



मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER

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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/3-5/CCO/2011 dated 02.05.2012. In accordance with the policy/guidelines issued by DGHRD vide letter F.No. 8/B/42/HRD (HRM)/2011 dated 07.07.2011, and pursuant to the recent Cadre restructuring of Vadodara Zone, the existing policy has been reviewed and in supersession of the existing policy dated 02.02.2012, 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) The normal tenure of the cluster shall be nine years. The normal tenure in a Commissionerate shall be three 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 31st May, it will be considered one year of posting. The starting point for completing the tenure/stay shall be the date of joining in any of the Commissionerate/Cluster.

3) In case of promotion, the general rule will be to be transferred out of Commissionerate/Cluster on promotion subject to general exceptions, as per para 18 & 20.

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

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 Superintendent 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 period is at least one year or more.

4.3) 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 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 fell under Vadodara-II Commissionerate shall be treated as a posting in Bharuch Commissionerate.

4.4) Tenure in Chief Commissioner Office/CCE (TAR)/CCE (A) will not be counted against any Commissionerate. However the same will be counted for computing stay at that station/cluster.

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/SEZ may be posted to non-sensitive charges for a minimum period of 1 year. However, in deserving cases, Chief Commissioner may reduce or waive this cooling off period.

5.3) The request for repatriation from deputation to the same Cluster/station may be considered if the same is not in violation of the policy. In addition to existing policy for "on request transfer" from one Commissionerate/cluster to another Commissionerate/cluster within the Zone to be considered only after the officer has spent minimum of 2 years, at the existing station. First the genuine cases deserving consideration for on request transfers shall be identified. Thereafter preference amongst such genuine cases shall be given to the senior most officers with respect of their stay at the station/cluster.

On request transfers should be allowed subject to condition that the officer being transferred shall work in non-sensitive charge for 2 years continuously in the beginning in the requested cluster.

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 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 station and *vice versa*. Such rotation shall be made on the basis of Commissionerate seniority for AGT purpose.

7.1) Within the clusters as far as possible, the officer has to serve 3 years in the Audit Commissionerate. The remaining tenure of 6 years will be in other 2 Commissionerates for 3 years each in the manner given below:-

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

However, for the purpose of AGT 2015, in case of the officers working in Silvasa or Daman Commissionerate, the officers who have completed 5 years or more service in the erstwhile Vapi and Daman Commissionerate taken together, shall be considered due for transfer within the cluster. Similar treatment will be given to officers completing 5 years or more at Bharuch or Surat II taken together and Vadodara-I or Vadodara-II taken together. For the purpose of counting the tenure of 3 years in respect of officers presently working in the Audit

Commissionerates the services spent in Audit Section of erstwhile Commissionerates shall be counted towards service in Audit Commissionerate.

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 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.

9) Vadodara Zone will provide the requisite number of officers so as to cover the number of posts in Customs zone which relate to South Gujarat and the number of posts in Kandla/Mundra proportionate to its sanctioned strength. Upto 50% posts to Kandla/Mundra shall be filled up through eligible willing officers on the basis of seniority.

10) After postings to Customs zone on the basis of willingness, the sourcing of remaining 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.
- 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 through proper channel only.

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 31st May.

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 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.

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. Any period spent on earned leave or medical leave more than 6 months in a year 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.

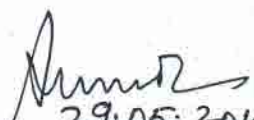
18) Further, in following specific cases, exemption can be given on following compassionate grounds:-

- (i) If an officer requests retention at a particular station on the ground that his/her child is studying in class X or XII, the same may be considered. However, cogent supporting documents claim to this exemption will have to furnish and exemption will be only for one year or till next AGT, whichever is earlier.
- (ii) Lady officer, who is due for transfer, if request 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 2015.

19) 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).

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.

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


29.05.2015
(Abhay Kumar)

Joint Commissioner (CCO),
Central Excise, Customs & Service Tax,
Vadodara Zone, Vadodara

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

Vadodara, dated 29-05-2015.