

भारत सरकार वित्त मंत्रालय/ राजस्व विभाग कार्यालय मुख्य आयुक्त . भोपाल ज़ोन केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क ४८ प्रशासनिक क्षेत्र अरेरा हिल्स, होशंगाबाद रोड, भोपाल (म.प्र.)	Government of India Ministry of Finance /Department of Revenue Office of the Chief Commissioner Central Excise & Customs : Bhopal Zone 48, Administrative Area, Arera Hills, Hoshangabad Road, Bhopal - 462011
C. No. II(03)08/CCO/BZ/2014	Date : 24.04.2014

**Transfer / Placement Policy for Superintendents and Inspectors  
of Central Excise, Group 'B' Executive Officers, in Bhopal Zone**

- 1.0 In accordance with the DGHRD guidelines and in supercession of all existing instructions on transfer / placement of Superintendents and Inspectors of Central Excise, the following transfer / placement norms shall be operational with immediate effect. The objective of this policy is to promote - transparency, objectivity, career advancement, varied work experience, capacity building, integrity, efficiency and organization performance.
  
- 2.0 The Annual General Transfer (AGT) process would be completed by 30<sup>th</sup> April, as far as possible. AGT after the prescribed date shall be carried out with the prior approval of the Chief Commissioner. The cut-off date for determining tenures shall be 30<sup>th</sup> June of every year. All requests / representations for inter-Commissionerate transfers shall be made only through jurisdictional Commissioner. The jurisdictional Commissioner shall forward all such requests / representations in a bunch to the Office of Chief Commissioner by 15<sup>th</sup> April. All such requests / representations shall be considered by a Committee appointed by the Chief Commissioner for such purpose. The Committee will assist and advise the Cadre Control Authority in achieving due compliance with transfer policy and other relevant instructions.

## INTER-COMMISSIONERATE TRANSFERS

- 3.1 Bhopal Zone comprises of four integrated Commissionerates viz. Bhopal, Indore, Raipur & Nagpur. Considering the vast jurisdiction of the Zone, requirements of administrative efficiency, rounded work experience of officers and promotion of integrity, it is considered that Group "B" Executive Officers i.e. Superintendents and Inspectors of Central Excise, shall serve in minimum three Commissionerates during their entire career. On completion of eight (8) years continuous stay / posting in one Commissionerate, Superintendents and Inspectors shall be liable for transfer to another Commissionerate. The total tenure in the course of entire service, in one Commissionerate, shall not be more than sixteen (16) years.
- 3.2 Superintendents and Inspectors transferred on inter-Commissionerate basis shall have to complete a minimum stay of two (2) years before they request for transfer to any other Commissionerate. Leave period of more than thirty (30) days during a year shall be excluded while determining minimum stay of two (2) years. In other words, period of stay of two (2) years shall be extended by number of days equal to leave days in excess of sixty (60) days.
- 3.3 On promotion, the officers shall normally be posted to other Commissionerates. The officers, who are due for retirement within two years, may be retained on request made in writing.
- 3.4 In case of both spouses working in Bhopal Zone : Central Excise & Customs, both may be posted in same Commissionerate / station, as far as possible keeping in view availability of vacancies and administrative requirements.
- 3.5 In case of officer's spouse working in Central / State Government Offices / PSUs, the officer may be posted, as far as possible, to the station where spouse is posted or some nearby station.

- 3.6 The officers due for inter-Commissionerate transfer, who are due for retirement within two years, may be retained in same Commissionerate on request made in writing.
- 3.7 The officers due for inter-Commissionerate transfer may request for retention for one year at same place on account of a child studying in class XII.
- 3.8 The Cadre Controlling Authority may order transfers in deviation of the policy on account of exceptional / unforeseen circumstances and for reasons to be recorded in writing.

#### **CLASSIFICATION OF POSTS**

- 4.1 Posts / charges in Central Excise Range, Service Tax Range, Refund/Rebate Cell in Division, Preventive Branch in Division, Preventive Branch and Field Audit in Commissionerate HQ, ICD / CFS shall be treated as sensitive posts. Deputation with DRI and DGCEI shall also count as sensitive charge posting.
- 4.2 Posts / charges - other than those specified in para 4.1 above, shall be treated as non-sensitive posts.

#### **ROTATION / TRANSFER WITHIN COMMISSIONERATE**

- 5.1 The station tenure, maximum continuous posting, for Bhopal, Indore, Raipur & Nagpur shall be eight (8) years. Deputation with DRI and DGCEI on same station shall also count for determining station tenure.
- 5.2 The station tenure, maximum continuous posting, for stations other than those prescribed in para 5.1, shall be four (4) years.

- 5.3 Requests for transfer on merit / compassionate grounds may be considered after completion of minimum one (1) year tenure at a place.
- 5.4 The normal tenure for a charge / posting shall be two years. The tenure for sensitive post/charge shall not be extended beyond two (2) years other than in exceptional circumstances and with the prior approval of the Chief Commissioner such tenure may be extended by one (1) year. On completion of tenure in a sensitive post/charge, the officer shall be transferred to a non-sensitive post/charge. In case of non-sensitive post/charge, tenure may be extended by one year on administrative grounds.
- 5.5 Officers shall not be posted to same Division / Range, where they have already been posted, during the eight (8) years tenure in the Commissionerate.
- 5.6 The officers due for transfer may request for retention for one more year at same place on account of a child studying in class XII.
- 5.7 The instructions regarding vigilance status, etc. shall be followed for posting to sensitive post/charge.
- 5.8 All requests / representations for transfers shall be considered by a Committee appointed by the Commissioner for such purpose. The Committee will assist and advise the Commissioner in achieving due compliance with transfer policy and other relevant instructions.
- 5.9 Transfer / placement in deviation of this policy would require prior approval of the Chief Commissioner.

  
(A. K. PAWAR)  
Chief Commissioner