



भारतसरकार
GOVERNMENT OF INDIA

वित्तमंत्रालय, राजस्वविभाग,
Ministry of Finance, Department of Revenue,
प्रधानमुख्यआयुक्तकार्यालय,
Office of the Principal Chief Commissioner,

केंद्रीयजीएमटीक्षेत्र, अहमदाबाद, जीएमटी भवन, राजस्वमार्ग, अम्बावाडी अहमदाबाद ३८००१५,
Central GST Zone, Ahmedabad, GST Bhavan, Revenue Marg, Ambawadi, Ahmedabad - 380015.



F. No. II/03-01/CCO/2021-Estt

Date : 27.07.2021

To
The General Secretary
Central Excise, Customs & Service Tax, Group "B" Gazetted / Non-Gazetted
(Executive) Officers Associations
Ahmedabad Unit / Rajkot Unit/ Kutch Unit

The General Secretary
All India Customs, Central Excise & Service Tax SC/ST Employees' Welfare
Association, Ahmedabad Sector/Rajkot Sector

Sir,

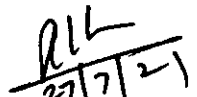
**Sub: Formation of New Transfer Policy for Superintendents & Inspectors
in CGST Ahmedabad Zone- m/reg.**

Please find enclosed herewith the Drafts Transfer/Placement/Rotation Policy proposed to be implemented for Transfers of Superintendents & Inspectors in CGST Ahmedabad Zone.

2. A meeting has been scheduled with all Group "B" Gazetted / Non-Gazetted (Executive) Officers Associations of CGST & CX Ahmedabad Zone on **02.08.2021 at 1600 Hrs in Conference Hall, 7th Floor, CGST Bhawan, Ambawadi, Ahmedabad** for discussions and suggestions on the said Draft Transfer Policy. You are requested to submit the comments and suggestions on the draft policy latest by 30.07.2021 on email id estt-pccoamd@gov.in. It is further requested that **02 (two)** representatives of each association should be present on said date and time for attending the said meeting on the above subject matter.

3. This issues with the approval of the Chief Commissioner, CGST & CE Ahmedabad Zone.

Yours faithfully,


(R. K. Tiwari)

Joint Commissioner

Copy to,

1. The GSO/PRO, CGST Ahmedabad South with a request to arrange Tea/Snacks for the said meeting.
2. The Principal Commissioner/Commissioner, CGST Ahmedabad South/Ahmedabad North/Gandhinagar/Rajkot/Bhavnagar/Kutch/Audit Ahmedabad/Audit Rajkot/Appeals Ahmedabad/Appeals Rajkot with a request to widely circulate the enclosed Draft Transfer Policy.
3. The ADG DGGI/DRI/DGoV/DGoA/DGTS and The Commissioner (AR), CESTAT for vide circulation please.
4. Superintendent (Systems), CGST Ahmedabad South [with a request to upload the same on the website].





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Central GST Zone, Ahmedabad, GST Bhavan, Revenue Marg, Ambawadi, Ahmedabad - 380015.



TRANSFER/POSTING/ROTATION POLICY FOR GROUP 'B' EXECUTIVE OFFICERS (SUPERINTENDENTS & INSPECTORS) OF CGST AHMEDABAD ZONE

In Supersession to all previous Policies/Guidelines for Transfer/Posting/Rotation of Group 'B' Executive Officers (Superintendents & Inspectors), following new guidelines for Transfer/Posting/Rotation of Group 'B' Executive Officers (Superintendents & Inspectors) are hereby issued for implementation with immediate effect:-

2. Sectors of CGST Ahmedabad Zone:-

For administrative convenience and for the purpose of Transfer Policy, the Commissionerates of CGST Ahmedabad Zone are divided into following two Sectors:-

- (a) Ahmedabad Sector:- This Sector comprises of following Commissionerates/Formations:-
- I. Principal Chief Commissioner's Office
 - II. CGST Ahmedabad South
 - III. CGST Ahmedabad North
 - IV. CGST Gandhinagar
 - V. CGST Audit, Ahmedabad
 - VI. CGST Appeals, Ahmedabad
- (b) Rajkot Sector:- This Sector comprises of following Commissionerates/Formations:-
- I. CGST Rajkot
 - II. CGST Bhavnagar
 - III. CGST Kutch
 - IV. CGST Audit, Rajkot
 - V. CGST Appeals Rajkot

The officers will be allocated a parent Sector on posting in CGST Ahmedabad Zone.

3. The normal tenure of posting in the Commissionerates under CGST Ahmedabad Zone will be for following period:-

Sr. No.	Name of the Commissionerate / Formation	Tenure
1.	Principal Chief Commissioner's Office	3 Years
2.	CGST Ahmedabad South	3 Years
3.	CGST Ahmedabad North	3 Years
4.	CGST Gandhinagar	3 Years
5.	CGST Audit Ahmedabad	3 Years
6.	CGST Appeals Ahmedabad	2 Years
7.	CGST Rajkot	6 Years
8.	CGST Bhavnagar	6 Years

9.	CGST Kutch	6 years
10.	CGST Audit Rajkot	3 Years
11.	CGST Appeals Rajkot	2 Years

4. **Posting to Customs Gujarat Zone:-**

- a) As a first step, two Customs Lists, one for Superintendents and one for Inspectors, will be prepared in a manner keeping the officer with longest gap [in combined cadre of Superintendents & Inspector] from last Customs posting / Date of joining [in case of officers who have never worked in Customs] on the top. **The list will include all officers of CGST Ahmedabad Zone irrespective of Sector.** The list may be published latest by 10th of April of each year.
- b) The cut-off date for inclusion of name of officer in Customs List will be 31.03.2021 i.e. all officers working in Executive/Audit/Appeals Commissionerate of CGST Ahmedabad Zone or in Principal Chief Commissioner's Officer, CGST Ahmedabad Zone or in DGGI/DRI/DGoV/DGoA/DGTS/CESTAT on Rotational Transfer basis or in encadred SEZs as on 31.03.2021 shall only be included in the Customs List. Further, the officers who are working in DGGI/DRI/DGoV/DGoA/DGTS/CESTAT on Rotational Transfer basis and their 02 years tenure or extended tenure is not completing in respective AGT, their name will also be excluded from the Customs List.
- c) The representations of the officers who are not willing to work in Customs Gujarat Zone will be considered by the Chief Commissioner, CGST Ahmedabad Zone based on the merits or on administrative grounds.
- d) As far as possible, CGST Ahmedabad Zone will provide such number of officers to Customs Gujarat Zone so as to equalize working strength in both the Zones. The tenure in Customs Gujarat Zone will be of 04 years only.
- e) On repatriation of officers from Customs Gujarat Zone, the officers will be posted to CGST Ahmedabad Zone for at least 01 [one] year before considering his/her request for posting to anywhere else on Deputation/Loan including SEZ. However, the option for posting on Rotational Transfer basis in DGOV/DGoA/DGTS will remain open for the officers repatriating from Customs.
- f) Further, on repatriation of any officer from any Deputation/Loan basis posting, the officer will not be posted to Customs Gujarat Zone for at least 01 [one] year.
- g) The cases of pre-mature repatriation from Customs Gujarat Zone to CGST Ahmedabad Zone will only be considered on exceptional grounds by the Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone in consultation with the Chief Commissioner, Customs Gujarat Zone.

5. **Posting to DGGI/DGRI/DGoV/DGoA/DGTS/CESTAT on Rotational Transfer basis:-**

- a. The total maximum tenure of postings in all Directorate by any officer in combined cadre of Superintendent & Inspector in all forms including Deputation, Loan and Rotational Transfer will be for a period of **10 [Ten] years** only. The respective formation should forward the willingness for Deputation/Loan/Rotational Transfer to PCCO, CGST Ahmedabad Zone keeping in view the above said tenure.

- b. The officers who have completed a total of 10 [Ten] years tenure inclusive of all Directorates, will not be eligible to tender their willingness for posting in DGGI/DGRI/DGoV/DGoA/DGTS/CESTAT on Rotational Transfer basis. Further, there will be a cooling off period of two years for posting in DGGI/DRI/DGoV from DGGI, DRI & DGoV.
- c. The tenure for posting to DGGI/DGRI/DGoV/DGoA/DGTS/CESTAT on Rotational Transfer basis will be initially for a period of 02 [Two] years extendable by 01 [one] year by the Principal Chief Commissioner, CGST Ahmedabad Zone.
- d. The posting of half of the officers on Rotational Transfer basis to DGGI/DGRI/DGoV/DGoA/DGTS/CESTAT will be made by the Chief Commissioner's Office in consultation with the concerned Pr. ADG/ ADG on the basis of willingness called for from the officers of CGST Ahmedabad Zone. The posting of rest half of the officers will be decided by the Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone based on seniority cum fitness.
- e. On returning of an officer from Deputation/Loan/Rotational Transfer basis postings, the officer will be posted by PCCO, CGST Ahmedabad Zone to his/her respective Commissionerate or any place depending upon the administrative exigencies.

6. **Inter Sector Transfers:-**

- a) Vacancy position across the Sectors shall be maintained uniformly as far as possible.
- b) The tenure of posting in each sector will be for a period of 14 years in combined cadre of Inspector & Superintendents. However, this tenure may be raised or reduced to meet the requirements of para 6(a) above. The tenure of posting in Customs Gujarat Zone will not be counted in Sector Tenure. The tenure of postings in Directorates or CESTAT or SEZ on Rotational Transfer basis/ Deputation/ Loan/ encadred basis within the jurisdiction of CGST Ahmedabad Zone will be counted in the respective Sector tenure. The tenure of Deputation/Loan outside the jurisdiction of CGST Ahmedabad Zone will not be counted in the respective Sector tenure.
- c) Margin of not more than 03 [Three] months shall be allowed for counting one year of stay i.e. stay of at least 9 months in a Sector shall be counted as One Year.
- d) The officers with longest tenure in each Sector will be transferred to another Sector.
- e) The number of officers to be transferred to other sector will be decided by the Pr. Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone based on administrative exigencies.
- f) On returning to the parent Sector after spending at least 06 [Six] years in the other Sector, the period of stay in the parent Sector shall start from Zero. If in any case, the officer returns to his/her parent Sector before spending 6 years in other Sector, this condition shall not apply and in this situation, he/she shall be liable to be considered again for Inter-Sector Transfer in next AGT for remaining period.
- g) Following Officers will not be considered for Inter Sector Transfers:-
 - (i) Officers posted in any Directorates/ encadred SEZ/CESTAT falling under the jurisdiction of CGST Ahmedabad Zone on rotational transfer/deputation/loan will not be transferred to other Sector in that particular year AGT.
 - (ii) Officers due for transfer to Customs will not be considered for Inter Sector Transfer.

- (iii) Officers already posted in the Directorate outside of this Zone on loan/deputation basis will not be counted for Inter Sector transfer in that particular year AGT.
- h) In case, the Sector of any officer is changed, the tenure of officer worked in previous Sector will not be counted as worked in previous Sector as and when the officer will become due for Inter Sector Transfer.

7. **Posting to CGST Audit Commissionerates:-**

- a) For posting in CGST Audit Commissionerates, the officers posted in CGST Formations will be preferred over officers repatriating from Customs.
- b) The officers of CGST Formations of CGST Ahmedabad Zone who are working in Non-Sensitive posting since last two years and with last year Non-Sensitive and last to last year Sensitive will be given preference.

8. **Posting to Appeals/Executive Commissionerates:-**

- a) The Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone will constitute a Committee for each Sector consisting of Principal Commissioners/Commissioners and ADC/JC as representative of PCCO, CGST & CX, Ahmedabad Zone for considering transfers within Sector.
- b) The Committee of each Sector will recommend the posting of officers to the Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone. The Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone will accord administrative approval to the recommendations of the Committee.

9. **Posting to the Office of the Principal Chief Commissioner, CGST Ahmedabad Zone:-**

- a) The tenure of posting in PCCO, CGST Ahmedabad Zone shall be normally for a period of 03 [Three] years further extendable by the Pr. Chief Commissioner/ Chief Commissioner, CGST & CE Ahmedabad Zone.
- b) Selection for posting to PCCO shall be made by the Pr. Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone from a pool of willing officers subject to vacancies in PCCO and administratively feasible.
- c) Willingness for posting to PCCO, CGST Ahmedabad Zone will be called for in each AGT and the officers may tender their willingness through proper channel and will be considered as far as possible.
- d) The tenure of officers in PCCO, CGST Ahmedabad Zone will not be counted in respective Sector tenure.

10. The requests for change in Parent Sector will only be considered during AGT or as and when a new batch of Inspectors is allocated to CGST Ahmedabad Zone.

11. The SEZ postings encadared in the jurisdiction of Ahmedabad Zone will be initiated by PCCO. The willingness will be called for and officers will be selected by the Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone in consultation with the Zonal Development Commissioner. The officer posted to a SEZ under encadared posting will not be considered for Customs posting till the completion of their tenure in such SEZ.

12. In case of officers whose wards are studying in 10th and 12th standard or where officers or their immediate family members are facing extreme medical problems or any other genuine problem, such officers shall specifically make representation to the Principal Chief Commissioner/Chief Commissioner, CGST Zone, Ahmedabad through proper channel with supporting documents, seeking exemption from posting to other Sector. Such cases will be decided by the Principal Chief Commissioner/Chief Commissioner, CGST Zone, Ahmedabad taking into consideration the recommendations of the Committee of Principal Commissioners/ Commissioners and ADC/JC as representative of PCCO, CGST & CX, Ahmedabad Zone.

13. All posts in the Commissionerates will be divided into two categories namely sensitive and non-sensitive and an officer would generally be rotated from sensitive to non-sensitive after a fixed tenure. Ordinarily, an officer shall not be posted for more than two to three years in a sensitive post. Integrity and efficiency of the officers would be the main criteria for posting of officers to sensitive posts.

14. The officers who have completed 57 years of age will generally not be posted to inter-sector postings and Customs postings on their request. Such officers shall be posted to the station/ place (excluding Customs) of their choice to the extent possible.

15. The cut-off date for transfer and posting would be taken as AGT to AGT irrespective of the actual date of relieving/ joining of such officer. All transfer and postings may be completed by the 31st of May as far as possible.

16. The advance list of officers likely to be posted to Rajkot/ Ahmedabad Sector, Customs formations and other Commissionerates on completion of tenure will be prepared and circulated by the first week of April as far as possible.

17. The transfer/ posting/ rotations will be made by the respective Commissionerates in time, keeping in view the guidelines issued by the CVC/DGoV/Board from time to time and the History of Postings of the officers.

18. Any request for extension in respect of officers who are due for transfer/ repatriation from an encadred posting of SEZs or Directorates (on rotational transfer basis) on completion of tenure near AGT, shall be sent by the respective controlling authority before 31st January of that year. If no such requests are received in time, the names of such officers will be included in the due list of AGT.

19. Transfer on administrative ground or in public interest:

a) Whenever a sufficient reason for deviation from the policy exists, the Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone may do so after recording the reasons.

b) Notwithstanding anything contained in the policy, an officer may, if necessary in public interest, or on administrative ground, be transferred or posted to any station or post in CGST Zone, Ahmedabad.

20. Any representations/ grievance regarding repatriation/ transfer/ posting of the officers shall be forwarded by the respective Commissionerate, within a week's time with their comments, to the Principal Chief Commissioner Office.

21. This policy will come into force with immediate effect and supersede all existing, earlier policies.

