



सत्यमेव जयते

मुख्य आयुक्त का कार्यालय

OFFICE OF THE CHIEF COMMISSIONER

केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर, वडोदरा क्षेत्र

CENTRAL EXCISE, CUSTOMS & SERVICE TAX, VADODARA ZONE

द्वितीय तल, केन्द्रीय उत्पाद शुल्क भवन, रेसकोर्स सर्कल, वडोदरा-390 007 (गुजरात)

2nd Floor, Central Excise Building, Race Course Circle, Vadodara - 390 007 (Gujarat)

दूरभाष सं./Telephone No. : 0265-2331002, फैक्स सं./Fax No. : 0265-2339226

F.No.II/3-5/CCO/2011

Dated: 02.05.2012

**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.03/03/2007-Estt. Dated 26.04.2007. In accordance with the policy/guidelines issued by DGHRD vide letter F.No.8/B/42/HRD(HRM)/2011 dated 07.07.2011, the existing policy has been reviewed and in supersession of the existing policy dated 26.04.2007, the following policy is formulated with immediate effect.

- 1) For the purpose of the transfer policy, Vadodara Zone is treated as comprising of three stations namely, Vadodara (Vadodara-I & Vadodara-II Commissionerate), Surat (Surat-I and Surat-II Commissionerate) and Daman (Vapi & Daman Commissionerate).
- 2) The normal tenure of a station shall be eight years. The normal tenure in a Commissionerate shall be four years. For counting one year of posting at a station, the margin of 3 months would be considered e.g. if an officer has completed 9 months to 15 months as on 30th June, it will be considered one year of posting. The starting point for completing the tenure/stay shall be the date of joining at the station.
- 3) In cases of promotion, the general rule will be transfer out of station on promotion.
- 4) The criterion for determining the Commissionerate Seniority shall be as follows:

f. Revised
02/05/12

- 4.1) 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 Superintendents grade), after including the period of stay on deputation/ loan basis/ Customs posting at the Headquarters Office of the Commissionerate but excluding the period of stay on deputation/loan/Customs posting outside the Headquarter of the Commissionerate. Thus, if between two successive postings in the same Commissionerate, the officer has been posted outside the Headquarter of the Commissionerate on deputation/ loan basis/ Customs posting, while the said period of deputation/ loan basis/ Customs postings shall be excluded while computing the period of stay in the Commissionerate, such postings shall not amount to a break in the stay at the Commissionerate.
- 4.2) Posting in a different Commissionerate, either at the same station or otherwise shall be considered as a break in continuous stay in the Commissionerate, if that stay is for at least one year or more.
- 4.3) Further, in cases of change of jurisdiction of a 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 another Commissionerate, shall be treated as a posting in the present Commissionerate. Thus, for example, a posting in Halol, which presently falls under Vadodara-II Commissionerate, during the period prior to cadre restructuring when Halol fell under the combined Vadodara Commissionerate shall be treated as a posting in Vadodara-II Commissionerate.
- 4.4) Tenure in Chief Commissioner Office will be counted against Vadodara-I, in CCE (TAR) office against Vadodara-II and in respective CCE (A) office against respective Commissionerates.
- 5) 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.
- 5.1) While making postings/ rotations within the Commissionerate, requests for outstation postings will be considered by the Commissioner concerned subject to availability of vacancies at such outstations.
- 5.2) Officers returning from the deputation/posting from sensitive formations like DRI/DGCEI/Airport/Customs Commissionerate Kandla/ICD may be posted to non-sensitive charge.

I. Durrach
02/05/12

725
5.3) The request for repatriation from deputation to the same station may be considered if the same is not in violation of the policy.

6) At the time of posting of newly recruited officers in the cadre of Inspectors, preference shall be given to the serving willing officers i.e., applicants for own cost transfer, to the extent of maximum of 50% of the allocation proposed to be made to the Commissionerates at the station.

7) The normal tenure in a Commissionerate shall be four 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 Commissionerates at the same station and vice versa. Such rotation shall be made on the basis of Commissionerate seniority for AGT purpose.

8) 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 Custom formations in Customs Zone in Gujarat; The Chief Commissioner, Central Excise & Customs, Vadodara shall made 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.

9) The system of deputation to Kandla from Vadodara Zone and Ahmedabad C. Ex Zone has been discontinued. Vadodara Zone will provide the requisite number of officers so as to cover the number of posts in for Ahmedabad Customs which relate to South Gujarat and the number of posts in Kandla proportionate to its sanctioned strength.

10) Sourcing of staff for the Customs Zone will be done in the following manner:

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.

P. Dawood
02-05/12

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.

11) All requests for deputation to other organizations like DGRI/DGCEI/Other Directorates/EPZs and Commissionerates outside Gujarat should be forwarded to the Chief Commissioner, Vadodara Zone, Vadodara.

12) 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.

13) 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

14) Cut off date for calculation for the period of stay at a Commissionerate/Customs posting will be 30th June.

15) An officer against whom vigilance proceedings have been initiated shall not be posted on 'sensitive charge'.

16) If an Officer is transferred from the station on initiation of an preliminary enquiry, he/she is not barred from being brought back to the same station on request after the issue of charge sheet against him/her.

17) 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

[Signature]
[Name]

721

period spent on earned leave or medical leave will not count towards Computation of tenure in that station. Officer who proceeds on earned leave or medical leave without completing the minimum tenure 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.

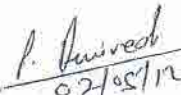
18) Further, in following specific cases, exemption can be given on following Compassionate grounds:

- (i) If an officer request for retention at a particular station on the ground that his/her child is studying in class X or XII, the same may be considered;
- (ii) Lady officer, who is due for transfer, if requests for retention at the place of posting, may be considered in deserving cases.
- (iii) Officers above the age of 57 years shall not be posted outside the station, except on promotion, where he/she is working until he/she makes a specific request for transfer from that station.
- (iv) Officers having less than 2 years of service before superannuation may be considered for posting at place of their choices as far as possible.
- (v) The above changes/policy shall come into force from the AGT of 2012.

19) Deviations from the policy, if any, shall be with the approval of the Chief Commissioner, Central Excise, Vadodara.

20) 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.

It is issued with the approval of the Chief Commissioner, Central Excise, Customs & Service Tax, Vadodara Zone, Vadodara.


(PANKAJ DWIVEDI)
Additional Commissioner,
Office of the Chief Commissioner,
Central Excise, Customs & Service Tax,
Vadodara Zone,
Vadodara