

ZONAL TRANSFER POLICY 2020

1. Aim of the policy:-

The aim of the transfer policy is to provide transparency, fair play and clarity in the Annual General Transfer and promote integrity, efficiency and improved performance. The new policy shall come in force with immediate effect.

2. Periodicity:-

Normally the Annual General Transfer of all grades should be affected once in a year and it should be completed in beginning of the financial year. The representations, if any, by the officer concerned may be submitted every year by the end of 31st March.

3. Cut-off date:-

The cut-off date for deciding these postings shall be 30 Nov of the AGT year.

4. Distribution of vacancies –

Vacancies in all grades as far as possible should be filled up proportionately in all the formations under Lucknow Zone staff strength.

5. Allocation of Commissionerate/charge:-

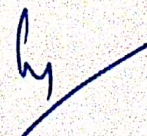
- (i) The Group 'B' (Gazetted and non-Gazetted Officers)/Group 'C' Officers will be rotated within the jurisdiction comprising of CGST & Central Excise Commissionerate, Lucknow /Agra /Allahabad /Kanpur/ Varanasi, Audit Lucknow/ Kanpur/Commissioner (Appeal) Lucknow/ Commissioner (Appeal) Allahabad and Customs (Preventive) Commissionerate, Lucknow every year by the Pr. Chief Commissioner/Chief Commissioner. The Pr Chief Commissioner/Chief Commissioner may constitute a placement committee for this purpose. Rotation, however, should be in such manner as to place the officer concerned in as many formations as possible with reference to his/ her total career span to ensure that he /she is not interplayed between two or three formations only. In doing so, it may be possible that CGST Commissionerate tenure may be reduced, if required.
- (ii) History of posting of all Group 'B' & 'C' officers shall be maintained by the concerned Commissionerates and centrally collated & compiled by 'Cadre Control Special Cell' of Pr. CCO/CCO.

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- (iii) All the Commissionerate should forward the HOP of all the officers posted under their jurisdiction along with specific posting availed by the officers to the Pr. CCO/CCO as and when required.
- (iv) Further, each Commissionerate should ensure that the same is put up on the website to ensure transparency in administration.
- (v) The specific place/ charge of the officer/staff in the respective Commissionerate shall be decided by the Commissionerate.

Tenure of Commissionerate /Station:-

- (vi) Maximum continuous tenure at a stretch of Customs (Preventive) Commissionerates and Audit Commissionerates will be 04 years and that of Commissioner (Appeals) will be 2 years.
- (vii) There shall be rotation of officers between Commissionerate (Executive, Audit, Appeals and Customs) and Directorates. The maximum continuous tenure of CGST and Central Excise Commissionerate will be 10 years. The normal tenure of outside Division/Range Offices (i.e. Divisions situated other than Lucknow, Allahabad , Kanpur, Agra and Varanasi stations) shall be 02 years which can be extended up to 04 years on the request of the officer concerned/as per administrative convenience. While counting continuous combined tenure of an officer at a station, Commissionerate/ Directorate/Customs (P)/Commissioner (Appeal)/ CCO posting of officer in all grades shall be considered.
- (viii) The normal tenure at each station will be two years. The station tenure for Lucknow station would be 14 years and 10 years for Kanpur, Allahabad, Agra and Varanasi. Since two divisions are functioning at Gorakhpur at present, station tenure of Gorakhpur will be 6 years.
- (ix) The minimum tenure of Pr. CCO/Commissioner (Appeals) Office and CESTAT will be 02 year each.
- (x) Tenure of postings in all Directorates shall be counted in station tenure. Also, tenure of Officers posted in Pr. CCO/CCO shall not be counted in the tenure of Commissionerate. However, it shall be counted towards station tenure.
- (xi) On promotion the officer/staff may be transferred out form the current place and Commissionerate of posting irrespective of Station/ Commissionerate/ Directorate postings.



6. Release of name of the Officers/Staff to Customs side:-

Officers in the grade of Group 'B' (Gazetted and Non-Gazetted) will be considered for posting in Customs (P) Lucknow on willingness cum fitness basis. The maximum tenure of posting in these cadre in Customs (P) shall be 04 years at a stretch except in the cadre of Ministerial, Staff Driver.

In case the requisite number of officers are not available, the selection criteria will be applied. Below mentioned parameters may be followed as guiding principles for selection purpose –

- I. Officers having no Customs exposure will be given priority.
- II. Officer with longest continuous tenure in CGST and Central Excise & Service Tax may be placed after category (I) officers.
- III. The officers below the age of 55 years may be given priority for posting in Customs (P) in each and every grade/cadre.

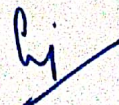
There shall be a minimum 'cooling off' period of two years before any particular officer is considered for posting in Customs (Preventive) again.

7. Officers going to DGGI, DGRI and DGoV on Loan Basis:-

- (i) As per D.O. letter F.No. 8/B/208/HRD(HRM)2015-Pt. dated 13.05.2017, the staff strength of the Directorates are required to be provided by the local GST Zones which will be done on rotational transfer cum loan basis. Officers in Grade of Inspectors and Superintendent will be considered for posting in these Directorates.
- (ii) The minimum tenure of Directorate would be two years and maximum three years.
- (iii) There shall be two years 'cooling off' period between the two Directorates.

8. Provisions for officer returning from Deputation/Loan/Customs(P):-

- I. The officer coming back from Deputation /Loan Postings from sensitive charges, such as DGRI, DGGI, SEZ and airport or any other formation (which includes formation outside CBIC) treated as sensitive by that formation shall not be posted to any sensitive formation or charges till 'cooling off' period of 2 years is over, counted from the date of joining back from Directorate.



- II. Any officer coming back from Deputation /Loan, from any CBIC formation or formation outside CBIC, shall first join in O/o Cadre Controlling Authority i.e. Office of Principal Chief Commissioner/Chief Commissioner.

9. Classification of charges:

- I. The posting in entire zone shall be classified in following categories:-

- (i) Sensitive
(ii) Non-Sensitive

In CGST Executive and Audit Commissionerate the under mentioned branches/ Postings shall be considered as "Sensitive Posting":

- A. Preventive (HQ)/Anti Evasion.
B. Divisional Preventive.
C. CGST Ranges except those specifically declared Non-Sensitive by Pr. CCO/ CCO on the recommendation of the concerned Commissioners.
D. Audit Group/Circle of Audit Commissionerate.
E. DRI, DGGI, DGOV.
- II. Apart from above, all other branches in Pr. Chief Commissioneroffice/Commissionerate/Division/Commissioner(Appeals)Office/ NACIN/ CESTAT would be treated as "Non-Sensitive Posting".

Officer of all cadres shall be posted at following stations for at least one year –

- a. **Lucknow Commissionerate**: Shravasti, Gonda, Bahraich and Balrampur.
b. **Kanpur Commissionerate**: Mahoba, Hamirpur, Mainpuri, Lalitpur.
c. **Varanasi Commissionerate**: Maharajganj and Siddhrthnagar.
d. **Allahabad Commissionerate**: Banda, Chitrakoot, Amethi/Jadishpur and Ambedkar Nagar.
e. **Agra Commissionerate**: Auraiya, Kashganj and Etah.

The officer posted will be relieved from one year posting only after completion of pending work certified by the Controlling Office.

10. Rotation between Sensitive and Non-Sensitive Postings.

- (i) The normal tenure of an officer will be two years in sensitive charge and two year in non-sensitive charge in CGST & Central Excise Commissionerate. However, if some sensitive post still remains vacant after accommodating all the officers who have completed two years in Non-Sensitive Post, The officers

who have completed maximum period of non-sensitive posting, may be preferred for sensitive posting.

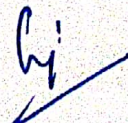
- (ii) The CGST Range should be filled up first on priority and should be strictly adhered to.
- (iii) In Audit Commissionerates, the normal tenure of an officer will be three years in sensitive charge and one year in non-sensitive charge.
- (iv) The officer shall ordinarily not be posted to the same sensitive charge where he/she worked earlier in any capacity.
- (v) The officer must be clear from vigilance angle for Sensitive Posting.
- (vi) While allocating a Sensitive/Non-Sensitive charge past Sensitive/ Non-Sensitive tenure of the officer in CGST & Central Excise Commissionerates/Audit Commissionerates /Customs (Prev.) Commissionerates/Directorates will be taken into account.
- (vii) For officers (Superintendent & Inspector) returning from Deputation /Loan /ICT/ Inter-Commissionerates Transfer (Inter Zonal) in Lucknow Zone, posting will be done taking into account the HOP.

11. Transfer and Posting of Ministerial Cadre and Drivers:

- (i) To provide maximum exposure to Ministerial Staff i.e. AO, EAs, TAs & LDCs these officers should be rotated to different formations within the zone and various Branches/Sections of respective formation as well on regular basis. However, as per administrative convenience, change of station may be kept minimum.
- (ii) Vacancies in these grades, as far as possible, should be filled proportionately among various formations. Posting of driver will be for a minimum period of one year.
- (iii) The ministerial staff should be rotated in the formation/ station among different branches/ sections for better exposure in maximum field of works.

12. Provisions for representation and exemption from policy for all cadres :

- (i) Every representation shall be forwarded through proper channel.
- (ii) Representation shall always be forwarded along with documents supporting the reasons of representation. It would be responsibility of Head of Office/ Head of Department to recommend/ not recommend, based on the merit of individual case.



- (iii) TTA entitlements shall be determined as per provisions contained in FRSR .
The transfer order must indicate cases where TA/TTA are not admissible as per FRSR.
- (iv) Depending upon available vacancies and administrative convenience representation may be considered for exemption from Transfer Policy on following grounds:
- (a) Children studying in Class -X th and Class -XII th.
 - (b) Officers left with less than three years of service.
 - (c) Extreme Compassionate Ground.

13. Apart from above the Principal Chief Commissioner/Chief Commissioner has discretion to deviate from the policy.

14. Any deviation from the policy must have prior approval of the Pr. Chief Commissioner/Chief Commissioner.

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9/6/2020

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