
B.09	CPU, Thondi	Cus.Dvn.Ramnad
B.10	CPU, Keelakarai	Cus.Dvn.Ramnad
B.11	CPU, Thiruchendur	Cus.Dvn.Tuticorin
B.12	CPU,kanyakumari	Cus.Dvn.Tuticorin
B.13	CPU,Manamelgudi	Cus.Dvn.Trichy

"TABLE C"

FORMATIONS WITH MINIMUM PERIOD OF SERVICE OF TWO YEARS:

SL. NO	NAME OF THE FORMATION	Division under which falls
		Cus. Dvn Nagapattinam