

This transfer and rotation policy for Superintendents, Inspectors and Ministerial cadre of CGST and Central Excise, Bhopal Commissionerate is in supersession of all earlier policies in this regard. There are 7 divisions and 35 Ranges in the Bhopal Commissionerate, spread over 17 Districts namely Bhopal, Hoshangabad, Harda, Betul, Sehore, Rajgarh, Vidisha, Raisen, Sagar, Gwalior, Ashoknagar, Guna, Sheopur, Shivpuri, Bhind, Morena and Datia of Madhya Pradesh. 3 divisions namely, Bhopal-I, Bhopal-II & Bhopal-III, are based in Bhopal alongwith their Ranges. Bhopal-IV division is based in Bhopal but its 5 ranges are located at Itarsi and Sehore. Gwalior-I and Gwalior-II divisions are based at Gwalior with the ranges in Gwalior and neighbouring districts. Sagar division and its Ranges are based at Sagar.

With the implementation of the GST regime, all the work related to GST will be online and there will be minimum or no physical interaction with the trade. In light of the drastic changes in the working procedures, the Transfer Policy guidelines are framed as under :-

1. An AGT Committee of three members will be formed headed by Additional Commissioner (P&V) and include two Deputy/Assistant Commissioner of the Commissionerate. The committee shall guide and advise the Principal Commissioner in the matters of transfers and postings related to Group 'B' & 'C' posts.

2. Station Tenure :

2.1 Intra Commissionerate transfer shall be governed on the basis of history of posting & Station seniority will be considered irrespective of the fact the officer was holding post in any of such cadre (viz. Ministerial/Inspector/Superintendent).

2.2 In Bhopal Commissionerate, the stay at Bhopal and Gwalior/ Sagar would be for a maximum period of 8 and 4 years respectively.

2.3 Range offices located within 50 Km from municipal area of Bhopal/Gwalior/Sagar city will be considered posting under same station and other than these Range offices will be considered as stand alone as outstation ranges viz R-Itarsi, Guna, Ashoknagar.

2.4 Stay at any out-station Range would be for two years. Further, Outstation Range tenure would not be counted for station seniority at Bhopal/Gwalior/Sagar. Similarly, the tenure in Chief Commissioner Office and NACIN will not be counted for the purpose of station seniority upto maximum of two years.

2.5 Within the same station, rotation would be done after completing 2 years in any one section/branch or other charges subject to condition of non-completion of station seniority.

2.6 While computing the aforesaid tenure of two years, the period of total leave (other than Casual Leave) in excess of 30 days in a year shall not be counted towards tenure and the officer will not be considered for sensitive posting till the next AGT subject to condition his period of leave is restricted to 30 days and as per prescribed norms.

2.7 Posting of officers after completion of station seniority with station change shall be minimum 2 years of period and officer may be repatriated after completion of 2 years of service to his previous/requested station.

3. The officers returning to Parent Commissionerate after deputation from Airport/ DGGI/ DRI/ SEZ etc. will be posted to non-sensitive charge for two years.



The officers on ICT from sensitive charges of Audit/Customs/Executive Commissionerate would also be posted at non-sensitive Post

5. The officers with less than three years for retirement may be considered for accommodation in his/her Home Town or near to Home Town within the Commissionerate.

6. As far as possible, following cases can be considered for retention/repatriation on request supported by documentary evidence:

(a) Cases of extreme compassionate grounds such as life threatening self-illness or dependent's illness.

(b) Children studying in Class X/XII in the academic year in which AGT is due.

(c) In case of spouse working in Central/State government offices/PSUs, subject to the condition that his/her spouse is in non-transferable job.

(d) Single Parent having children less than 18 years of age will be posted to his/her place of choice as far as possible.

(e) Differently abled persons and the care givers of differently abled persons shall be kept out of the routine exercise of transfer.

7. As per the extant guidelines of DG(Vigilance), Customs & Central Excise, New Delhi, the tenure at sensitive charge shall be for two years. However, in case sufficient numbers of officers are not available due to administrative/vigilance reasons, for being posted to sensitive charges, officers may be considered for being posted from sensitive charge to another non-sensitive charge with the approval of Zonal Chief Commissioner.

8. The cutoff dates for counting the tenure at any place/charge would be the date of Annual General Transfer. Annual General Transfer would as far as possible take place by the end of April of every year.

9. The Annual General Transfer orders will be issued at all levels after calling for and taking into account all representations received before the specified date so as to obviate the need for frequent modifications immediately after the issue of such orders. Any request for transfer should reach the Additional Commissioner/Joint Commissioner (P&V) by the specified date and will be put up before the committee for their decision. The committee will then guide & advise the commissioner on the transfer and postings to be made.

10. This Policy will uniformly apply to all Superintendents, Inspectors & Ministerial Staff of the Bhopal Commissionerate.

11. The Principal Commissioner may order transfers in deviation of the policy on account of exceptional / unforeseen circumstances or administrative grounds and for reasons to be recorded in writing.

This issues with the approval of the Principal Commissioner, CGST & Central Excise, Bhopal.



(रंजीत कुमार)

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अपर आयुक्त (कार्मिक एवं सतर्कता)