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OFFICE OF THE CHIEF COMMISSIONER
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CENTRAL EXCISE, CUSTOMS & SERVICE TAX, VADODARA ZONE
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POLICY FOR TRANSFER/POSTING /ROTATION FOR
GROUP 'B' EXECUTIVE OFFICERS OF VADODARA ZONE

The Existing policy for transfer/posting/rotation of Group 'B' (Gazetted/Non-gazetted) officers in Vadodara Zone was issued vide F.No. II/3-3/CCO/2015 dated 29.05.2015. In accordance with the policy/guidelines dated 07.07.2011 uploaded in the CBEC website, the existing policy has been reviewed and in supersession of the existing policy dated 29.05.2015, the following policy is formulated with immediate effect.

1) For the purpose of the transfer policy, Vadodara Zone is to be treated as comprising of three clusters namely, Vadodara (Vadodara-I, Vadodara-II, Anand & Vadodara-I Audit Commissionerate), Surat (Surat-I, Surat-II, Bharuch & Vadodara-II Audit Commissionerate) and Daman (Silvassa, Daman, Valsad & Vadodara-III Audit Commissionerate).

2.1) Inter cluster Transfers will be restricted to 10% of the working strength of the zone.

2.2) Vacancies position across the cluster shall be maintained uniformly as far as possible.

2.3) The normal tenure of cluster shall be 09 years. For counting one year of posting at a Commissionerate, the margin of 3 months would be considered e.g. if an officer has completed 9 months to 15 months as on 31st May, it will be considered one year of posting. The tenure of 09 years can be raised or reduced to meet the requirement of para 2.1 & 2.2 above. Officers spending highest tenure in each cluster shall be considered for Inter cluster transfer.

2.4) The following factors will be taken into account to determine the cut off years. (Actual number of transfers to be made during the AGT)

- Availability of fund under TTA.
- Medical ground
- Children Board Examination.
- Spouse ground Request / Requests of PYHP officers or parents of differently abled child.
- Request on other grounds of extreme compassionate nature.

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2.5) **Break in cluster:** The officer's stay for more than 02 years in the postings viz., deputation / loan basis / customs / SEZ postings at a place outside the cluster from where he / she was deputed/transferred, will be considered as break in stay in the cluster. However, for computation of 02 years or more, the period spent on leave in excess of 1 month per year will not be counted towards computation of tenure in such cases.

2.6) **Cluster Seniority:** The cluster seniority for the purpose of AGT shall be computed on the basis of length of continuous stay in the cluster including the period spent on loan basis/Customs posting /SEZ posting in the same cluster. Further, for computation of tenure in cluster, the period of posting to a Directorate, including DGRI, DGCEI, NACEN and DG(Vig.), would not be counted.

2.7) The normal tenure in a Commissionerate shall be three years. This is however, subject to the condition that each year there shall be rotation of 20%-25% of the working strength of the officers in a Commissionerate to the other Commissionerate within the same cluster. Such rotation shall be made on the basis of stay in the Commissionerate counted as per the policy.

2.8) Within the normal 9 years tenure in the cluster, as far as possible, the officer has to serve in the Audit Commissionerate for 3 years. The remaining tenure of 6 years will be in other 2 Commissionerates one of which shall be mandatory, for 3 years each in the manner given below:-

Cluster	Commissionerate	Mandatory Commissionerate
Vapi-Daman	Silvasa or Daman	Valsad
Surat-Bharuch	Bharuch or Surat-II	Surat-I
Vadodara-Anand	Vadodara-I or Vadodara-II	Anand

Note: The officer who worked for 02 years in Halol shall have option to be posted in Vadodara-I instead of Anand for which the officer concerned has to exercise option before AGT..

3) In case of promotion, the general rule will be transfer out of Cluster on promotion subject to general exceptions, as **per para 6.1 & 14.**

4) The criterion for determining the Commissionerate seniority shall be as follows:

4.1) **Commissionerate seniority:** The Commissionerate seniority for the purpose of AGT shall be computed on the basis of length of continuous stay in the concerned Commissionerate in the grade of Inspector (for Inspector grade) and in the grades of Inspector and Superintendent taken together (for Superintendent grade).

4.2) Further, in cases of changes of jurisdiction of Commissionerate e.g. during cadre restructuring etc., postings at places falling within the present jurisdiction of the Commissionerate, which earlier fell in the jurisdiction of

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another Commissionerate, shall be treated as posting in the present Commissionerate. Thus, for example, a posting in Bharuch which presently falls under Bharuch Commissionerate, during the period prior to Cadre restructuring, when Bharuch was under Vadodara-II Commissionerate shall be treated as a posting in Bharuch Commissionerate.

4.3) Tenure in Chief Commissioner Office/CCE(TAR)/CCE(A) will not be counted for any purpose.

5.1) Specific posting in each Commissionerate will be done by the respective Commissioners. Rotation from sensitive to non-sensitive charges will be done as per the guidelines issued by CBEC/CVC/DGOV from time to time.

5.2) Rotation between Sensitive and Non-sensitive postings:

- a) 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 with the prior approval of Chief Commissioner.
 - b) As far as possible, an officer in the subsequent cycle of postings should not be posted in the same sensitive charge.
 - c) Normally, there should be a gap of minimum two year between one sensitive posting to another.
 - d) On reversion from a sensitive Directorate, as far as possible, officers would be posted to non-sensitive charge for a minimum period of two years.
 - e) Posting to a sensitive charge should normally not exceed two years for each posting.
 - f) First posting on appointment/promotions/reversion from Customs Commissionerate / SEZ of officers in the grade of Inspector / Superintendent in Central Excise Commissionerate, should be, as far as administratively possible, to a non-sensitive charge.
 - g) First posting of the officers coming on an Inter-Commissionerate Transfer, within a zone, should be, as far as administratively possible, to a non-sensitive charge. Officers posted to a charge on loan basis should ordinarily be called back to parent office after completion of one year.
- 6) **REQUEST TRANSFERS / REPATRIATION:** The request for repatriation from deputation to the same Cluster may be considered if the same is not in violation of the policy. Further, request transfer from one cluster to another cluster within the zone in general shall be considered only after the officer has spent 2 years or more, at the existing cluster. The requests shall be considered to the extent permissible in accordance with the administrative feasibility.

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6.1) Retentions / Transfers upon request by the officers will be considered in following cases:-

- (i) If an officer requests retention at a particular station on the ground that his/her child is studying in **class X, XI & XII**, the same may be considered..
- (ii) Officers who attain the age of 57 years may apply for retention/ transfer to a station near their native place.
- (iii) Officers having less than 2 years of service before superannuation shall not be considered for transfer. However he / she may request for posting near their native at place which will be considered as far as possible.
- (iv) Officers belonging PHP category may apply for retention at the cluster. Similarly parents of differently abled child / autistic child may apply for retention.
- (v) In case of other extreme compassionate grounds, the officer may apply for retention in the cluster or transfer from the cluster.
- (vi) All the request transfers will be at the cost of officers. No T.T.A will be paid.

However, cogent supporting documents claim to the above exemptions will have to be furnished

6.2) Request transfer / retention shall be allowed subject to condition that the officer being transferred / retained shall work in non-sensitive charge for 1 year continuously in the beginning in the requested cluster. However the said clause would not apply to the cases of retention of physically Handicapped officers / parents of autistic child/ differently abled in terms of DOP&T's instructions.

6.3) At the time of posting of newly recruited officers in the cadre of Inspectors, pending own cost transfer requests shall be considered to the extent of maximum of 50% of the allocation proposed to be made to the Commissionerates at the station.

7. Posting of Superintendents / Inspectors to Customs formation:-

7.1 In accordance with the unified transfer policy for Customs formations in Gujarat, the tenure of Customs posting is four years. For posting officers to the Customs formations in Customs Zone in Gujarat; the Chief Commissioner, Central Excise & Customs, Vadodara shall make available the pool of officers, as per the sanctioned/working strength of officers in Customs formations in Vadodara Zone and proportionate sanctioned /working strength in Kandla Customs to the Chief Commissioner of Customs, Gujarat, who would further decide their posting.

7.2 Vadodara zone will provide the requisite number of officers so as to cover the number of posts in Ahmedabad Customs which relate to South Gujarat and the number of posts in Kandla proportionate to its sanctioned strength. Upto 50% posts to Kandla / Mundra shall be filled up through eligible willing officers on the basis of seniority. (This arrangement is subject to change whenever the Customs policy is revised).

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7.3 After postings to Customs zone on the basis of willingness or if the number of willing officers found short, the sourcing of staff for the Customs Zone will be done in the following manner:-

7.4 Vadodara Central Excise Zone shall post the officers to Customs Zone as per below mentioned criteria. There will be three lists of officers from the Zone.

- I. Two-third of the total allocated staff by the Zone shall be those officers, who have had no previous experience of working in Customs. This set of officers shall be further divided into two sub-categories:-
 - a) 70% of the said officers shall be the senior most officers, in terms of their seniority-cum fitness.
 - b) 30% of the said officers shall be the junior most officers, in terms of their juniority.
- II. One-third of the total allocated staff shall be those officers, who have had previous experience of working in Customs. For this purpose, the officers with longest gap from their previous Customs posting shall be considered. The selection for posting in Customs Zone will take into account fitness as well.

8) All requests for transfer from Vadodara Zone to Ahmedabad Zone and vice-versa will be done with the mutual consent of Chief Commissioner of Central Excise Vadodara and Chief Commissioner of Central Excise, Ahmedabad. While posting officers to Ahmedabad Zone and Vadodara Zone at the time of recruitment/promotion/transfers, efforts will be made to ensure same proportionate working strength to the extent possible in both the Zones.

9) The following schedule of transfers within Vadodara Zone will be followed every year:

Preparation and display of Commissionerate seniority list for the purpose of transfers in each Commissionerate	10 th April
Finalization of any objections received and forwarding the Commissionerate seniority lists to Cadre Controlling Authority	15 th April
Last date of receipt of requests in each Commissionerate for AGT purpose	15 th April
Compilation of all requests and forwarding the same in one bunch to Cadre Controlling Authority	30 th April
Issue of Inter Commissionerate/Annual General Transfer	15 th May
Issue of Posting / Rotation orders by the Pr. Commissioner / Commissioner	31 st May

10) If an officer is transferred from the Commissionerate/Cluster on initiation of a preliminary enquiry, he/she is not barred from being brought back to the same Commissionerate/Cluster on request after the issue of charge sheet against him/her at the discretion of Chief Commissioner and depending upon genuineness of his / her request..

11) The officer under order of transfer shall be granted earned leave or medical leave only after he has joined his new place of posting. The period spent on earned leave or medical leave more than 6 months in a year will not be counted towards computation of tenure in that station. Officer who proceeds on earned leave or medical leave without completing the minimum tenure

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prescribed for the station will have to rejoin the same station for completing the prescribed tenure. In other cases their posting will be decided after they rejoin on completion of earned leave or medical leave.

12) Any deviations from the policy, in the administrative interest, can be made with the approval of the Chief Commissioner, Central Excise, Vadodara. The Chief Commissioner can relax any condition in the policy for posting to formations like CCO, CCE(A).

13) Notwithstanding anything contained in this policy, the administration has the right to transfer any officer to any formation within the combined Gujarat cadre at anytime in public interest or on administrative grounds, without assigning any reasons.

14) It is reiterated that vacancies position across the cluster shall be maintained uniformly and officers spending highest tenure in each cluster shall be considered for Inter cluster Transfer.

15) The above changes/policy shall come into force from the Annual General Transfer of 2016.

This issues with the approval of the Chief Commissioner, Central Excise, Customs & Service Tax, Vadodara Zone, Vadodara.


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(M.K. KEDIA)
Additional Commissioner (CCO),
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Vadodara Zone, Vadodara

F.No:/3-3/CCO/2015

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