

केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर मुख्य आयुक्त का कार्यालय

पो.बा.नं. ८१, तेलंगखेडी रोड, सिविल लाइन्स, नागपुर - ४४० ००१

दुरध्वनी क्र.०७१२-२५६५३७५ दुरभाष क्र-०७१२-२५६९८८७

Office of the Chief Commissioner of Central Excise, Customs & Service Tax

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F.No. I(22)11/CCO/NZ/2015/ 153<sup>h</sup>

Nagpur, dated, 20/07/2016

To,  
The Principal Commissioner,  
Central Excise, Customs & Service Tax,  
Nagpur-I

The Commissioner,  
Nagpur - II/Wardha/Audit-I, Nagpur

Sir,

Subject : Revised Transfer / Placement Policy for Central Excise, Customs & Service Tax, Gr-B Gazetted & Non Gazetted Executive Officers in the Nagpur Zone, approval reg.

The Hon'ble Chief Commissioner, Customs & Central Excise, Nagpur Zone has approved Transfer / Placement Policy for Central Excise, Customs & Service Tax, Group "B" Gazetted & Non Gazetted Executive Officers, in the Nagpur Zone, is enclosed herewith for favour of information & further necessary action.

Yours faithfully,

Encl : as above.

SD/-  
(PRADIP GURUMURTHY)  
DEPUTY COMMISSIONER (CCO)

Copy to :

1. The President, Central Excise, Gr B & C Executive Officers Association, Nagpur.
2. Superintendent, Computer Cell, for uploading the copy on official website.

Pradip  
20/7/16  
(PRADIP GURUMURTHY)  
DEPUTY COMMISSIONER (CCO)

**Revised Transfer/Placement Policy for Group 'B' Gazetted and Non Gazetted Executive officers in the Nagpur Central Excise Cadre, drafted in consultation with officers of Superintendents & Inspectors Associations.**

**Aim of the policy :**

The aim of the transfer and posting policy for Gr 'B' Gazetted and Non Gazetted Executive Officers in the Nagpur Central Excise Cadre is to lay down standard norms with a view to provide transparency, objectivity, and increased perception of fairness and clarity in Annual General Transfers. These policies are also aimed at promoting integrity, efficiency, efficacy, and improved performance, keeping in view the various instructions/advice issued from time to time by the Government/CBEC/CVC.

2. This Posting and Transfer policy for Group 'B' Gazetted and Non-Gazetted Executive Grades for Central Excise would supersede all previous policies issued in respect of the posting and transfer of Executive officers to Central Excise formations.

3. (a) General Transfers in Group 'B' Gazetted and Non-gazetted Executive grades, and in particular involving a change of station, should be effected once in a year, at the end of the academic year.

**(b) Allocation/Posting of Officers:-**

- i) Allocation of officers to the office of Commissioner(Appeals) will be in consultation with the concerned Commissioner.
- ii) Posting of officers within a Commissionerate should be done by the Commissioner in-charge of the Commissionerate.
- iii) Deviation : Commissioner shall take approval of the Zonal Chief Commissioner in cases of deviation from this policy or any other guidelines prescribed by the Zonal Chief Commissioner.

**(c) Rotation between Sensitive and Non-sensitive postings:-**

- i) There should be strict rotation and adherence to tenure of postings in case of all the posts-sensitive as well as non-sensitive to ensure all round exposure and efficiency. However, in case where sufficient number of officers are not available due to administrative/vigilance reasons for posting to sensitive charges, officers can be rotated from one sensitive charge to another sensitive charge.

- ii) As far as possible, an officer in the subsequent cycle of postings should not be posted in the same sensitive charge.
  - iii) There should be a gap of minimum one year between one sensitive posting to another. Officer shall be transferred according to their seniority of tenure in the non-sensitive posting.
  - iv) On transfer from a sensitive Posting, as far as possible, officers would be posted to a non-sensitive charge for a minimum period of one year.
  - v) Posting to a sensitive charge should normally not exceed two years for each posting.
  - vi) First posting of the officers to the Commissionerate should be, as far as administratively possible, to a non-sensitive charge.
- (d) **Minimum tenure in a charge :-** Minimum tenure for each charge should normally be not less than two years, except for Hardship station of Awarpur & Ashti falling in Wardha Commissionerate.
- (e) **Period of Stay at one Station :-** The total period of stay at one station of an officer, with liability to serve at more than one station, except difficult areas, should not be for less than two years. The officers posted to Nagpur (Nagpur means that part of Nagpur district where HRA of 20% is available) will normally continue for Six years at Nagpur Station and will be liable to be transferred thereafter out of Nagpur. Posting to other places will be for a minimum period of Two years. Stay of an officer of a particular station should be computed with reference to his continuous stay in one station in all grades.
- (f) Transfer and rotation would generally be done once in a year. However redeployment as a consequence of administrative measures would not be treated as rotational transfer and may be effected at any time during the year. However, to the extent possible, such redeployment should not involve station transfer during mid-session.
- (g) i) In case an officer requests for retention in/ transfer to, at his/her own cost, a particular station on the ground that his/ her child is studying in Class-X or Class-XII, such requests may be considered. However the said officer will be repatriated to the original posting /transferred at the end of the academic year of Class X/XII at his/her own cost.

ii) In case an officer requests for retention in a particular station on Extreme Medical ground, such requests may be considered on case to case basis after examining the Medical Certificates. However, the said officer will be considered for Non Sensitive Posts only.

- (h) **Last Posting before Superannuation:-** officers who are due for superannuation within two years should be, as far as feasible, posted to the station of his/her choice or, to the nearest station.
- (i) **Posting of spouses at same station:-** If the spouse of an officer is also working in a Central/State Government Office, he/she should 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. **But tenures of six years in Nagpur and two years outside Nagpur shall be followed.**
- (j) Cut off date for the purpose of counting tenure at particular station shall be 30<sup>th</sup> June. As far as possible the officers under order of posting are to be relieved by 30<sup>th</sup> June. Date of joining of the officer should be taken as due date for purpose of counting tenure at a particular station. The officer shall normally be relieved within 2 weeks of the transfer order.
- (k) On Administrative / Vigilance grounds, the above Policy will not be applicable.
- (l) Officers can stay in a station on their own option except for Administrative reasons and when there are no other requests for the same station;
- (m) If the officer has effectively worked for less than 9 months in non-sensitive charge or less than 21 months outside Nagpur due to any reasons, the officer shall not be considered for rotation ;
- (n) The posting of Airport is difficult to some officers due to the odd timing of arrival of International aircrafts. Therefore to reduce the problem, the tenure at Airport should be kept as one year. Those who intend to continue beyond one year may be allowed. Further posting at Nagpur Airport is treated as Non-Sensitive.
- (o) Those officers who intend to continue in Non Sensitive post beyond two years may be allowed to continue in Non Sensitive posting.

(p) **Common Pool:** For the purpose of AGT, officers of all four Commissionerates, namely Nagpur-I, Nagpur-II, Wardha, Audit and including CCO, Commissioner (Appeals), TAR, shall be considered as one common pool which may involve transfer of officers from one Commissionerate to another.

(q) Notwithstanding tenure of SIX years in Nagpur Station, the tenure in Audit Commissionerate shall normally be for a period of THREE years.

4. **Illustrative List of Sensitive Charges :**

a) **SENSITIVE POSTINGS IN CENTRAL EXCISE/ SERVICE TAX**

- i) Central Excise Range/ Service Tax Group
- ii) Preventive/ SIV
- iii) Audit (Touring parties)

b) **SENSITIVE POSTINGS IN CUSTOMS**

- i) ICD / Aircargo Complex / SEZ.

c) All other postings (other than the above) shall be treated as 'Non-Sensitive'

5. This policy is issued with the approval of Chief Commissioner, Nagpur Zone, Nagpur.

*Pradip G*  
*20/7/16*

( PRADIP GURUMURTHY )  
DEPUTY COMMISSIONER (CCO)