

File No. II-3(12)CCO/JZ/ET/2014

DATE: 06th APRIL, 2018**TRANSFER POLICY' 2018****(For Group 'B' Executive Gazetted & Non Gazetted, Group 'B' Ministerial Gazetted & Non Gazetted and Group 'C' Ministerial Officers) Jaipur Zone, Jaipur)**

1. The Chief Commissioner of CGST & CX (JZ), Jaipur is the Cadre Controlling Authority in respect of all Group 'B' Gazetted and Non Gazetted Executive and 'C' Non-Executive Officers for all of Rajasthan Comprising of the following Commissionerates
 - (i) CGST & CX Commissionerate, Jaipur
 - (ii) CGST & CX Commissionerate, Alwar
 - (iii) CGST & CX Commissionerate, Jodhpur
 - (iv) CGST & CX Commissionerate, Udaipur
 - (v) CGST & CX Audit Commissionerate, Jaipur
 - (vi) CGST & CX Audit Commissionerate, Jodhpur
 - (vii) CGST & CX Appeals Commissionerate, Jaipur
 - (viii) CGST & CX Appeals Commissionerate, Jodhpur
 - (ix) Customs (Prev.) Commissionerate, Jodhpur (Headquarter at Jaipur)
 Besides, the officers posted in the office of the Chief Commissioner (JZ), Jaipur and officers posted on loan basis/Deputation to different field formations on the strength of CGST & CX Zone, Jaipur.
2. In supersession of all earlier guidelines, following guidelines are effected due to re-organization of the Zone after rollout of GST which shall govern all issues relating to transfers and postings of the Group 'B' Executive Gazetted & Non Gazetted Group 'B', Ministerial Gazetted & Non Gazetted and Group 'C' Ministerial Officers in Jaipur Zone. This Transfer Policy will be effective from AGT-2018 and shall come into effect from the date of issue.
3. Rotation/transfers of the officers are necessary for the following reasons:-
 - To broaden and deepen the knowledge and experience and to enable them to perform their assigned functions/duties effectively and efficiently
 - To thwart the development of vested interests on account of prolonged stays.
 - To enable the administration to enforce transparency in the system and follow the best practices of administration; and
 - To develop expertise in various fields of the functioning of the department.
4. The Executive/non-executive Officers on the cadre strength of Jaipur Zone are required to serve anywhere in the territorial jurisdiction of the Zone, and as such are liable to be transferred from one Branch/Section/ Office/Formation to another Branch/Section/Office/ Formation and from one station to another station any time without following the parameters of this policy in the public interest to meet the exigencies of work. Hence, no officer can claim the parameters of the policy as a legal right.

GENERAL GUIDELINES:

1. No executive officer will be allowed to serve for more than 4 years continuously in any CGST & CX Commissionerate and 2 years in Customs (Preventive) Commissionerate. However, posting to Customs Border station namely, Gadra Road, LCS Munabao, Pugal, Miazlar, Sam, Ramgarh and Anoopgarh shall not be taken into account to count 2 years tenure in Customs Commissionerate.
2. On promotion, officers are liable to be transferred out of the station and they cannot claim that they have not completed their prescribed tenure at the station. In case, there is vacancy in Commissionerate from where the officer is promoted and the promoted officer has not completed station tenure then the promoted officer may be accommodated at same station. The cases of officer not transferred out on promotion, for any reason, will be reviewed and considered for transfer during the following AGT, if required.
3. Extension of tenure at a station beyond the prescribed tenure will be for one year and the position will be reviewed in following AGT. Such officers will be considered for posting to Non Sensitive posts only. Similarly, officers requesting/opting for transfer before completion of tenure at a particular station will be posted to Non-sensitive posts only and their posting will be reviewed every year as to whether the grounds on which the officer was transferred has been fulfilled or not? If purpose of premature transfer has been fulfilled then he/she would be transferred back to his/her previous place of posting to complete station tenure as prescribed under transfer policy. However, for the purpose of next posting, such non sensitive tenure completed on extension/premature transfer shall not be taken into account for deciding eligibility for sensitive posting.
4. The officers will be rotated amongst the different formations of the department, namely, CCO, CGST & CX Comm'te/CGST & CX Audit Comm'te/ CGST & CX Appeals Comm'te/Customs (Prev.) Comm'te

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- and other formations located at different stations in this zone in order to give better exposure and develop expertise. The rotation to be done in such a way so that the officers get opportunity to work in the maximum formations located at different areas in this zone. In any case, before completion of 4 years the officer will not be transferred back to his/her previous station/Commissionerate from where he/she was transferred. However, officers transferred on loan basis/deputation have to return back to their parent Commissionerate on reversion to complete remaining tenure in the commissionerate/station.
5. Audit requires expertise and skill which can be developed over a period of time. Hence, generally senior officers in the cadre of Inspectors having field experience for more than five years would be considered for posting for Audit work and in case of non availability of Inspectors of minimum 5 years service, senior most inspectors would be considered for posting for Audit work. As such, the list of officers to be posted in Audit Commissionerate shall be prepared first, taking into consideration the other relevant paras of the policy.
 6. The Annual General Transfer orders at all levels be issued after calling for options and taking into account all representations received so as to obviate the need for frequent modifications immediately after the issue of such orders.
 7. Deviations if any from the transfer policy be specifically recorded along with reasons for the deviation and approval of the appropriate authority i.e. Chief Commissioner to be obtained in writing.
 8. Modification of the Annual General Transfer orders to be issued only in exceptional circumstances and not as a matter of routine. Reasons for modification to be specifically recorded.
 9. Issue of transfer orders by officers themselves under order of transfer should normally be avoided. Such orders may be only issued in exceptional circumstances for reasons to be recorded in writing.
 10. Extension of tenure at a station beyond the prescribed tenure or transfer on medical/education/social obligation or any other compelling reason would only be for one year and should invariably be reviewed during next AGT.

I. STATION TENURE

For the purpose of Annual General Transfer (AGT) the tenure of posting at a particular station in respect of Superintendents and Inspectors will be as follows; the details specified in annexure "A" to the policy be referred: -

S.NO.	STATION	TENURE
1.	JAIPUR, JODHPUR, ALWAR & UDAIPUR	SIX YEARS with two years in Customs and 4 years in Central Taxes i.e. CGST, Audit & Appeals Comm'te and including encadred post i.e. DRI/DGGSTI/NACIN etc. However, any officer opt for transfer out, he/she is required to complete at least four year tenure at the station.
2.	ALL CGST & CX DIVISIONAL HQRS/CUSTOMS DIVISION -COMPRISING RANGES and multi formations offices(except stations mentioned at S.No.1 above)	FOUR YEARS
3.	ALL CGST & CX DIVISIONAL HQRS HAVING NO OFFICE OF OTHER FORMATIONS VIZ. AUDIT & CUSTOMS.	THREE YEARS
4.	(A) ALL CGST & CX RANGES (except Ranges situated S. No.1, 2 & 3 above.)	TWO YEARS
	(B) CUSTOMS DIVISION BARMER & JAISALMER & ALL OTHER CUSTOMS RANGES INCLUDING NARCOTICS CELLS not covered at S. No.1, 2& 3 above and 5 (A) below	
5.	(A) ALL FUNCTIONAL ICDs/AIR CARGO/FOREIGN POST OFFICE	ONE YEAR
	(B) *CUSTOMS POST AT GADRA ROAD, PUGAL, SAM, MAIZLAR, RAMGARH, ANOOPGARH & LCS MUNABAO	

* Provided that officer will be relieved only when he/she complete the prescribed tenure and does not remain on Earned Leave for a period more than one month


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II. ALLOCATION OF COMMISSIONERATE:

Considering the vast jurisdiction of the Jaipur Zone, requirements of administrative & professional efficiency, exposure to work experience, career building, and promotion of integrity, it is considered that Group "B" Executive Officers i.e. Superintendent and Inspector of CGST & CX, are liable to serve in all the Commissionerates/formations in the Zone during their entire service career. On completion of prescribed tenure in Commissionerate/station/formation, the officers shall be liable for transfer to another Station/ Commissionerate/formations within the Parameters of the policy.

1. The Cadre Control Authority shall first identify and post the officers at Border post having one tenure by following the sequence as follows:-
 - a. Willing officer who have completed their present station tenure & wants to be posted at Border Station.
 - b. Officers with nil exposure having completed probation period, but in respect of promotee officers, their previous postings in executive grades shall be considered as valid exposure.
 - c. In case sufficient numbers of officers are not available for above mentioned seven Border postings (as mentioned at para 1 of general guidelines), Officers who have least exposure to Border compared to their entire executive career (in combined grades of Superintendent & Inspectors) shall be considered for such postings. However, there will be a gap of four years between each such posting. The officers who are transferred to Customs Borders in the aforesaid manner without completing their stipulated tenure at a station/Commissionerate, the officers shall normally be brought back to the same station/Commissionerate from where they were transferred, to complete their remaining tenure and they will be entitled to retain their govt. residential accommodation.
2. The officers identified for Border postings shall compulsorily be posted at seven Border station as mentioned in Para 5 under general guidelines. However, officers above the age of 56 years will not be posted to seven specified Border Stations unless their willingness or request
3. The officers due from Customs/Customs Post/stations will be posted to CGST & CX/Audit/Appeal Commissionerate/formations on the basis of their previous tenure and policy Parameters.
4. The options given by the officers will be considered as far as possible and if for any station, number of requests/options are more than the vacancies available, the overall previous length of executive service of the officer at that station (regular/deputation) would be taken into account and the officer with less length of service at that station will be given priority/preference for transfer to that particular station provided the guidelines under para 4 of general guidelines are not violated. The overall stay with or without break in the grade of Inspector and Superintendent together in a particular Commissionerate/Station/formation would be considered for allocation. If options given by the officer could not be accommodated, then the administration would have liberty to post the officer anywhere under the jurisdiction of the Zone keeping in view of uniform vacancy position amongst all the Commissionerates/Station/formations. Further, there will be a minimum gap of four years to avoid repeated posting of any officer at Station/Commissionerate/formation.
 - 4.1 If the options/requests could not be considered by the Prescribed Placement Committee for transfer, the officer shall have the opportunity to give fresh option/request to the Commissioner of allocated Commissionerate within five working days, for inter Commissionerate transfer/posting as per transfer policy. The Minutes of Prescribed Placement Committee along with options/requests of the officers will be forwarded to the concerned Commissionerate with immediate effect after issuance of AGT order by Cadre Control Authority.
 - 4.2 Annual General Transfer and transfers involving change of station will be done once in a year except transfer on promotion and on administrative exigency/reasons. The annual transfer order shall, as far as possible be issued before 30th April every year.
 - 4.3 For the purpose of deciding as to whether a particular officer has completed his/her station tenure or not. at a station, will be counted from AGT to AGT, if any officer has to be retained after his transfer, it should be with the concurrence of the Chief Commissioner.
 - 4.4 All cases of request beyond the parameters of Transfer Policy including deviation will be examined by the Prescribed Placement Committee for transfer. However, the final decision will be of the Chief Commissioner.
 - 4.5 After allocation of officers/staff to the respective CGST & CX/Audit/Appeals/Customs Commissionerate/formations, further specific posting of officers/staff within the Commissionerate, will be done by the respective Commissioners within ten days after issuance of Transfer/Allocation Order from CCO, keeping in mind Ministry's DO No. C-50/30/2000-AdII dated 15.07.2002, History of Posting,

Vigilance status, policy guidelines under relevant paras, etc. Request/representation within Commissionerate transfer/posting will be examined by a Committee constituted by the respective Commissioner. No deviation of the policy guidelines permissible without approval of the Chief Commissioner.

4.6 An officer who has remained posted at operational ICDs, Air Cargo Complex and Foreign Post Office would not be posted again at that particular formation for at least eight years in the executive cadre and shall not be posted at these posts for more than two tenures in the combined grade of Inspector & Superintendent. The said restriction would also be applicable to the postings in Anti-evasion branch and flying squads of CGST & CX formations.

4.7 As far as possible, the officer may be given adequate exposure to different branches/section/wing of Commissionerate and Divisional HQs as well as CCO within the parameters of policy.

4.8 No officer would be allowed to continue for a period of more than two years in a sensitive posting in CGST /Audit formations except where sufficient numbers of non-sensitive postings are not available for optimal rotation. The maximum consecutive period of non-sensitive will be two years.

4.9 On reversion from deputation (sensitive formations), to the parent Commissionerate officer would be posted to a non sensitive charge for a period of two years. The station tenure of posting immediately prior to proceeding on deputation shall be taken into account while deciding the posting of an officer returning after completion of deputation.

III LOCAL ROTATION AT A STATION:

The local rotation of officers between CGST & CX/Audit/Appeal and Customs formations situated at Jaipur/Jodhpur/Udaipur/Alwar and other station where offices of multi formations are situated, will be done on the basis of combined tenure in CGST & CX/Audit/Appeal at respective station subject to availability of vacancy in Customs and by taking into account of less exposure to any particular formation. Posting of officers in CGST & CX Comm't and Audit Commissionerate/Circles at stations where offices of both the formations are situated, shall be made on the basis of their exposure and longest tenure in respective Commissionerate.

IV. SENSITIVE CHARGES/POST:

As per Circular No. 1/2000 dated 10.05.2000 issued by the DG (Vig), New Delhi, sensitive charges are required to be identified with reference to Group 'B', 'C' and 'D' officers. The following charges are considered as sensitive:

IN CGST (for two years)

1. All CGST & CX Ranges
2. Preventive/Anti Evasion Sections of Headquarters and Divisions
3. Refund/Rebate Sections of the Divisions.
4. Internal Audit Groups & Audit Circles.
5. All Deputations (including encadred posts)

IN CUSTOMS (for one year)

1. Preventive Section of Jaipur and Jodhpur
2. ICDs (functional)
3. ACCs
4. FPO

V. MISCELLANIOUS / EXCEPTION:

1. Officers who are due for retirement on superannuation within two years would, as far as possible, be posted to the station where they want to settle down after retirement and if not possible, to the nearest station of such place in terms of the extant DOPT/Ministry's norms in this regard.
2. Those seeking transfer/retention on spouse ground, the DOP&T guidelines in this regard would be followed, as far as possible. However, their posting will be limited to the Station Tenure and after completion of Station Tenure they will be shifted as per Transfer Policy.


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3. In case an officer requests for retention in or transfer to a particular station on the ground that himself/herself is a specially abled officer or his/her child is specially abled or studying in Class-X/ Class-XII, as far as possible, such request for retention/transfer will be considered subject to availability of the vacancy at the station with the prior approval of the Prescribed Committee. However, the officer retained on request will be allotted to non-sensitive charge as mentioned at Point 3 under General Guidelines.
4. Lady Officer & Single Parent on completion of station tenure would be posted, as far as possible, to the same station or to the nearby station where their families are residing unless there are compelling reasons/circumstances for continuation. However, the station tenure can be extended further only upto three years, with a non-sensitive rider.
5. As regards, the transfer of office bearers of recognized Unions/Associations, the instructions contained in DOPT's O.M. No. 27/03/69-Estt(D) dated 08.04.69 read in consonance with its O.M. No. 27(7)88-CS-IV dated 19.08.1988 would be observed as far as possible.
6. Any deviation from the policy so enunciated could be relaxed only with approval of the Chief Commissioner.
7. Representations against the orders issued should be made after joining at new place/formation and the same would be looked into by the Prescribed Committee within 15 days.
8. The whole exercise of Annual General Transfer from issuance of orders by the Cadre Control Authority to relieving of officers invariably be completed within 20 days from the date of issuance of orders by the Cadre Control Authority.
9. History of Posting will be available on line which would be final if the officer has not reacted to the anomalies noticed within the given time as notified from time to time.
10. Officer will be rotated between sensitive and non-sensitive charges as per policy, keeping in mind History of Posting and vigilance status.

VI. MINISTERIAL CADRE

Ministerial Officers are liable to be transferred to anywhere in the jurisdiction of this Zone. However, frequent transfer of Ministerial Officers should be avoided and their local rotation may be considered at the time of AGT, on following criteria:

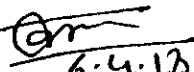
The local rotation of officers of Ministerial Cadre would be done as per guidelines provided at Para -III, IV, V & VI above, wherever applicable.

VII. PRESCRIBED COMMITTEE

The Prescribed Committee for the purpose of inter Commissionerate transfer policy will consist of the officers as under :-


- (i) The Chief Commissioner, ----- Chairman
CGST & CX, Jaipur Zone, Jaipur
- (ii) Four Commissioners(including one/two out station Commissioner) nominated by the Chief Commissioner ----- Members

This issues with the approval of the Chief Commissioner


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Annexure "A"		Station Tenure
File No. II-3(12)CCO/JZ/ET/2014		Dated 05.04.2018
S. No.	Station Tenure	STATIONS
1	2	3
1.	6 YEARS	JAIPUR/ JODHPUR/ UDAIPUR/ ALWAR
2.	4 YEARS	AJMER BIKANER/SRIGANGANAGER/ BHILWARA/KOTA/ BHIWADI
3.	3 YEARS	- PALI KANKROLI/CHITTORGARH/ BEHROR/BHARTAPUR/SIKAR
4.	2 YEARS – (CGST / CX Formations)	TONK/BEAWAR/B-BIJAYNAGAR/ KISHANGARH/NASIRABAD/KOTPUTLI JAISALMER/BARMER/BALOTRA/MERTA/NAGAUER/ GOTAN/MAKRANA/ABUROAD/SIROHI/JALORE/ SUMERPUR/CHURU/RAISINGHNAGAR/ HANUMANGRH/RAWATSAR/SURATGARH DUNGARPUR//GULABPURA/BANSWARA/ PRATAPGARH-RAWATBHATA/JHALAWAR/ BARAN/BUNDI/RAMGANJ-MANDI DAUSA/NEEMRANA/SHAHJAHANPUR/ DHOLPUR/SAWAIMADHOPUR/KARALI/ GANGAPUR-CITY/JHUNJIUNU
	2 YEARS – (Customs Formations)	JAISALMER/BARMER/PHALODI/BHINMAL/SIROHI/ POKRAN/NACHNA/CHOHTAN/BALOTRA/ SANCHORE/CHURU/RAISHINGHNAGAR
5.	1 YEAR – (Customs Formations)	GADRA ROAD/PUGAL/SAM/MAIZLAR/RAMGARH/ ANOOPGARH & LCS MUNABAO
		ALL FUNCTIONAL ICDs/AIR CARGO COMPLEX/ FOREIGN POST OFFICE


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