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भारत सरकार

GOVT. OF INDIA

वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

मुख्य आयुक्त का कार्यालय, सी.जी.एस.टी., केन्द्रीय उत्पाद व सीमा शुल्क, गुवाहाटी ज़ोन

OFFICE OF THE CHIEF COMMISSIONER, CGST, CENTRAL EXCISE &amp; CUSTOMS, GUWAHATI ZONE

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GCCO/II/(3)/181/2022-ADMN-O/o CC-CGST-ZONE-GUWAHATI

To,

The Principal Commissioner/Commissioner (all),  
CGST & Customs,  
Guwahati Zone.

**Subject:- “Transfer/Placement Guidelines 2023” of Group ‘B’ & ‘C’ Officers’ of CGST & Customs, Guwahati Zone-reg.**

Madam/Sir,

Please find enclosed herewith the new “Transfer/Placement Guidelines 2023” of Group ‘B’ & ‘C’ Officers’ of CGST & Customs, Guwahati Zone.

The above mentioned Transfer/Placement guidelines shall come into effect from the date of issuance of this letter and until further orders.

This is issued with the approval of the Chief Commissioner.

आपका आभारी /Yours Faithfully,

Signed by Lagadapati

Verika Ravi Subhakar

Date: 14-03-2023 16:13:09

Reason: Approved

Copy to:

1. The General Secretary , Zonal Staff Association (all) of CGST & Customs, Guwahati Zone for kind information.
2. The Superintendent (Systems), CCO, Guwahati for uploading in the Deptt. website.

## **TRANSFER GUIDELINES IN THE GRADE “B” & “C” FOR THE OFFICERS OF GUWAHATI ZONE**

- These may be called general guidelines for posting of Officers in the grades “B” & “C” working under Guwahati CGST & Customs Zone.
- To the extent administratively feasible, these guidelines aim to :-
  - i. Give opportunity to all officers to get to work in CGST and Customs
  - ii. Effective and proportionate distribution of available human resources in all the formations with a view to bring out the potential of the officers to the highest level in performing their duties.

### **A. EXECUTIVE OFFICERS, GR. `B' (Gazetted and non-gazetted)**

1. Inter Commissionerate placement shall be done by the Chief Commissioner of CGST and Customs, Guwahati Zone, North Eastern Region. The further posting of the officers within the Commissionerate up to the Range/CPF/LCS level shall be done by the respective Commissioners within 5(Five) working days of the AGT order. The Deputy/Assistant Commissioner of respective Division should send a proposal to the respective Commissioner for Intra Divisional rotation/adjustment. This has been decided considering the geographical constraints which include two tiers or three tiers transfer orders.
2. Option for posting is to be exercised by the 31<sup>st</sup> of January of every year and posting order shall be issued by the 15<sup>th</sup> of March every year. All officers are to be released latest by 31<sup>st</sup> of March.
  - Officer whose children are studying in 10th and 12th standard if their name is considered in the AGT shall be relieved in the following manner;

- a. For 10<sup>th</sup> standard by 30<sup>th</sup> of April of the relevant year.
  - b. For 12<sup>th</sup> standard by 30<sup>th</sup> of June of the relevant year in order to facilitate completion of admission procedure for higher studies.
3. All posting may be graded as (i) Sensitive (ii) Non-sensitive and (iii) Hard postings

Sensitive: Hqrs/Divison Anti Evasion, All ranges, Vigilance, Technical Branch dealing with refund and rebates, Audit Circles, All Customs postings in LCS,DPF,CPF,PP

Non Sensitive: Hqrs/Divisons( all other postings except those mentioned under sensitive),Audit Hqrs.

Hard postings:

| Commissionerate | Division | Range   |
|-----------------|----------|---------|
| Guwahati        | Silchar  | Haflong |

| Commissionerate | Division  | Range           |
|-----------------|-----------|-----------------|
| Dibrugarh       | Dibrugarh | Naharkatia      |
|                 |           | Sonari          |
|                 | Tinsukia  | Margherita      |
|                 |           | Digboi          |
|                 |           | Doomdooma       |
|                 | Jorhat    | Golaghat I      |
|                 |           | Golaghat II     |
|                 |           | Bokakhat        |
|                 | Tezpur    | North Lakhimpur |

| Commissionerate | Division    | Range        |
|-----------------|-------------|--------------|
| Shillong        | Shillong-I  | Nongstoin    |
|                 | Shillong-II | Jowai I      |
|                 |             | Jowai II     |
|                 |             | Khliehriat   |
|                 |             | Tura         |
|                 |             | Williamnagar |

| Commissionerate | Division | Range      |
|-----------------|----------|------------|
| Itanagar        | Itanagar | Bhalukpung |
|                 |          | Pasighat   |
|                 |          | Namsai     |
|                 |          | Jairampur  |

| Commissionerate | Division | Range       |
|-----------------|----------|-------------|
| Dimapur         | Dimapur  | Chumukedima |

| Commissionerate | Division | Range         |
|-----------------|----------|---------------|
| Imphal          | Imphal   | Churachandpur |

| Commissionerate | Division | Range    |
|-----------------|----------|----------|
| Aizawl          | Aizawl   | Champhai |
|                 |          | Lunglei  |
|                 |          | Kolasib  |

| <b>Commissionerate</b> | <b>Division</b> | <b>Range</b> |
|------------------------|-----------------|--------------|
| Agartala               | Agartala-II     | Dharmanagar  |

| <b>Commissionerate</b> | <b>LCS/CPF/PP</b>           |
|------------------------|-----------------------------|
| CCP NER,<br>Shillong   | Ryngku LCS                  |
|                        | Demagiri LCS                |
|                        | Khamardwisa LCS             |
|                        | Baghmara LCS                |
|                        | Lunglei CPF                 |
|                        | Hattisar LCS                |
|                        | North Salmara CPF           |
|                        | Tura PP                     |
|                        | Longmai (Noney)/ Khumji CPF |
|                        | Manu LCS                    |
|                        | Kailasahar PP               |
|                        | Khowaighat                  |
|                        | Dholaighat                  |
|                        | All non functional LCS      |

4. All stations may be graded as A,B and C.

- ❖ “A” station: Guwahati and Shillong.
- ❖ “B” station: Dibrugarh, Agartala, Dimapur, Silchar, Aizawl and Imphal.
- ❖ “C” station: All other remaining places.

To the extent possible, the posting at one go in “A” station/(s) shall be maximum of 6 years, in “B” station/(s) for 4 years and in “C” station/(s) for 2 years.

5. Tenure in a sensitive post shall normally not exceed two years and one year in a hard posting. Officers in non-sensitive posting shall also be rotated on completion of two years. As far as possible no officer shall be rotated from one sensitive to another sensitive posting. If an officer is willing to continue in a hard posting and there are no other officers opting for the same , he may be allowed extension of one year. An officer shall normally not be posted again to a hard place where he has worked earlier. Representation for exemption from 2<sup>nd</sup> tenure in a hard posting by female officers should be given due consideration and in such cases their posting will generally be in a non-sensitive post.

6. Normal tenure in the CGST & CX Commissionerate ,Audit and Customs Commissionerate shall be 4 years which can be extended or reduced on administrative ground.

- i) Tenure in Appeals Commissionerate shall be 2(two) years, normally, their representations ,if any, for preferred station/place of posting shall be given preferences
- ii) On completion of two years in Dibrugarh Commissionerate, an officer may be transferred out if a request is made to that effect , as far as practicable and administratively feasible.

7. For posting to places, where no optees/willing officers are available, the competent authority shall have discretion to post any officer.
8. As far as feasible and except where it is required on administrative grounds, transfer from one station to another shall normally be made on completion of stipulated tenure of posting at that station.
9. Cooling-off Period: There shall be a two years' 'Cooling Off' period between the sensitive postings whether on loan basis or deputation basis, at DGRI & DGGI . Officers on return from such postings shall normally be posted to station other than the station where they were posted .This shall not be applicable in case of officers returning from deputation from NACIN.

As far as possible, officers returning from DGGI/DRI should be posted to non-sensitive posts.

**Representation/Option:**

10.

- a. All representations shall be submitted through proper channel.
- b. Representations shall be considered only for choice of station or place and not for specific posting.**
- c. If representations are considered on medical/humanitarian ground(as covered by DOP&T's OM dated 08.10.2018), the officers/s shall be normally given non-sensitive posting for the extended period of stay for which representation has been considered.

**Pre-Retirement/Spouse Ground/Repatriates from Deputation:**

11. Guidelines on posting of husband and wife and officers with only two years to retire shall be as per the policy issued by the Department of Personnel and Training from time to time.
12. Officers repatriated from deputation shall report to the Chief Commissioner's Office. Cooling off of two years shall apply between two deputations or deputation and loan.

**Posting in Directorates on normal rotation:**

13. All the posts earmarked for various Directorates stationed within the jurisdiction of the Zone and allocated to the Chief Commissioner for normal rotational posting shall be done on the basis of option in consultation with respective directorates. Officers should ordinarily be posted to directorates for a period of three years which may be extended for two more years. Such extension shall be granted for one year at a time if requested by concerned directorate with concurrence of Chief Commissioner.

**Posting in Audit Commissionerate:**

14. In view of DG(Audit) Letter F.No.381/109/2013/7392-7414 dated 17.11.2014, the following guidelines are proposed for posting in Audit Commissionerate:
  - i) Tenure: - Tenure in Audit Commissionerate shall be as per para 8 above. However, these officers should be rotated between sensitive and non-sensitive posts .
  - ii) To the extent possible, selection of officers for posting in audit shall be on the basis of Audit Manual Para 3.2;
  - iii) Posting of newly recruited Inspectors in Audit may be avoided.

**B. GROUP 'B' AND 'C' MINISTERIAL OFFICERS**

1. Though all Ministerial officers are liable to be transferred within the Zone their routine transfer from one station to another shall be avoided. However, on

administrative exigencies/vacancy and representation, Gr. "B" & "C" Ministerial officers may be transferred from one station to another station.

2. All Ministerial officers shall be rotated from one charge to a after every 2 years within the same station.

#### **C. GROUP "C" NON-MINISTERIAL AND NON EXECUTIVE**

1. Generally, the Gr. 'C' Non-ministerial /non executive staff are liable to be transferred anywhere within the Zone.
2. Transfer and Posting of Gr. 'C' Non-ministerial /non executive staff within the Commissionerate shall be done from the respective Divisions of the Commissionerates with the approval of the concerned Commissioners.
3. Tenure of posting in border area/ field formation including LCS shall be for two years. While considering the options for border area posting, preference shall be given to those who have never been posted to such areas and on the basis of service seniority.
4. Except for posting to sensitive/border areas, Gr. "C" Non-Gazetted Officers will normally be posted nearest to their Hometown as per as possible.

#### **D. GR."C" DRIVERS**

1. Gr. "C" Drivers are liable to be transferred within the Zone.
2. Tenure of posting for Gr. 'C' Drivers in a particular station other than Border/ other than sensitive areas will normally be for 4 years.
3. Tenure of posting at Borders/sensitive posts will be for a period of 2 years.

4. Gr. 'C' Drivers will be rotated from Custom to CGST and vice versa after every 4 years depending on administrative exigency.
  
- ❖ Administration shall have full discretion to post any officer to any place, in deviation to the above transfer policy guidelines, in view of administrative exigency or ground. In terms with CBEC's Transfer Guidelines any aberration or deviation from the transfer policy shall have Chief Commissioner's consent.